

KITIMAT 50+ SOCIETY
GENERAL MEETING MINUTES
Thursday, September 24, 2026 – 10:30 a.m.
Kitimat 50+ Centre 658 Columbia Ave. Kitimat, BC

1. **Call to Order:** The meeting was called to order at 10:45 am by Mary-Ellen Proctor

2. **Welcome, Attendance and Quorum:**

Members in attendance: 33

Quorum: The Vice-President noted that out of 341 members 330 are eligible to vote and 33 were present. As the bylaws require a quorum of 10%, it was determined that a quorum was present.

3. **Moment of silence:** To remember our members who are no longer here and those who are unwell.

4. **Adoption of Agenda:** The agenda was sent to the membership on September 16th and 23rd. Additions or amendments and Motion to adopt agenda

Moved by: Ray foster /**2nd by:** Lea McIntyre

To adopt the agenda as circulated. CARRIED

5. **Approval of Previous General Meeting Minutes:** The May 28, 2026 general meeting minutes were emailed to the membership on September 16th and 23rd.

Moved by: Laura Yeager/**2nd by:** Vadie Bond

To approve the general meeting minutes of May 28, 2026 as circulated. CARRIED

6. **President's Report:** The President's report was emailed to the membership on September 16th. A copy will be attached to the September 24th general meeting minutes. Mary-Ellen did a power point presentation. A request was made for the slides to be sent to the members.

Moved by: Lea McIntyre/**2nd by:** Anne Hansen To accept the President's Report. CARRIED

7. **Treasurer's Report:** Presented by Barb Thomas.

Moved by: Darlene Gleig /**2nd by:** Helena Veysey

To accept the Treasurer's Report. CARRIED

8. **Manager's Report:** Presented by Amelia Pozsgay.

Moved by: Anne Hansen/**2nd by:** Gillian Mullins

To accept the Manager's Report. CARRIED

9 OLD BUSINESS:

9.1 LNG Canada Grant/Wellness Programming and Centre Signage: Report presented by Board member Louise Avery

LNG Canada has provided the 50+ Centre with funding for signage, wages for a health and wellness programmer, and equipment purchases.

The signage includes the two exterior signs and one interior sign stating, "Proudly Supported by LNG Canada." The interior sign will be up on the wall soon beside the main desk.

Kanaeta Daigle, Health & Wellness Programmer has completed 97 hours as of August 31, leaving 163 hours remaining. LNG Canada has agreed to extend the contract until December 31, 2026.

Given responses from the survey of members, the health and wellness programming delivered, now running, and planned includes:

- Create a Bedtime Routine Workshop, with Kanaeta, August and September
- Northern Brain Injury Association presents "Brain Injury & Concussion Awareness & Prevention Session" in October (Date to be determined)
- Find Your Fit, a Footwear Workshop, October 22 with Kanaeta
- Mental Wellness – brain games and discussion of Seasonal Affective Disorder (SAD) in November with Kanaeta
- Community Wellness Fair in November with health and wellness practitioners

Also being considered, "Nutrition's Link to Cognitive Health" with Janie Pelletier, The Lymphatic System, and "Managing Anxiety and Worry as a Senior" with Dr. Sheryl Metzger. Additional sessions are being planned by Kanaeta in Nutrition and Pain Management.

With the assistance of the 50+ Centre activity leads and the Board, Kanaeta has developed a list of equipment for the Centre. The Board will meet to discuss purchasing equipment with the funding.

The Kitimat 50+ Centre Society gratefully acknowledges the financial support of LNG Canada.

Moved by: Rob Goffinet/**2nd by:** Laura Yeager
To accept the report on the LNG Grant. CARRIED

9.2 Refurbish or replacement of card tables: The Executive recommends purchasing square card tables to replace the wooden ones.

Moved by: Karen Santucci/**2nd by:** Maria Knight

To approve the purchase of 10 square tables at a cost of approximately \$140.00 each.

