

Wilson Seniors Advisory Board Minutes with Attachments

Date & Time: June 9, 2021 @ 10:00 a.m.

Members Attending: George Lukach; Gwendoline Turpin; Joan Mullen; Karen Dobson; Karen Madill; Linda Lou Bartlett; Royce Shook; Ruth Wilson; Lynn MacKenzie.

Regrets: Teresa Foreman; Pat Dales; Wendy Rachwalski; Sharon Martin

City staff present: Chris Eastman, Yvonne Comfort

Meeting Called to order @ 10:04 a.m.

1. Minutes of previous meeting were approved.
2. Adoption of proposed agenda with three additions.
3. Motion to adopt amended agenda: Juanita. Motion passed.

3. Action items:

- Election 2021-2022, As it stands now, we have the following responses to the question. Will you stand again in October?
- I will send the list of those who will stand again to the membership in Sept, please let Royce know if there are any changes to the list.

4. Name	Will stand again in Oct	Will not stand again in Oct
Royce Shook	X	
Gwendoline Turpin		X
Linda Lou Bartlett		
Karen Dobson	X	
Sharon Martin		X
Lynn McKenzie		X
Juanita Franco	X	
Ruth Wilson	X	
Wendy Rachwalski		

The following Board members term expires in October 2022. Please let me know if you are going to continue until your term ends or if you are considering stepping down. Thank you.

Name	I will be staying	I will be stepping down
Pat Dales	X	
Teresa Foreman	X	
George Lukach	X	
Karen Madill	X	

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Reports:

Staff report: Chris Eastman: Phone Buddies program is being advertised online for more callers. There are 15 applicants currently going through for the Fall program. Tomorrow a zoom orientation session for new callers, with Rob Loxterkamp and 5 attendees will take place. The age for a caller has been 65+. There was discussion of lowering the age of callers, possibly to 16, as some other programs have done. The Coquitlam Express, a local teen group, is being considered.

The Rotary has donated \$1,500 to Wilson to be used however it is needed. Also, there is \$1,500 from 2020 that was not used though it was earmarked for a specific project that did not happen, so a decision was made to move the 2020 \$1,500 to the donations account.

Action Required: Contact the Rotary to see if we have permission to use the funds for other purposes to help seniors.

All Board members need to be members of the Wilson Centre. Members who currently have memberships are on hold until we reopen. Those who don't have memberships will need to buy them and then the membership will be on hold until the Centre is reopened.

There was discussion of supporting the Mayfair Terrace if they decide to hold free Seniors' BBQs in both July and August.

Chris will be on a week's holiday from June 20 for one week.

Yvonne reported on the summer to fall activities planned, using a slow and gradual approach, like the opening in 2019: walking club, pool activities, low impact strength training and Yoga.

Motion to accept staff report: Juanita Seconded: Karen. Motion carried.

President's report: In 2020 we received two grants for the Farmers Market Coupon program. One grant was for \$2,000 the second for \$3,000. Based on receiving the grants we thought we had arranged for 15 more people to receive funds for the coupons. Our records show that the coupons were given out in late August and Sept of last year. However, we were never invoiced for the coupons from the Farmers Market, so we did not pay as it is our position that we do not pay a bill without an invoice. Karen explained the differences between the FM and this Wilson group's way of doing business. Wilson does not pay for anything without an invoice. When the Farmers Market was asked if they had sent us an invoice, they said no and the also said in an email:

The 5k in 2020. For 2020, we do not have record of a \$5k transaction on our end. So, we likely did process the order or an invoice. With that in mind, would the Wilson Centre like to use those funds for 2021 now? In which case I can add that to the additional 23 spots?"

To ensure that we will not be billed twice, we asked that the City investigate a bit deeper into the issue. We did ask our funders for permission to spend the \$5,000 on coupons for this year 2021 and it was granted. We will however not spend the money until the City gets back to us.

Mayfair Terrace is serving a seniors' luncheon today with help from some Board members.

“Thank you” was sent for the luncheon food. The food was to be picked up at Astoria as they have a covered drive through, in case of rain.

This past year, Royce has made 12 applications for grants and 4 were successful. He plans to be more discriminating in future while finding better grants to apply for.

He sent out the Press release for the Phone Buddies program which had a positive reaction from the community.

The FM tickets/coupons are only applicable to fresh fruit and vegetables and live plants for the garden. No snacks, fish, liquor, or honey may be bought with them.

Motion to accept President’s report: Seconded: Motion carried

Vice-president's report: Gwendoline Turpin: In scanning the responsibilities of the VP Gwendoline felt the list of responsibilities was very limited compared to what they are in truth. She wants to put a more complete list in the by-laws.

