

In Attendance:

Board Members: Bonnie, Lydia, Marion, Sandra, Pat, Irene M, Sharon, Lynne.
 Other Members: Keith Hartup, Pat Dangelmaier, Don Dangelmaier, June Wilson

Meeting brought to order at 10:35Minutes of Previous Meeting

Moved (Sharon/Marion) to adopt previous AGM minutes as shared.

Carried

Business Arising: Included in individual reportsCorrespondence

- Township of Langley has communicated with Bonnie regarding forms needed for renovations done to the kitchen. The forms have been sent back. We have put in an order for repair to a locking device on the main door. They checked for dampness in the office but found nothing amiss.
- Jerry and Marlene have an extra vacuum that works better than the Dyson and are willing to sell it to BSC. They use it here now.

Moved (Irene/Sandra) that we buy the vacuum cleaner for a fair price.

Carried

- We signed a new agreement with TOL regarding their assuming maintenance of Septic tanks and the Septic Fields.
- A request has come in regarding the use of the chat room for Bridge lessons.

Financial Report - Irene**Monthly Report, December 2019**

- Balance 2019-12-01 \$44,378.54
- Balance 2019-12-31 \$44,448.96
- Major Revenues:

We received a TOL grant for \$3000 for improvements made. This was for shared projects: we pay half and the Township pays half of total costs.

- Major Expenses:

Josh Wright for AV Security - \$3803.52 (Part of the grant expenses)

Food and Friends Christmas Dinner \$1369.68 (all covered by admission, raffle, two donations, and monies within the Food and Friends Account.)

Shelving Units for Office - \$421.66

Summary of BSC financial assets as of January 4, 2020.

- Chequing: \$45,465.37
- Term Deposits: \$23,383.06
- **Total Bank Assets: \$68,848.43**
- Petty Cash: \$ 44.10

Income Tax Filing

- Before 2012 revenue was falling and term deposits were dropping. Fee-collection was haphazard.
- Since 2012 the membership and revenue has been growing, term deposits have been steady, and accounting has been more rigorous. Irene has had a steep learning curve implementing proper accounting procedures.

Some of our bigger regular expenses

- Utilities: Telus - \$2079.59; Hydro - \$3124.02 (Nov. 8 to Jan. 2020 not included); Fortis - \$3162.82
- Leo's Lawn Maintenance: \$2193.50
- BCOAPO annual dues: \$4128.00
- Cleaning contracts: \$700 monthly
- Defibrillator annual maintenance fee: \$122.08
- SWISH Paper Products: \$642.62
- Carpet Cleaning (June): \$315.05

- Insurance on content and directors' coverage: \$2148.00

Some of our 2019 larger expenses

- New chairs for chat-room and lounge: \$1243.20
- 10' ladder (old one missing): \$277.76
- Upper Hall work – new upper cabinets: \$1727.79 (grant)
- BELCO electrical outlets: \$268.86 (grant)
- NU-COR Environmental (Asbestos Abatement) \$840 (grant)
- New Sound Mixer: \$449.91

Donations

- Food Bank: \$500
- Scholarship Society of OAP of BC: \$500 (to students in field of gerontology)

Other

- Bonnie and Irene completed paperwork for the GST rebate today. We are owed about \$300.
- Revenues and Grant:
 - Membership is holding steady at just under 600.
 - Drop-in Fees and bookings continue to bring in the most revenue: \$23,651
 - We were given a \$3000 Capital Improvement Grant from TOL. We must acknowledge them in our advertising and on our signage.

Big Thanks

- Andy Sterczyk double-checks Irene's inputs into Excel and prints the monthly expenses sheets.

Full Financial Report is available from Irene.

Moved (Marion/Sharon) to accept the financial Report.

Carried

Budget – Bonnie

- Expected Revenues for 2020: \$47,062
- Expected Expenses for 2020: \$39,400

Moved (Sandra/Irene) to accept the Budget.

Carried

President's Report – Bonnie

Membership:

- Sharon, Sandra, Lydia and Bonnie are collecting membership dues for Bridge.
- For other groups, individuals or leaders are collecting 2020 memberships.
- All 52 keys have been assigned to members – we need to discuss what to do when keys are lost by members. How secure is our facility with so many keys in so many hands plus the added issue of lost keys? So far we have been really fortunate in that there have not been problems.
 - passing keys on – must let the executive know
 - lost keys – must pay a fine of \$50
 - they already sign a form

Moved (Irene/Sharon) to limit the number of keys to 52. If you lose your key, you pay a \$50 fine. Carried.