CARRIED

Moved by: Gillian Mullins/**2nd by:** John Tymchyshyn

That for the time being we assess up to 3 of the best wooden tables and keep them accessible for programs after hours. CARRIED

9.3 Christmas Party: The Royal Canadian Legion hall has been booked for Thursday December 3rd. We are looking for volunteers to form an organizing Committee. Anyone interested is to let Pauline Morgan know.

9.4 Additional TV Channels: Hollywood Suites Movie Channels 575 through 578 have been added on a trial basis.

9.5 Crib Tournament: Tournament was held on August 24th and was very successful. There were 44 participants and a lot of donations from local businesses and individual members.

10. NEW BUSINESS:

10.1 District of Kitimat request for support: The Executive made a decision that the Kitimat 50+ Society provide a letter of support to the District of Kitimat for a grant application for the replacement of heat pumps at the pool.

11. Activity Lead Reports:

11.1 Carpet Bowling: Ray Foster reported that they are losing participants through aging and would like to put it out there to let it be known if anybody wants to join to come out on Monday and Thursdays at 1 pm in the Joanne Monaghan room at Riverlodge.

11.2 Ukulele: Laura Yeager reported that they carried on through all summer long. They will be performing at the Telethon on Oct 18th. Will be at the Light Up Kitimat on December 6th. They play at Delta King and Mountainview Lodge long term care once a month. There are between 14 and 20 members participating.

11.3 Kitchen – Bingo: Lea McIntyre needs help in the kitchen during Bingo on Tuesday nights. Request for 1 to 2 volunteers for food service between 5:00 PM to 8:00 PM. Tasks include handling payments, food prep, and serving.

11.4 Promoting Activities online: Lea McIntyre suggested that it would be helpful to have advertising on line to promote individual programs in the form of video clips and post them on Facebook and twitter.

11.5 Pickleball: Stacy Smeader reports the Tuesday and Thursday ladies numbers are down a little bit but will be coming back up soon. Monday, Wednesday and Friday mixed is going strong. Resurfacing of the outdoor tennis court was supposed to start yesterday. District of Kitimat are putting in 6 pickleball courts and one tennis court which will be segregated. Surprisingly there is a plan to put in 2 Pickleball courts in Nechako Centre. Clarified with the District of Kitimat that under 50 age group are able to participate by paying the applicable fees.

11.6 Membership statistics for 2026 are: Pauline read a report from Helen O'Neill Total of 341 members

100+	1	70-79	114	Under 50	11
90-99	4	60-69	116	No age provided	9
80-89	60	50-59	26	TOTAL MEMBERS	341

11.7 Yoga: Pauline Morgan advises yoga is on Tuesdays, Thursdays and Sunday mornings. If someone is interested in leading a late afternoon or evening time it could possibly be coordinated with the programmer.

11.8 Canasta and Mexican Train: Pauline Morgan advises Canasta is on Tuesday and Sunday afternoons at 1 pm. The group has introduced a table of eight players which is now very popular. If you are looking for something to do on Sundays, besides Canasta there is also Mexican Train in the evening at 6:30 pm.

11.9 BBQ Cleaning: Wolf Schmidt said that we spent a lot of money for a new BBQ but it needs to be cleaned up before being put away in the fall. Lea McIntyre volunteered to take on the job of cleaning the BBQ.

12. Next Meeting:

Annual General Meeting and General Meeting: November 26, 2026 – 10:30 a.m.

13. Adjournment: The meeting was adjourned by Mary-Ellen Proctor at 12:01

Minutes recorded by Pauline Morgan, Vice-President

KITIMAT 50+ SOCIETY

PRESIDENT'S REPORT

September 24th, 2026

Dear Members,

Since being elected President of the Kitimat 50+ Society, I have spent considerable time learning more about our organization—its history, programs, finances, partnerships, responsibilities, and, most importantly, the needs of our members.

I want to begin by thanking our Board members, staff, program leads, volunteers, and members. Our Society exists because people continue to give their time, knowledge, skills, and energy to make it successful.

Strengthening Our Organization

One of the priorities identified by the Board is strengthening the governance and day-to-day operating framework of the Society.

We are fortunate to have a strong Constitution. However, as we have reviewed our operations, it has become clear that we also need comprehensive policies and procedures to support the Constitution and provide consistency from one Board to the next.