Moved Gwendoline, Seconded George, Motion Carried That section 82 of the existing bylaws as follows:

8.2 The Vice-President shall carry out the duties of the President during their absence.

Be removed and replaced with the following, which reflects the duties of the Vice-President:

The Vice-President shall:

- Carry out the duties of the President during his/her absence.
- Stay informed of current issues with the Association.
- Update the Policy and Procedure Manual as needed by the Board.
- Evaluate and report results and suggestions after each major event to the Board.
- Oversee and support projects, events, and activities as assigned by the Board.
- Act as a Signing Officer for the Association’s bank account cheques.

Discussion followed re the skill level of each new VP i.e., using the computer and level of organization, as well as changing focus on the responsibilities from one Board to the next. The list must be generic and accommodate other related duties. Refer to her report. Motion to accept VP report: Gwendoline. Seconded: George. Motion carried.

Treasurer 's report: (See the attached report) Karen Madill reported concern about monies left in the accounts at year end to roll over. She would rather not leave them in the account. She discussed the investment accounts, and she wants to move some monies as well. Also, Karen sees a need to close many of the payroll accounts that have been inactive for more than 5 years. They are redundant and have legal consequences.

Moved Karen Madill, seconded Juanita that:

Wilson Centre Seniors’ Advisory Board grants the treasurer permission to close all Receiver General Payroll accounts under the Board’s name due to inactivity. This will also include the related Work Safe BC account. Motion Carried

Motion to accept financial report: Juanita. Seconded: George. Motion carried.

Committee:

History of association: George Lukach is waiting until he can proceed further. No new report today.

New Business and action items for discussion at the next meeting: Plan is for next meeting to be in person.

Around the Table:

The Wilson Advisory Board members are all getting their second Covid19 vaccinations before the next board meeting, which is planned to be indoors in Wilson Centre.

Adjourned @ 11:30 a.m. Karen Madill, moved seconded by Karen Dobson.

Next meeting: September 8, 2021, 10:00 AGM.

Treasurer Notes, June 9'21 Meeting
Wilson's Senior Advisory Association

- 1) Transactions after the May'21-month end:
June 3, 2021, C# 474 - BC Association of Farmers Market, \$7728.00
 - 2021 Farmer Market Nutrition Coupon Program – 23 coupons for 16 weeks.
Invoice # 155329

- 2) In receipt of the 2 Save On Foods gift cards from Chris. Undeliverable from the 2020 Xmas program. I will be making an accounting transaction to move the value of total cards returned from the Christmas activity to a gift credit that will be used as a later date and allocated to that function when used.

- 3) Received by mail, from Work Safe BC, request to file annual report. When I received the rate info, I had called and was told I did not have to do anything. Inquired again and was advised if we have a payroll account, even if inactive for many years, they suggested that I file. I did file with a zero-balance due.

- 4) I have researched these payroll accounts and I can find records for 3 payroll accounts that have been active for 5+. This is not a necessary task and if we need a payroll account, in the future, we can open one.
 - *I therefore put forth the following motion “**Wilson Centre Seniors’ Advisory Board grants the treasurer permission to close all Receiver General Payroll accounts under the Board’s name due to inactivity. This will also include the related Work Safe BC account.**”*

- 5) I have been advised that we do not need our books to be prepared by a qualified accountant, unless our bylaws state so. I have not checked the requirements for our charity status or the City of Port Coquitlam. This also is an unnecessary task, and expense, as we have very few monetary dealings, own no property or handle an excessive amount of funds. In my opinion, I feel we should look at these avenues for clarification in our new fiscal year.

Respectfully submitted,
Karen Madill
Treasurer

THE WILSON CENTRE SENIORS' ADVISORY ASSOCIATION (the "Society")
RESOLUTION OF DIRECTORS

A RESOLUTION OF THE BOARD OF DIRECTORS WITH REGARD TO AMENDING THE BYLAWS OF THE SOCIETY.

WHEREAS it is considered to be in the best interests of the Society that it amends its Bylaws.

BE IT RESOLVED THAT:

1. The Directors shall recommend a Special Resolution to the Members that the Society file the following amendments to its Bylaws (the "Amendments"):

That Interpretation 1.1 (i) of the existing bylaws as follows,

"Seniors" means a senior citizen within the community; namely an individual 50 years of age or older who is eligible to participate in the seniors' programs, activities and events at the Wilson Centre or meeting the criteria for a senior as defined by the City for its programs from time to time.

Be removed and be replaced with a new Interpretation.1 (i) as follows,

"Seniors" means a senior citizen within the community; namely an individual 60 years of age or older who is eligible to participate in the seniors' programs, activities and events at the Wilson Centre or meeting the criteria for a senior as defined by the City for its programs from time to time;"

That section 82 of the existing bylaws as follows:

8.2 The Vice-President shall carry out the duties of the President during their absence.

Be removed and replaced with the following, which reflects the duties of the Vice-President:

The Vice-President shall:

- Carry out the duties of the President during his/her absence.
- Stay informed of current issues with the Association.
- Update the Policy and Procedure Manual as needed by the Board.
- Evaluate and report results and suggestions after each major event to the Board.
- Oversee and support projects, events, and activities as assigned by the Board.
- Act as a Signing Officer for the Association's bank account cheques.