User Group Changes:

- iPad/iPhone workshops. We will set more classes in the upcoming months.
- Maria reset her toning class time to run Tuesdays and Fridays, 9 am – 10 am.
- SSW is using the lounge or chat room for their general meetings once a month on a Sunday evening.
- Cleaners are using Wednesday nights after SSW is finished and Sunday nights when available. They are flexible and work around the calendar.

Facility Renovations and Repairs

Renovations and maintenance completed and ongoing:

- Dave Wright
 - purchased and installed doors into the chat room
 - purchased and installed 2 large units of storage shelves in office
 - purchased and installed hood fan and cabinetry for above new hood fan
 - replaced stoop transition from office area into lounge
 - repairs wooden fold up chairs as they break
- TOL
 - applies salt when freezing weather is an issue and clears snow
 - painted the entire building exterior, replaced rotting boards, repaired one down-pipe and will clean gutters,
 - maintains garden and tree clipping,
 - repairs leaks – and is keeping an eye on the window in the lounge bathroom and the door to back parking lot that appear to leak during rainstorms.
 - cleans furnace filters, replaces high lights,
 - now maintains septic tanks and fields

Fundraising (see financial report for numbers)

- Irene Wright implemented a Purdy's Chocolate sale. She raised over \$400 for Food and Friends. Thank you Irene.

Facility Usage

- Usage of the facility has increased and we often receive calls to rent for weddings and family gatherings but alas we are NOT in the rental business and must limit the use of the hall for members and their events.

Contributions to the Community

- SSW raised \$9000 for the Child Development Centre and performed several demonstrations. Marj Kenny was key.
- SSW, Toning, Food and Friends, and BSC collected several bins of food for donation to the food bank.
- Three of our dance groups – SSW, Line dancers, and Mexican dancers – performed at the annual Rotary Rib Fest.
- Paws 2 Dance performed at the Langley Day of Poss-abilities, two dog fairs, and several senior residences.
- BSC donated \$500 each to the Langley Food Bank and the BCOAPO Scholarship fund.
- BSC executive organized and ran a Christmas craft fair and spring yard sale for member vendors.
- The Langley Chess Club hosted its annual provincially-recognized chess tournament.
- BSC provides volunteers as waiters, food crew, speakers, organizers, entertainment and clean-up crew to the Food and Friends program which, under the auspices of Langley Meals on Wheels, provides a valuable social service to seniors in the area. BSC also contributes funds to ensure the program is successful.
- Several of our quilting groups make donations through the Langley Quilters' Guild and through independent projects in the form of community quilts which are given out to hospitals, women's shelters, veterans and their families, new immigrants and other people in Langley and nearby who are in need. This year the Material girls created many quilts in memory of Dorothy Throssell. Members of the Langley Quilters Guild are also creating quilted post cards. Proceeds from these will go toward the new MRI unit at Langley Memorial.

Thank Yous

- Thank you Sandra for delivering BSC's collection of food to the local food bank.
- Thank you Irene Wright for fund raising with Purdy's chocolates
- Thank you Irene and Andy for the enormous amount of work you do for the treasurer's work
- Thank you Roger Morrow for answering our alarm call-out calls
- Thank you Lynn for working with Pat to iron out the usage of the upper hall and its time table
- Thank you Lyd, for representing us at BCOAP, doing the monthly newsletter, maintaining membership list, running Food and Friends programming, leading Gentle Fit, planning games days, creating signage.
- Thank you Marion, Sandra, Esther, Sharon for all your work with Food and Friends
- Thank you Jerry, Linda and Marion for running the kitchen so efficiently
- Thank you Jerry for shopping and replacing broken appliances etc., and for organizing and looking into possible flooring with Dave.
- Thank you Nora for keeping an eye on all the supplies, maintenance issues, yard maintenance and replacing things that are needed.
- Thank you Marlene Lamont for the "extra" care you take in cleaning. The oven was a massive job and it looks spectacular.
- Thank you Dave Wright for fixing and repairing chairs and the threshold, installing doors, cupboards and the hood fan.