Work is therefore underway on a **Board Governance Policy Manual**, including policies related to:

- Board roles, responsibilities, and authority
- Meetings and decision-making
- Financial management and accountability
- Purchasing and spending controls
- Human resources
- Staff and volunteer responsibilities
- Conflict of interest and code of conduct
- Records and confidentiality
- Risk management and safety
- Program accountability and reporting

This is a significant project, but it is important work. Good policies protect our members, employees, volunteers, Board members, and the Society itself.

The goal is not to create unnecessary rules. The goal is to establish clear expectations and procedures so that future Boards do not have to continually reinvent how the Society operates.

Financial Planning and Accountability

Another area receiving attention is financial planning.

As we move forward, it is important that our Society establish a clear annual budgeting process. A budget allows the Board and membership to understand anticipated revenues, operating expenses, program costs, grants, and future priorities.

This will also help us make informed decisions before committing Society funds and strengthen our applications to funders.

Our Treasurer, Barb Thomas, continues to provide the Board with financial information, and I want to personally thank Barb for the considerable time and work she has given to the Society.

Programs and Participation

Our programs remain at the heart of the Kitimat 50+ Society.

We continue to work with the District of Kitimat to ensure our programs are accessible, well managed, safe, and properly documented.

We have recently clarified a process that will allow prospective members to experience up to **three eligible Society programs** before deciding whether membership is right for them. Program leads will help with the tracking process.

After those introductory opportunities, participants who wish to continue attending Society programs will be expected to become members.

This gives people an opportunity to experience what we offer while protecting the value of membership and ensuring fairness to existing members.

We are also improving attendance tracking. Accurate participation information is important for insurance, program planning, grant applications, funding requests, and demonstrating to our community partners how extensively our programs are being used.

Strategic Planning – Where Do We Want to Go?

One area I would like us to begin working on together is the development of a **Strategic Plan for the Kitimat 50+ Society**.

A strategic plan is different from our Constitution, policies, procedures, or annual budget. Those documents help tell us **how we operate**. A strategic plan helps us decide **where we want to go**.

We recently went through a strategic planning process with our pickleball program. That process went very well. By bringing people together to discuss the program's vision, strengths, challenges, priorities, responsibilities, and future needs, the pickleball group now has a clearer focus and direction moving forward.

I believe our Society as a whole can benefit from the same process.

With more than 300 members, numerous programs, community partnerships, volunteers, funding responsibilities, and changing needs within our community, we need to look beyond what we are doing today and think about where we want the Society to be in one year, three years, and five years.

A strategic plan could help us identify priorities such as programs and activities, membership growth and engagement, accessibility and affordability, volunteer recruitment and succession, technology, community partnerships, funding, facilities, communication, and the long-term sustainability of our Society.

Most importantly, **this should not be the President's plan or the Board's plan. It should be our Society's plan.**

For that reason, I am asking for the support and participation of our membership.

We need to hear from you.

What are we doing well? What could we improve? What programs or services will our members need in the future? How do we encourage new volunteers and future leaders? How do we remain affordable and inclusive? What should we preserve because it is an important part of who we are? And what opportunities should we be preparing for?

The Board can help organize and guide the process, but our members need to help shape the direction.

The success of the pickleball strategic planning process showed us what can happen when people come together with a common purpose. I would like to build on that success and begin a broader conversation about the future of the Kitimat 50+ Society.

Supporting Our Staff and Volunteers

Our Society could not operate without the commitment of our staff, program leads, and many volunteers.

As we strengthen our policies and procedures, we are also working to better define responsibilities throughout the organization. Clear roles help the Board, staff, program leads, and volunteers understand where responsibilities lie and help prevent misunderstandings or duplication of work.

Our volunteers give countless hours to programs, events, activities, committees, and the everyday operation of our Society. Their contribution is one of the reasons we are able to provide so many opportunities while keeping membership and programs affordable.

On behalf of the Board and membership, I sincerely thank everyone who gives their time to our Society.

Grants and Community Partnerships

Grant funding and community partnerships continue to be extremely important to our Society.

