



Stepping Stone Senior Centre

Stepping Stone Senior Centre Inc.
15 Saunders St.
Fredericton, NB E3B 1M9
506-450-7849

ANNUAL GENERAL MEETING
MARCH 3, 2021

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President's Report March 3, 2021

The year 2020 was tumultuous caused changes to our Senior Centre. We inherited from 2019 over 800 members. 32,000 visits a healthy financial position with nearly \$90,000 raised and exciting 48 approved programs, as well as an average of 38 events a week inside our centre.

Quite a healthy centre, the result of some 20 years of prudent management and growth.

On the 14th March 2020, after a telephone approval from the Directors, our senior centre was close due to COVID 19, and the door locked, for 2 weeks. Three days later the Government of New Brunswick declared an Emergency Status and Mandatory Rule which became the law of NB. The City quickly stated their position as Landlord and we were tenants. The City was responsible to the Province for all activities inside the building. The City demanded an Operational Plan for their approval. We formed an Ad Hoc COVID 19 Committee responsible for the Plan. The City approved the plan on 30th June, 2020.

Small events with Mask and Distances were approved with strict control at the door. Our Board met in the big room but changed to ZOOM. Because our doors were locked most of the time only 20% paid the membership so we could continue a fraction of the programs, within our Operational Plans. As well as our Operational Plan, we are controlled by a colour code for COVID 19 danger. These range from Lockdown, Red, Orange, Yellow. Of course we have to change our tactics with the colour code for the level of danger.

During the summer we had outside activities, which were well attended. The permanent closure of our kitchen (main fund raiser), reduced our revenue, and the 20% members remaining is reflected in our revenue.

Our Centre was represented at the two meetings regarding 32 acres of the Expo grounds with as much as 1200 households to be built, and ties to O'Dell and Wilmot Park. This huge development will have an effect with our Senior Centre.

The closure of our doors has affected our finances when our savings will be required, and our membership should grow.

Thank you to the City for their generosity of the heated building with maintenance; and to all the members who support us in programs, volunteers; in leadership, operations, or receptionist.

Remember please that we are in uncharted territory, and everyone try to do their best.

Cheers to all, and stay safe with mask and distance.

Ephie Carrier
President for 2020

Treasurer's Report March 3, 2021

The 2020 Financial Statements attached to this report are a snapshot of the impact of the Covid 19 pandemic.

From a financial point of view, Stepping Stone Senior Centre has weathered the “storm” with less than dire results. As Acting Treasurer for the final three months of 2020, it is my opinion that this success is a result of good STEWARDSHIP and RESILIENCE.

STEWARDSHIP is reflected in the Balance Sheet Investments category with a value of \$41,522. This value is a result of careful planning and wise use of operating surpluses from prior years . With current interest rates so low, and being mindful of the precarious position of operating possibilities and the need to access supplementary funds, the investments were re-invested in 2020 to a “cashable” on request classification.

RESILIENCE is demonstrated by the ability to carry on as far as possible under imposed restrictions activities allowing members to enjoy some of the usual programmes. This required modifications of delivery and innovation.

The operating loss of \$8,088 is just \$2,018 in excess of the budgeted loss as a result of :

REVENUE SHORTFALLS

Revenue from Memberships and Programs is \$ -18,675 less than budget due to Covid forced closures and restrictions on numbers of participants.

Donations and Grants - \$ - 5,280 primarily a result of a decrease (\$2,395] in “Friends” donations and a budgeted Federal Grant not received. (See following note re New Horizons grant)

Fundraising Events - \$ - 22,729 highlights the largest impact the Pandemic restrictions had on a single budgeted category.

Other Revenue - The large surplus in this category (\$20,118) is significantly a result of federal wage subsidy programmes which have been scheduled to continue for at least the first half of 2021.

EXPENSES

All Expense categories have resulted in surpluses over budget and represent either fixed operating costs, or costs associated with affiliated Revenue categories with matching revenue.

BALANCE SHEET NOTES:

Included in the category “Cash on Hand” is an amount of \$2,380 for 2021 Membership Fees which were received in late December 2020. The matching liability “Deferred Membership Fees” will become 2021 Revenue in January 2021.