- Thank you Keith for replacing light bulbs, painting and repairing where needed, changing the roadside signage
- Thank you Maureen for keeping our activities very visible in the local papers, seniors' magazines and coffee talk papers
- Thank you SSW decorating committee and others who keep the hall looking welcoming and engaging.
- Acknowledgements:
 - The Rotary Langley group acknowledged the volunteer work of Maria Hillmer and Lydia Francescutti
 - Alzheimer Association and Retirement Concepts recognized Marion Dixon for 32 years of volunteer work
 - Langley Meals on Wheels recognized Marion Dixon as outstanding LMOW volunteer
 - LSRS recognized Don and Pat Dangelmaier as good citizens of the year.

Secretary's Report – Lyd

- Huge thanks to Bonnie who keeps us all organized, does the heavy lifting with the grant applications, and liaises with the Township . . . among other things.
- **Registration:** Thank you, group leaders, for submitting lists in 2019. Last year for the first time, all Fabric Art groups were entered on one master list (UFAB). My intention was to make the master list (of names only) available to Fabric Arts group leaders in March or April so that leaders could check that anyone attending their sessions was registered. I kept delaying sending out the list as I waited for a few more to register, and before I knew it, it was summer and I didn't send it out. Big thanks to Sandra and Dianna for helping with registration of the line dance and Zumba/toning groups.
 - Members registered in 2019 – 566. Township of Langley – 256, City of Langley – 39, other cities – 267, unknown – 4.
 - If anyone wishes to take over the registration, I will be happy to show you my system. Not perfect but gets the job done.
- **BCOAPO:** I attended the convention in Cultus Lake last year. The 2020 convention is in Nanaimo, mid June. Participation in BCOAPO is key to maintaining a voice for seniors. If you have a particular issue regarding seniors, their rights, or government policy, please send your ideas to me by March. The Scholarship Society of the BCOAP was happy to award \$11,500 to post-secondary students in the area of gerontology in 2019. I had the opportunity for the second year in a row to attend the SFU awards ceremony where I presented six outstanding students with scholarships.
- **Year-End Reports:** As with last year, we will no longer be *requiring* year-end reports but request that if any group participates in a community event, makes a contribution or service to the community or creates opportunities for seniors to help seniors or multi-generational interaction, that they let us know. We acknowledge the contribution in our newsletter and use the information in our grant applications and for branch reports to the BCOAPO.
- **Communication:**
 - Notices to Group Leaders: After each of our monthly meetings, I send updates to group leaders. Let me know if you are not receiving them.
 - Newsletter: A new *BEAT* appears on our website at the start of each month, big thanks to Andy for putting it up so quickly. Please send me photos and text for anything you wish me to acknowledge in the newsletter. We like to periodically highlight each of our groups.
 - Schedule: we have been using a one-sided hand-bill to show classes. We try to keep it up-to-date. Please check it over and let us know if it requires any changes. The BSC website will be added to the information.

Booking – Pat

Highlights

- Division of calendar into Upper Hall and Main Hall bookings has been successfully instituted, with Quilting/sewing groups setting their yearly schedule co-operatively under the leadership of Lynne Mathison. Bookings and issues are collaboratively handled.
- Most successful Labour Day Chess Tournament to date; largest attendance; respect for building issues completely resolved. Suggest extra chess personnel for final cleanup regarding waste disposal.
- Our calendar is now fully booked by our member groups, with very little flexibility available.

Issues

- Pool-room usage privileges are not for unsupervised children and do not automatically come with the booking of the Main Hall. Pat will design signage to that effect.
- Suggest our waste disposal procedures and expectations be made clear to those booking.
- A full calendar means that we have a moratorium on allowing newly registered groups. Also, although we are mindful of a group's priority to their set time, we occasionally ask a group to give up its time to accommodate a special event, such as a funeral or a fundraiser.

Looking Forward

- Lynne to assume Main Hall booking responsibilities and oversight of the bsc1@brookswood.ca email address; Pat in advisory capacity
- Streamlining booking agreement (an unachieved goal carried over from 2019)
- Will make a date for Christmas Craft Fair – Possibly November 7th – and inform members early.