2. To effect the changes to the existing Bylaws of the Society as filed with the Registrar of Companies, that the form of Bylaws presented to the directors at the board of directors meeting on June 9, 2021, be presented to the Members for a vote by Special Resolution for approval as the amended Bylaws of the Society, to the exclusion of the existing Bylaws of the Society.

3. Any one of the officers and directors of the Society, or the Chief Executive Officer of the Society, is authorized to take all such actions and execute and deliver all such documentation which are necessary or desirable for the implementation of this resolution.

City Report

Wilson Seniors Employees

It is with regret that I inform you that Carmel Lepine has resigned from her position in the Seniors area with the city. Carmel is driving for the entertainment industry and will still hold a casual position with the Arts and Culture area so you may see her back yet. As we approach fall, we will work to fill the part time RPA position Carmel held as part of our re-opening plans for the Wilson Seniors' programs. Carmel asked me to pass along her well wishes and virtual hugs to you all.

Farmers Market Coupon Program

Fifty-eight people out of eighty applicants have been selected to take part in the 2021 Farmers Market, this includes 39 seniors. The program will be much as it was last year with the option to purchase pre-prepared bundles online, or to collect your coupons and make the food selection yourself.

The Port Coquitlam Rotary recently provided a cheque in the amount of \$1,500 which was for the annual seniors' luncheon that we are unable to have. An option is to reallocate this money to the Farmers Market Coupon program thereby providing 4 additional people with access to the food security program.

Phone Buddies

With the recent story in the Tri-City News we have received an influx of people interested in volunteering for the Phone Buddies program. 15 people have expressed interest in taking part and have been provided with the link to sign up with the Volunteer area. Another training and orientation session is taking place on Thursday this week, and one of the participants may be the City's very own Human Resources Director, Steve Traviss.

There has been a lack of response from some of the existing Phone Buddy participants, so an email was sent out this week asking people to assess if they were still interested in participating. This is to check in on participants desire to stay connected to the program.

Currently we are working on reaching out to people in their 70's.

Fall Programming

Fall programming idea will be submitted at the end of June. At this time the proposal process remains the same with review by management and submission through the EOC. We are hopeful that the province's COVID phasing plan continues and look forward to phasing in some programs in alignment with the PHO.

Birthday call outs

This week it has been a challenge to make the birthday call outs. I will catch up next week.

Seniors Free BBQ

Sienna Seniors Living is hosting their BBQ immediately following this meeting. 40 seniors will be registering for the free homecooked meal. I developed a resource bag to support the registered seniors which includes the Tri Cities Resource Guide, a Tri Cities Seniors Guide, a hard copy of the What's Up Wilson, as well as a reflector for walking safely at night. I will be on-site to meet and greet the registrants and support the community outreach.

Holidays

I will be away from the office and out of range of cell service from June 12-20. If there are questions or concerns regarding the Phone Buddies Program, I will be meeting with Rob to discuss aspects of coverage. If there are issues, questions or concerns involving the Farmers Market Coupon Program, I am meeting with Emily Neuman to discuss coverage options. For anything else, please connect with Yvonne Comfort. Thank you all.

Presidents Report June Board Meeting

I spent the month reviewing the grants we have applied for which are listed in the table. In the past year we have applied for 12 grants (4 of which were successful and 8 of which were not) for a total of \$ 21,104. We also received \$7,624 from donations from supporters in the community for a total of \$28,728.

*One grant application (Hire a student) was started and then not followed through because of the work required to fulfill the grant if we received it.

Grant	Successful	Not Successful
Capacity Building Grant		X
Community Emergency Support Grant (\$13,104)	X	
Port Coquitlam Community Foundation Community Grant \$3,000	X	
Port Coquitlam Community Foundation Covid-19 Community Response Grant \$2,000	X	
Gender Equity		X
Give it a Try Grant		X
Help Age Canada		X
Hire a student*	2	X- Not followed up
History of the Committee (Community Cultural Development Grant) \$3,000	X	
MEC grant for equipment		X
New Horizons Grant		X
Telus Grant for Farmers Market		X
YVR grant for Phone Buddies		X
Donations		
Harken Towing (Helping Hand Grant \$1,500)	X	
Rotary Club (2020--\$1,500, 2021 \$1,500)		
Mayfair Terrace (Farmers Market \$3,124)	X	

The Rotary Club donation for last year and this year has not been allocated as it is to be used for “the care and comfort of seniors,” and we as a board of not decided what that means.

I spent time on the Phone Buddies Program and prepared a press release which was very successful in getting community response to the program. I also wrote Wilson Seniors’ Board Update for the June edition of What’s Up Wilson.

Next year I hope that we are more successful in our grant writing, as I plan to review and educate myself on how to write grants. Finally, I wish everyone a wonderful summer and look forward to an exciting next year where we can be back to normal.