

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

Quorum (needed 8)

**MEMBERS PRESENT**

Royce Shook, Gwendoline Turpin, Karen Madill, George Lukach, Pat Dales, Ruth Wilson, Karen Dobson, Juanita Franco, Joan Mullen, Teresa Foreman. Sharon Martin, Juanita Franco,  
Regrets Linda Lou Bartlett

**STAFF PRESENT**

Chris Eastman, Yvonne Comfort

**CALL TO ORDER**

Meeting called to order at 10:01 a.m.

**APPROVAL OF AGENDA**

Adoption of proposed agenda as amended. Moved by Sharon Martin. Seconded by Karen Dobson. Carried.

**APPROVAL OF PRIOR MINUTES**

Minutes of previous meeting approved as amended Moved by Sharon Martin, seconded by Karen Dobson, Motion Carried.

**ACTION ITEMS**

- a. Motion to appoint Linda Lou Bartlett, as Secretary and Wendy Rachwalski as a Board member terms to run until the October AGM. Moved by Gwendoline Turpin Seconded by Karen Dobson. Carried.
- b. Grant updates we have applied for three grants, one from TELUS Friendly Communities and two from Age Well Canada—one for the Walking group program and one for the Farmers Market Coupon Program, we have not heard back.
- c. We received a donation of \$3124 from Mayfair Terrace for the Farmers Market Coupon Program. The funds raised for this cause were raised through an auction which was done both online and in person for those who live at Mayfair Terrace. Action Royce Shook to write thank you letter on behalf of the Board.
- d. Wills and Estate Planning. The Board agreed to investigate trying to find Lawyers or Notaries in Port Coquitlam who would help seniors in this area. **Action** Ruth Wilson to investigate and report back to the next meeting.
- e. Changing the definition of senior from 50 to 60 in the By-Laws. Motion that the Board approves the idea of a change in the Bylaws to be in line with the definition of senior by the City. Motion by Karen Madill. Seconded by Pat Dales. Carried.

- f. **Action** Royce to review By-laws and create a motion for the Annual General Meeting so the membership can decide.
- g. Farmers Market Coupon Program Motion that the Board support the Farmers Market Coupon for 10 low-income seniors and that any subsequent grants received for this program be in excess of this motion. Moved Gwendoline Turpin. Seconded Juanita Franco. Carried.
- h. Seniors Week “Give it a Try” will be run during senior’s week, also discussion about using Sienna (Mayfair Terrace as a kitchen to facilitate some form of seniors’ lunch, as the Wilson Kitchen will not be ready. Discussion about using funds earmarked for seniors’ week to the Farmers Market Coupon Program. No decision made on seniors’ week.
- i. In person meetings might be able to return in October for the AGM.

## **REPORTS:**

### **STAFF REPORT**

Chris Eastman presented the Staff Report (attached). Move to accept by Gwendoline Turpin. Seconded by Karen Madill. Carried.

Yvonne Comfort Reported on updates to the Cities plans and how construction is going.

### **PRESIDENT**

Royce Shook went to the Cheque presentation from Mayfair Terrace and wrote a Press Release to send to the Tri-Cities News and put it on the Wilsons Senior’s Facebook Page as well as the Port Coquitlam Community Facebook page.

### **VICE PRESIDENT**

Gwendoline Turpin is working on the webpage and has created spaces for grants and other information needed by our members. **Action** Royce Shook to send completed grant applications to Gwendoline.

### **TREASURER**

Karen Madill presented the financial report (attached).

Motion to return cheque received Benevity for \$20.44 (US) made by Juanita Franco, seconded by George Lukach. Carried.

**Action** Karen Madill to return check to Calgary office with a letter of explanation as to why we are returning the cheque.

Karen is working on next years budget.

**Action** Royce, Gwendoline, Karen, and Linda Lou to meet to review budget before next meeting. Royce to send grants with Budget information to Karen to include in budget and financial information.

Motion to accept Treasurer’s report moved by Karen Dobson. Seconded by Juanita Franco. Carried.

## COMMITTEE

History of the Association – George Lukach received information on the formation of the Band from Ian Follis.

**Action** Royce and George will try to find an outdoor plaza to meet and invite members of his committee to attend as soon as permitted under Public Health Rules, so we can develop a plan of action as the final report on the project is due May 31, 2021.

## NEW BUSINESS

- Certificates left over from Save-on-Food. What purpose should they be put? Not discussed.
- Gwendoline Turpin will represent the Board at the meeting which combines farmers' markets, farmers, participants, and program partners as well as BCAFMS staff, board and our funding liaisons from the Ministry of Health, Public Health Services Agency, and the Columbia Basin Trust.
  - The online meeting would be Tuesday, April 20th, in two blocks, 930 - 11 am PST and 1-2:30 pm PST.
- The objective during the meeting will be to:
  - Review our program goals and measurements.
  - Review our equity, justice, and decolonization strategic plan.
  - Consider feedback from the recent study by the University of Calgary at Alberta

Review the eligible items that the coupons can be used for.

**Action** Chris will forward the ZOOM link to Gwendoline when he receives it.

## AROUND THE TABLE

Gwendoline talked about Choose to Move, Royce talked about the Tri-Cities Action Society.

## ADJOURNMENT

Motion to Adjourn at 11:28 made by Sharon Martin. Seconded by Karen Dobson. Carried.

## NEXT MEETING

May 12, 2021 @10:00 via ZOOM

## ATTACHMENTS

Staff Report  
Treasurer's Report

**Christmas Cards for Seniors Homes:** Is there further direction regarding the Christmas Card program? I know an Advisory member reached out to Tanya Robichaud [bcoperationcheer@gmail.com](mailto:bcoperationcheer@gmail.com) to open conversation.