Maintenance and Supplies – Nora

Supplies Purchased

- Three Swish supply orders: paper towels, bathroom tissue, hand-soap.
- Cleaning supplies: Blue Dawn dish detergent, green garbage bags, goo gone, nitrile gloves, magic erasers, bucket for Katherine, vinegar, baking soda, sandwich bags, aluminum foil, duster heads, liquid deodorizer for rugs and garbage pails, hydrogen peroxide spray, ICE MELT for outside entrances.
- Kitchen items: Tetley Tea, Milk

Front Garden and Grounds Maintenance

- A new Nozzle was purchased for the front garden hose.
- The East neighbour's fence on 36 Avenue fell on the front hedge. The neighbour was asked twice to fix or remove the fence and this finally was done and the hedge was trimmed.
- Eric Leonard is continuing to clear branches and needles from the back lawn and front of the building areas, blow needles from around the building parking and entrance areas, and cut the back lawn in the summer months. Eric was asked to lift the mat at the upper front door and blow needles that accumulate there.
- The Township of Langley has asked REMDAL to repaint the ramp at the front of the building and look at maintenance of the railing on the ramp.
- The Township of Langley has been asked to cut broken and overhanging branches from a tree at the back east side of the building and this is still outstanding after repeated requests. This has now been done.
- A new dish for the cigarette station at the front of the building was purchased and clean sand was donated by BURNCO for resupplying the sand. New signage is needed at the front of the building to notify smokers where the butting stations are. Also a sign at the back needs reposting for dog owners to let them know the centre requests dog waste be packaged and taken away since there is no dog waste station.
- Lyd has made up new signs for dog waste and back-lot parking. Keith will install the signs.

Dyson Vacuum

- The Dyson vacuum had a broken hose that was replaced at no cost by Dyson.

Products that should not be used

- Because of our septic system, we are discouraged from using certain products including bleach and Draino.

Food and Friends – Lyd and Marion

- Fundraising: Once again Irene Wright organized and ran a Purdy's Chocolates fund-raiser which raised over \$400 for the Food and Friend program. Peggy organized a dance and donated proceeds to the program. These initiatives along with some personal donations have enabled us to continue offering interesting presenters and decent food.
- Numbers: we typically have between 45 and 55 guests at each luncheon with 69 regulars on our lists.
- Telephoning: Any new members go on a waiting list until such time as space is available.
- Cards: Christmas cards were all donated. Most birthday and thank you cards have also been donated but we've purchased a few special ones for special birthdays. We were pleased to celebrate several milestone birthdays this year. Thank you Esther for being careful to include everyone. If anyone has birthday cards they don't use (charitable gift ones, for example) we could use them.
- Presentations: We are always looking for different presentations (preferably not really expensive ones).
- Picnic: the new competition format for the picnic made it much easier to run and more social.
- Christmas: The Christmas luncheon was well received by guests and crew alike. There were concerns about subsidizing the lunch. BSC made out a cheque for \$1369. 53 guests paid \$15 each (\$795), a \$200 and a \$20 personal donation were made specifically for the luncheon, \$169 was earned from the raffle (prizes generously donated by Esther and Sandra). That left the total subsidy at \$185 which came directly from Food and Friends funds. The food from Coast Caterers was hot, tasty, and plentiful enough to feed our performers after the guests had finished.
- Specific acknowledgements:
 - Set up Crew: Sandra, Esther, Sharon, Lyd
 - come early to set up tables ahead of Zumba class
 - move tables and add chairs once Zumba class is finished (with help from Zumba class and early guests)

- set up AV systems
- Kitchen Crew/Servers: Sharon, Linda, Jerry, Marion C, Donna – with help from Bonnie, Katherine, Irene, Nora
 - make coffee and tea, pick up food, prepare food for service, serve, clear tables, wash dishes, clean kitchen
- Front of the House: Esther, Sandra, Marion D
 - telephone entire guest list twice monthly and phone in the order
 - (Esther) prepares cards for birthdays, speakers, others.
 - collect admissions and check in guests
 - keep account of income and expenses for each luncheon
- MC: Lyd
 - arranges for presenters, makes PowerPoint and quiz for each luncheon, MC's event
- Special Touches: Marion, Helen, Ashley, Arnold and others
 - provide guests with special themed treats – usually decorated cookies or flowers
 - donate gifts and prizes
- Clean Up: Crew plus several guests who stay to help, especially Stan, Michelle, and Janet
 - stack and move chairs, collapse and store tables, sweep the floor, launder the table cloths
- Brookwood Centre Performers: Zumba class, SSW, P2D, Mexican Dancers, Lorie Naylor, Margaret Thuricke
- Separate Account
 We need to create a separate Food and Friends with its own account to facilitate the accounting.
 We would not be able to issue a tax receipt for donations directly to Food and Friends.