We are working on current and future funding opportunities, including funding through the District of Kitimat and other government and community sources.

Partnerships with organizations throughout Kitimat also give us opportunities to provide health, wellness, educational, recreational, and intergenerational programming without placing unnecessary financial burdens on our members.

Maintaining affordability remains an important principle as we plan future programs.

Preparing for the November AGM

Our Annual General Meeting will be held in November.

The Board has already begun preparing so that members receive appropriate information and have an opportunity to participate in the future direction of the Society.

This preparation includes financial information, Board reports, nominations and elections, governance matters, and planning for the coming year.

There will also be changes on the Board.

Our Secretary, Shirley Boudreault, recently resigned from her Board position. I thank Shirley for her service to the Society and appreciate that she intends to continue volunteering when she is able.

Our Treasurer, Barb Thomas, has also advised that she does not intend to continue as Treasurer following the November AGM.

These changes make succession planning particularly important. I encourage members who have skills, experience, ideas, or simply a willingness to contribute to consider becoming involved.

You do not have to know everything before putting your name forward. A healthy organization develops new leaders and supports people as they learn.

Looking Forward

There is a considerable amount happening behind the scenes right now.

Some of it—policies, budgets, reporting systems, grant applications, planning, and governance processes—may not be as visible as our programs and social activities, but it is essential to building a strong and sustainable Society.

My goal as President is not simply to address what is in front of us today. I want us to build systems that will support this organization for years to come while respecting the work of the people who built the Society before us.

At the same time, we must never lose sight of why the Kitimat 50+ Society exists.

We are here to create opportunities for people to stay active, learn, volunteer, develop friendships, participate in their community, and remain connected.

Our greatest strength is our members.

As we begin thinking about our strategic plan, I encourage you to become part of that conversation. Your experience, ideas, and vision for the future matter.

Together, we can determine not only what the Kitimat 50+ Society is today, but what we want it to become for the members who will follow us.

Thank you for your trust, your patience, and your continued support of the Kitimat 50+ Society.

Respectfully submitted,

Mary-Ellen Proctor

President

Kitimat 50+ Society

Programmer's Report for the General Meeting

September 24, 2026

Programs

All programs are now up and running following the summer break. There have been no new scheduling changes with our Riverlodge programming, and none of our regular in-house programs have changed.

Monthly Newsletter

If you have anything that you'd like to go into our monthly newsletter please let Angela Eastman know no later than week prior to the 1st of each month

Programs

Bingo

Bingo has had two sessions so far, everything to ran smoothly.

Darlene Gleig has stepped forward as the overall lead for the Bingo program. She has broken the program into different sections and has found volunteer leads for them

Karen Santucci – 50/50

Lea McIntyre – Concession

Lea has some very creative menu ideas planned for future Bingo nights.

I will continue to support the program by creating posters and making Facebook posts as needed.

All section leads will report to Darlene if any issues arise.

Board Games

Board Games will continue with Maynard Reid and myself leading the group if you are interested, please let me know. We had a great group last season and hope to continue.

Way Less Waste Workshop

The Way Less Waste workshop went well yesterday with 26 members in attendance. The DOK team included Kolynn Bolton, Alex Ramus Director of Engineering, and Chief Administrative Officer Warren Weycheshen include a tour of the changes and improvements at our landfill. The District of Kitimat is providing vans for members who do not drive.

Ladies Only Pickleball

Attendance numbers have been down. I have discussed some possible strategies to increase participation with Marianne Hemmy, the program lead, and we will be looking at ways to encourage more members to participate.

Men's Shed Association

The Men's Shed Association is now officially established as an association and will continue to meet at the Centre every second Tuesday until they are able to move into their own dedicated space.

Wine and Whiskey there was a couple of us that volunteered for the Wine and Whiskey on Saturday evening for The Kitimat General Hospital Foundation. It was a lot of fun and we got to learn about some wines and whiskeys.

