

WILSON SENIOR ADVISORY ASSOCIATION
MONTHLY MEETING FEBRUARY 10, 2021
TIME 10:00 A.M.
PLACE: VIA ZOOM

Quorum (needed 6)

MEMBERS PRESENT

Royce Shook, Karen Madill, Pat Dales, Ruth Wilson, Karen Dobson, Sharon Martin,
Juanita Franco Joan Mullens

STAFF PRESENT

Chris Eastman, *Yvonne Comfort*

MEETING CALLED TO ORDER

Meeting called to order at 10:03 a.m.

APPROVAL OF AGENDA

Motion to approve agenda: Moved, Karen Dobson Seconded Karen Madill. Motion
Carried

APPROVAL OF PRIOR MINUTES

Motion to approve Minutes of previous meeting as circulated. Moved Karen Madill
Seconded Sharon Martin, Motion Carried

ACTION ITEMS

Grant Application: Motion by Karen Madill, The Wilson Centre Seniors' Advisory
Board to look at and proceed with a grant application to the Telus Friendly Future
Foundation for the amount of \$10,000 directed to food funding for low-income
seniors. Seconded by Juanita Franco. Carried.

REPORTS

Staff

Staff Report presented by Chris Eastman, (see attached).

Motion to accept the staff report by Sharon Martin, Seconded Karen Dobson. Carried.

President's Report (attached)

Vice President Gwendoline Turpin was not at meeting, so no report was given.

Treasurer

Karen Madill report (attached). Motion to accept the Treasurers report Moved by Juanita Franco, seconded by Ruth Wilson. Carried.

Committee

History of the Association – George Lukach was not at meeting, so no report given.

New Business:

Linda Lou Bartlett was approved as a new board member to sit from March 1, 2021 to the Annual General Meeting in October.

AROUND THE TABLE

Juanita asked questions about the Vaccinee

ADJOURNMENT

Motion to adjourn made by Juanita Franco seconded by Karen Dobson. Carried meeting adjourned at 10:59

NEXT Executive MEETING: March 10, 2021 @10:00 via ZOOM

ATTACHMENTS

- Staff Report
- President’s Report
- Treasurer’s Report

- **Seniors Tax Support Program:** The Seniors' Tax Support program will be launching in the last week of February. Five Port Coquitlam Rotarians are expected to be a part of this community support project. A couple still need to be registered with the CVITP tax program so that they can process returns. I have fielded five calls requesting the service, and this is without any promotion. As there are more than our regular number of volunteers, we are looking at the option of providing the service to low-income seniors that may not be Wilson Seniors' members.
 - **What's Up Wilson:** The February edition of *What's up Wilson* is expected to be sent out on Thursday still needs to be edited. Relevant resource information for seniors includes:
 - A link to the COVID-19 immunization plan which Fraser Health says will be launched in late February. Discussion with Fraser Health revealed that there is a plan for their organization to contact all seniors who are 80+ in order to set them up for their registered injection.
 - An advance care planning session through the Tri-Cities seniors action society
 - Promotion and details around the Seniors Tax Support program
 - Free Choose to Move virtual fitness classes and newly introduced City programs directed to seniors.
 - Information regarding potential fraud and scams targeting seniors.
 - **Phone Buddies Update:** The Phone Buddies Seniors Resource Guide is complete and requires editing. This 28-page document will support the Phone Buddy callers with valuable information and resources that can be shared with seniors in the community. This is a living document which will be updated biannually. Wilson Centre Advisory Board and Phone Buddy volunteers are encouraged to provide their input in regard to additional resources which may support seniors throughout the Tri-Cities. Once the management team has had an opportunity to review the document, I will send it out to the Advisory Board for review. A smaller resource guide developed by the Tri-City news is available now in hard copy in the Terry Fox Public Library, with an older version accessible at this link: <https://issuu.com/tri-city-news/docs/seniorsguide2019>
 - The 18-page phone buddies volunteer handbook is also undergoing its final edit. This expanded document focuses on the questions and concerns raised by volunteers during the six-week initial pilot program. It addresses:
 - the importance of your role in connecting with seniors
 - the call out and message leaving process
 - Safety and emergencies
 - Self-care and maintaining your personal privacy
 - how to deal with emergency situations
 - tips on how to build relationships
 - tips on how to identify socially isolated seniors
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- sample scripts and call logs
 - follow-up phone call
 - submitting call records
 - basic resources you can reference outside of the Seniors Resource Guide.
 - The last of the Phone Buddy volunteers are completing their screening this week, and I will be emailing or calling members to provide an overview of the program and provide all the training and resource material for review. A schedule time for the onboarding and orientation will also be set up for next week with time set aside to answer any questions or concerns. Once complete, calls to community members can commence.
 - Fitness area will be providing senior total fitness classes in the Port Coquitlam Community Centre. Seniors are welcome to take part in the other 19+ fitness programs such as yoga, sculpt and stretch, and core and stretch.
www.portcoquitlam.ca/register or call 604.927.PLAY. (7529). COVID screening measures in effect.
 - **City Updates:** The sidewalk along Wilson Avenue and Kingsway is complete and usable, however there are still abrupt edges as the landscaping still needs to be completed. There is still no access to the sidewalk on Mary Hill on the east side of the street, and to access the PCCC use of the walkway at the corner of Mary Hill and Kingsway, or the ramp to the Terry Fox public library is recommended.
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Presentation to the Coquitlam – Port Coquitlam Constituency Seniors Advisory Council