Food Bank – Sandra

- Food and Friends guests and several other groups gave very generously to the Food Bank at the Christmas luncheon.
 We delivered several boxes of food (two car loads) plus a \$500 donation from BSC. We will receive receipt in January.

Sunshine – Esther

- Responsibilities: to deliver or mail birthday, get well, thank you, and sympathy cards.

November and December Reports

November: 1 get-well card, 2 thank you, 1 sympathy and 4 birthday cards.

December: 2 get-well cards, 2 thank you, 1 sympathy, 6 birthday

- Esther writes some great poems for thank you cards.

Public Relations – Maureen Wilson

- Over the last year, I have submitted a list of the events happening at Brookwood Seniors Centre (in January and August) as well as individual ads for the annual May yard sale, to the following publications:
Langley Advance, Langley Times, What's On Langley, Coffee News Langley.
- I will be sending out an updated list to the above when I return from Mexico after January 18, 2020.

Elections

- **Stepping down:** No one

- **Executive for 2020 continuing or willing to stand again**

President – Bonnie Hartup

Vice President – Jerry Lamont

Secretary – Lydia Francescutti

Treasurer – Irene McNeill

- **Board Members**

Booking Director – Lynne Matheson

Catering/Food and Friends – Marion Dixon

Food Bank/F & F/Library – Sandra Lewis

Sunshine/F & F – Esther Gallagher

Maintenance/Supplies – Nora Truman

Drop-in/F & F – Sharon Johnson

Public Relations – Maureen Wilson

Booking Advisor – Pat Bunnell

- **New Board Members**

Sharing Library/Puzzles – June Wilson

Treasurer's Assistant – Pat Dangelmaier

Moved (Marion/Sandra) to confirm the election of these officers with the two additional positions. *Carried*

Motions

House-keeping changes to Constitution and by-laws.

Since many members of the board are also on a number of other organizations, we cannot always meet on the same day. Our current constitution indicates that we meet the first Tuesday (for General/regular meetings) and last Tuesdays (for board meetings) each month. We have been meeting the second Monday of each month most of the time, and when necessary on other days. We have combined the board and general meetings as generally, only one or two non-board members attend the general meetings.

The section on executive officers and directors had some errors:

- says "six" directors in addition to the executive. We cannot possibly function with only six directors.
- says elections will be held in December. Haven't done that for 8 years as there is too much going on in December.
- says someone appointed as assistant secretary could sign cheques (only signing officers can do that and must go through the bank to become approved)
- says Secretary is appointed. That was a typing error. It has always been an elected position. Directors could appoint an assistant to the secretary. Secretary used to make hard copies of minutes for executive. Now doesn't. Minutes available upon request. Digital copies sent to all directors. Key information is shared with group leaders.
- we've added a definition for Directors and Members-at-large.

Drop-in Fees: we have passed policy regarding drop-in fees but have not written them into the by-laws. They are now included.

- Revised Constitution and By-laws attached.

Moved (Irene/Pat) to adopt the revised Constitution and By-Laws.

Carried

Going forward/Grant applications

- Side driveway – widen and grade so that the rain flows away from the building.
- Electrical cord for ironing in upper foyer. Lynne will take care of that today.
- Back lawn: mole hills. Irene will confer with Eric regarding mole holes and micro-clover.
- Butterfly garden – Bruce Thomson has offered his help and some plants to create a butterfly garden in the back lot along the fence. Great idea but we do not have members who would maintain it. Possibly we could take a couple of the plants for the front yard.
- Flooring main hall. Dave and Jerry have investigated many options. Dealing with Nufloors. One option: \$23,000 (Main Hall, chat room, Lounge, coat room).

New Business

- Janet inquired if we want to sell the carpet bowling balls. No one here uses it.
- Upper Hall wooden tables are well used and well liked. They may require some repair in the future.

Next Meeting: Monday, February 10, 10:00 am.

Adjournment: Moved (Pat/Marion) to adjourn meeting at 12:26.