Volunteering opportunity

To those who know me know that I'm big on giving back to our community. It serves two purposes for me 1. It gives us an opportunity to give back as we have been give many grants through out the years and that comes from our tax dollars so a thank you

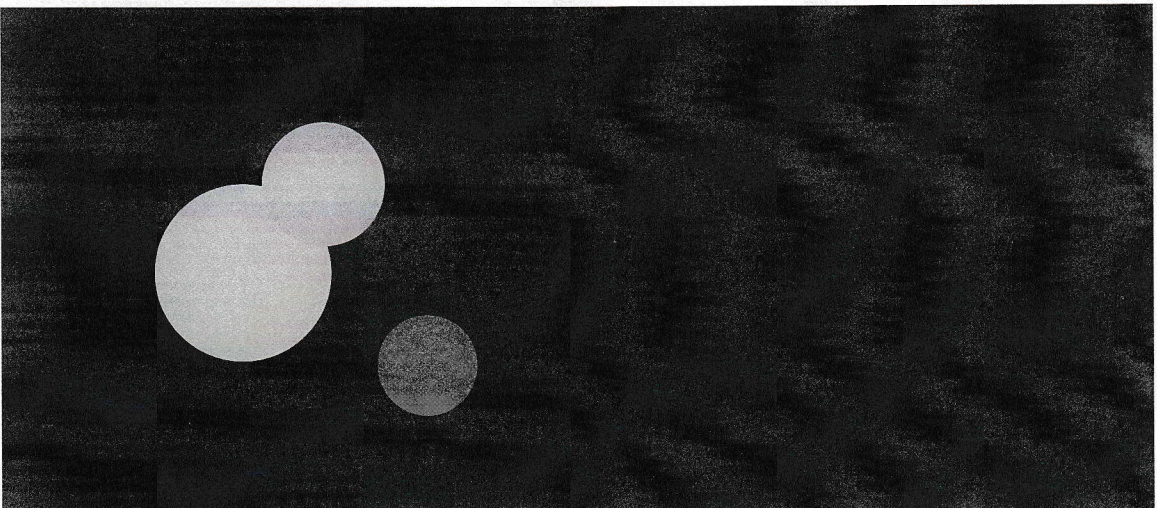
Business Walk Oct. 14th will have some more information

Halloween Howl

Upcoming October Events

We have several events and workshops planned for October:

- iPhone Photo Management – Shaun Durocher, Kitimat Public Library
- Meet Our Municipal Government Election Candidates – We initially discussed having a lunch, but I think a casual meet-and-greet around 4:00 p.m. October 8th may work better and could allow more candidates to attend. I have received 6 confirmations to date
- Find Your Fit Foot Wear workshop
- Brain Injury Workshop – Slips and Fall Prevention – Kanata's project 05Oct



Kitimat 50+ Society

Members Meeting Update

What we have accomplished so far — and how we are strengthening our Society fo

September 2026

Why we have been doing this work

Building a stronger foundation while keeping members and programs at the centre.

Clear governance

Clarifying what belongs with the Board, what is operational, and what should come to the membership for decision.

Strong operations

Creating consistent policies, forms, tracking systems and lines of responsibility so day-to-day work is easier to manage.

Future readiness

Preparing for staff succession, future funding needs, the November AGM, and longer-term strategic planning.

What we have accomplished so far

Started development of a comprehensive Board Governance Policy Manual and supporting procedures.

Created or updated practical tools: incident reporting, attendance tracking, equipment sign-out, fob/key tracking and monthly reporting.

Strengthened preparation for Board, General and AGM meetings by separating governance, operations, information and membership decisions.

Improved communication and coordination with the District of Kitimat and community partners.

Advanced grant planning and funding requests to support programs, technology, security, staffing and future sustainability.

Programs, partnerships and member experience

Programs

Worked with players, volunteers and the District to clarify scheduling, sign-in, membership expectations, safety and program direction.

Community partnerships

Continued collaboration with the District of Kitimat and community organizations to expand opportunities for members.

Health & learning

Supported wellness-focused programming, information sessions and new program development.

Events

Supported special events, including the Seniors Crib Tournament and intergenerational/community activities.