**Spring and Summer programs:** A draft proposal has been created to seek approval to provide outdoor activities for seniors in some of our local parks. By gradually re-engaging and connecting our seniors with safe, fun outdoor programming we will support the needs of this vulnerable demographic by providing a variety of low-cost physical and social recreation programs. By aligning to the existing recreation program times in fitness and aquatics, the outdoor programming will be well received and will support mental health through organized and free play including outdoor bocce, badminton, croquet, and bingo.

Along with these proposed activities development of a **seniors' walking club** is also being proposed. Discussions with other municipalities who have existing walking programs is underway, as has discussions with community members regarding duration, distance, and routes. Currently this program would have a recreation leader to support the group and lead them during this one-hour walking program. Inclusion of pre-and post-stretching is also proposed. A member of the Board has expressed potential interest in volunteering to support this club and if the EOC permits us to move forward, this person would act as a sweep guide to ensure that no participants are left behind.

**Phone Buddies Program:** The Phone Buddies program has completed a significant number of calls and is currently working on callouts to those 77 and older. A number of these initial callees have requested to be put on a weekly call out list which shows that there is a need in our community for the additional social connection. There is a meeting review this week to discuss next steps. There has been considerable attrition from Phone Buddy volunteers for a variety of reasons and this is meeting will address those concerns. There have been a couple of additional people expressing interest in the Phone Buddies program and we will determine if we have the capacity and resources to provide additional orientation and training to maintain this community call out. To support Rob Loxterkamp and the Volunteer area we will also be looking at the existing format of the spreadsheet to see if there are adaptations that can be made which will allow Rob to obtain the quantitative and qualitative statistics he requires to report out.

**Birthday Call Outs:** Daily birthday callouts are going well and seem to be well received. The information obtained during these calls is added to the Phone Buddies spreadsheet if there is important information shared. During these 1-20-minute calls, pleasantries, confirmation of existing support, information regarding recreation and city programs and provision of resources and contacts are provided.

**Tax Program:** Nicola Lodge has submitted 22 of their residents' tax documents which are currently being processed by the Port Coquitlam Rotary. We are awaiting submissions from Hawthorn Lodge as well but the exact number at this time is not known. In total, 52 returns have been completed to date.

**Farmers Market 2021:** yesterday I received confirmation that we have been accepted into the farmers market coupon program for 2021. Once again, the city will be providing 25 spots, with

the board topping up the additional three for a total of 28 people with confirmed support. Royce has recently received a check for over \$3,100 in support of this program and has developed a press release to document the donation from Mayfair/Astoria and the Sienna Seniors Living organization. Additional funding options will continue to be sought. In 2020 the City of Port Coquitlam and the Wilson Seniors' Advisory Board worked together to support 75 people's food security needs.

**Wheelchair Purchases:** The city is reviewing quotes with the goal of purchasing three additional transport wheelchairs that will be used to support patrons who require assistance. All quotes received are from local businesses within the Tri-Cities area.

**What's Up Wilson:** The latest *What's up Wilson* will be released today, but I felt the need to acknowledge that there has been a significant delay in sending it out.

**Youth Cooking:** The Youth Services area has approached me to ask about the potential for cooking programs in the Wilson Kitchen for this coming fall. With the current PHOs we would be unable to provide that service, but once things level off there is an opportunity for seniors and youth to work together. This program would allow recreation leaders and seniors to educate youth with life and employable skills and will be looked at as we move forward. If anyone on the board is interested in being a part of this discussion, please connect with me.

## Treasurer Notes, April 14, 2021 Meeting – Wilson Seniors Advisory Association

- 1) Transactions after the march month end:
  - Chq#473 – Payable to Royce Shook \$211.90
    - gifts for past Secretary & Treasurer, passed at Nov'20 meeting.
  - Deposit \$3,124.00 to chequing account.
    - Received from Mayfair Terrace Council as a donation for the 2021 Farmers' Market program.
- 2) Budget progress – As I have no paper of previous budgets I am creating from the accounts on hand. Unfortunately, the only record I have is the past year, which was limited activity, and no budget was made for last year. I will be sending Royce & Gwendoline within the next 2 weeks for their input and finalize to present to Board for the May 2021 meeting.
- 3) I have 2 boxes left to sort through, but all bank statements are now in chronological order and various bank accounts numbers accordingly. Bank statements date back to September 1997. I have yet to come across any government files pertaining to previous payroll submissions, Charity number filings, etc. Hopefully in the last 2 boxes. I do have the minutes, filed by month but not sure if they are complete or how far they go back. I am assuming the Secretary has handed these over and these are duplicates?

### Other activities on behalf of the board:

- a) March 10<sup>th</sup> - I followed up by email with contact Tanya Robichaud from BC Operation Cheer, regarding birthday and Christmas cards as per Chris Eastman's report at March meeting. She replied on March 19<sup>th</sup> requesting a contact number to discuss in next few weeks. I replied and have not heard from her since.
- b) March 17<sup>th</sup> – Had meeting with Chris Eastman to brainstorm over recreational activities that could be offered for seniors, hopefully in June. Main discussion was for activities to be held outdoors.
- c) March 18<sup>th</sup> – picked up mail from Chris Eastman, which included a cheque that is very suspicious. I have included a copy and will discuss at meeting as to whether it should be cashed.
- d) April 8<sup>th</sup> – attended Photo op for donation from Mayfair Terrace Council donation.

Respectfully submitted,  
Karen Madill, Treasurer