I Completed the presentation to the group, which also included SHARE Family Services and Glen Pine and Dogwood. Each group presented what they were doing for seniors in the Tri-Cities. After the meeting I received an email from the MP's office that indicated that we might be eligible for a grant helping those who prepare taxes for low-income seniors.

Grant Update

I received a second email from New Horizons indicating they had received our request for funding.

Gwendoline shared a grant idea from BC Hydro, I looked at the grant, If we move ahead on the grant, we need to have a focus on one of the three areas Workforce of Tomorrow, Safety, and Smart Energy Ideas. I am not sure we are currently thinking about any one of the three. If we move forward on the Kitchen volunteers that Chris had talked about, we may be able to use a focus on the workforce of tomorrow. The deadline for grant applications is March 31 so we have time and may move forward with this if the Board approves.

Explored the possibility of applying for a grant to assist Rotary and the City as they start the program to assist low-income seniors to complete their taxes.

Explored the possibility of a grant from the TELUS Friendly Future Foundation. If we applied for this grant, I would use the Phone Buddies program or the Farmers Market Coupon program as the programs that require funding. At this time, I am not sure we can apply for both, so I need guidance from the Board as to which program to put forward for possible funding.

Submitted the Farmers Market Program final report. (At end of my report)

Board Member possibility

Linda Lou Bartlett (a member of the Choir) expressed an interest in possibly joining the Board. I have her contact information.

Port Coquitlam Seniors Action Committee

I continue to work with this group to help them set up their constitution and by-laws. Board members from Dogwood and Glen Pine are also on the Board. My aim is to ensure that this group completes not competes with what we are doing.

Resource Booklet

I worked with Chris and other members of the Board to update the list of resources for seniors in the Tri-Cities.

Phone Buddies Program

I followed up on an email request for volunteers for this program from Chris and Rob.

WCB Update – we do not have a payroll ID and notice given was for information. Without an active Employer ID, no action is required. It is my understanding that we can activate should it be needed and filed annually accordingly. I am still investigating and try to source the 3 CRA Payroll accounts.

This brings to light how the 4 boxes of binders I have are “filed.” I have gone through about ½ of these, and they are filed by month, for the most part. Therefore, you need to know the month you are looking for. I am suggesting that I put these in a financial year, in file folders and get rid of all the binders. I can then keep 3 years in an active box plus any active Grants, etc. The other boxes that would have historical files can be tucked away for reference. Potentially, I would suggest that a locked file cabinet could be maintained at the PCCC in the future for archived documents. The treasurer could maintain a key and the second key be kept in the safe for other executive members to access, if needed.

Money for Craft Sales was picked up by me on February 1, 2021 from Teresa.in the amount of \$45.00. I will be depositing this week to the account.

Respectfully submitted,

Karen Madill

Treasurer