Member access

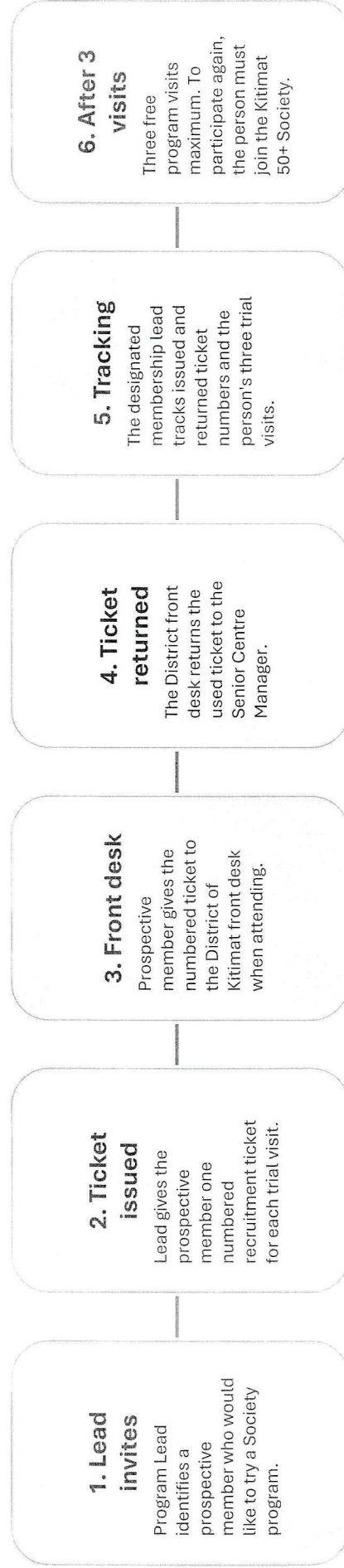
Clarified sign-in and introductory participation processes to welcome prospective members while protecting member-funded programs.

Volunteer support

Clarified lead roles and developed systems intended to make volunteer responsibilities easier and more consistent.

3-Ticket New Member Recruitment Process

A transparent way to welcome prospective members while protecting member programs and our partnership with the District of Kitimat.



Why this process matters

Numbered tickets create a clear record of trial participation, demonstrate transparency with the District of Kitimat, and ensure the three-visit recruitment opportunity is not used as ongoing free access to Society programs.

Strengthening the Senior Centre Manager role

The Board has changed the position title from Programmer/Coordinator to Senior Centre Manager.

The title better reflects the level of responsibility required to coordinate programs, volunteers, partnerships and Centre operations.

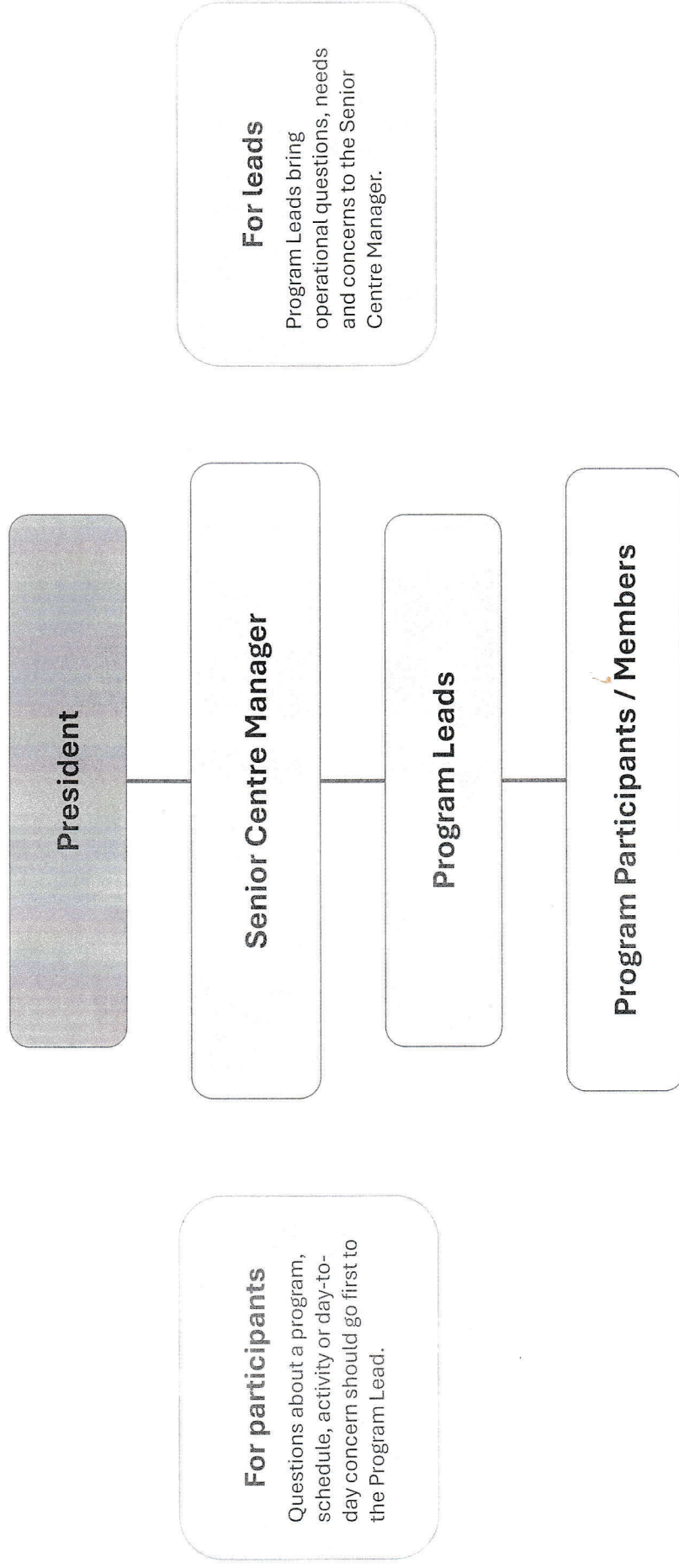
We are seeking sustainable funding that recognizes the skills and responsibility needed for this position.

This prepares the Society for future succession and recruitment when the current employee eventually retires.

Clear reporting relationships will reduce confusion and support consistent communication.

How program communication and reporting will work

A simple structure so members know who to go to first.



Clear roles help everyone

Board / President

- Governance and oversight
- Policy approval
- Financial stewardship
- Strategic direction
- Major partnerships and accountability
- Support and supervision of the Senior Centre Manager

Senior Centre Manager

- Day-to-day Centre operations
- Program coordination
- Supporting and guiding leads
- Volunteer coordination
- Administrative systems and reporting
- Bringing operational issues to the President/Board as needed

Program Leads

- First point of contact for participants
- Program-specific information
- Attendance and agreed tracking
- Safe, welcoming program environment
- Raise operational needs with the Manager

Policies and systems under development

Board Governance Policy Manual — governance, financial management and human resources.

Member and operational procedures — check-in, incident reporting, equipment, access/fobs, purchasing and volunteer responsibilities.

Consistent forms and records — attendance, membership numbers, incident forms, equipment logs and monthly activity tracking.

A future Membership Handbook to make key information easier for members to understand and use.

Goal: policies should support people — not create unnecessary bureaucracy.

Preparing for the future

Sustainable staffing

Seek funding that supports a qualified Senior Centre Manager and gives the Society flexibility to recruit appropriately during future transition.

Technology & security

Continue pursuing funding for secure technology, membership management, payment systems, digital literacy and protection of member information.

Strategic planning

Build on the successful program planning process and develop a Society-wide strategic plan with member input.

Where members fit in

The Society is strongest when governance, staff, volunteers and members work together.

Participate in programs and share constructive feedback with your Program Lead.

Volunteer where your interests and skills fit.

Take part in member meetings and the November AGM.

Help shape a Society-wide strategic plan — our priorities, programs and future direction.

Continue making the Centre welcoming, respectful and inclusive.

Thank you

volunteers, Program Leads, staff, Board members and community partners for helping move the Kitimat 50+

Questions • Discussion • Member input