The balance of the cash represented income items which were recorded as 2020 Revenue, but funds were not deposited until January 2021

A “New Horizons” Grant application was granted in August in the amount of \$ 12,074. The application detailed supplies and equipment, including installation, to be purchased by March 31,2021. As purchase of these items was unable to be facilitated prior to December 31,2020 the grant has been reported on the Balance Sheet as a Liability to properly match the expenditures with appropriate revenue. If any funds remain unspent by March 31,2021 these monies become repayable.

CAPITAL BUDGET

No Capital Budget is anticipated for 2021. Expectations are that Stepping Stone Senior Centre will continue to operate under Covid 19 restrictions for a good part of 2021 and that the stewardship of available funds will be directed to maintaining programming opportunities to members.

Respectfully Submitted

Lynda Birks
Acting Treasurer



Re: Stepping Stone Senior Centre

To whom it may concern:

With respect to the attached financial statements the undersigned confirms as follows:

- (i) based on the income and expense data provided by the client the attached statements accurately reflect all revenue and expenses which have affected the bank account in respect of the fiscal year ending December 31, 2020;
- (ii) the statements also include equipment depreciation allowance as specified by the client.

The income and expense categories shown in the attached statements reflect the revised chart of accounts adopted by the Board of Directors for the 2018 fiscal year. Additional categories (as specified by the Treasurer) will be added in 2020 to provide additional management information to the Board.

Regards,

Kelly A. Richard
Certified Professional Bookkeeper

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Balance Sheet as at Dec 31, 2020

ASSET

Current Assets

Petty Cash	360.00		
Chequing Bank Account	25,534.15		
Cash on Hand	4,432.00		
Total Cash			30,326.15
HST Recoverable			599.06
1090 Office Equipment	4,747.29		
1091 Accum Dep. Office Equip...	-2,633.00		
1092 Net - Office Equipment			2,114.29
1093 Office Furniture	5,430.04		
1094 Accum. Dep Office Furniture	-1,086.00		
1095 Net- Office Furniture			4,344.04
1096 Building Furniture	2,858.14		
1097 Accum Dep Building Furnit...	-563.50		
1098 Net- Building Furniture			2,294.64
1099 Kitchen Equipment	1,010.49		
1100 Accum Dept Kitchen Equi...	-252.76		
1101 Net- Kitchen Equipment			757.73
Investments			41,522.00
Total Current Assets			81,957.91

TOTAL ASSET

81,957.91

LIABILITY

Current Liabilities

Accounts Payable			1,036.92
Deferred Membership Fees			2,380.00
Grants Repayable			12,074.00
GST/HST Paid on Purchases	-478.88		
GST/HST Owing (Refund)			-478.88
Total Current Liabilities			15,012.04

TOTAL LIABILITY

15,012.04

EQUITY

Retained Earnings

Retained Earnings - Previous Year			75,033.77
Current Earnings			-8,087.90
Total Retained Earnings			66,945.87

TOTAL EQUITY

66,945.87

LIABILITIES AND EQUITY

81,957.91

Comparative Income Statement

	Actual Jan 01, 2020 to Dec 31, 2020	Budget Jan 01, 2020 to Dec 31, 2020	Percent
REVENUE			
Memberships and Program Fees			
4202 HST Rebate	599.06	0.00	0.00
4203 Annual Membership Fees	12,520.00	15,500.00	-19.23
4206 Body Fit - Footcare	742.00	3,300.00	-77.52
4207 Body Fit - Line Dancing	222.00	2,900.00	-92.34
4208 Body Fit - Fitness	941.40	1,800.00	-47.70
4212 Mind Fit	320.96	250.00	28.38
4214 Rental Fees	480.00	1,750.00	-72.57
4215 Cards and Games - Bridge	2,627.50	10,500.00	-74.98
4218 Arts and Music	672.00	1,800.00	-62.67
Total for Memberships and Fees	<u>19,124.92</u>	<u>37,800.00</u>	-49.40
4400 Donations and Grants			
4405 Friends of SSSC	7,105.00	9,500.00	-25.21
4410 Other Donations with Receipt	1,742.58	3,000.00	-41.91
4415 Donations - No Receipt	2,422.09	0.00	0.00
4420 Grants - Federal	0.00	4,000.00	-100.00
Total for Donations and Grants	<u>11,269.67</u>	<u>16,500.00</u>	-31.70
4500 Fundraising Events and ...			
4505 Coffee Sales	1,030.25	3,000.00	-65.66
4507 Bridge Luncheon	0.00	1,200.00	-100.00
4510 Sale Table - Preserves	366.00	2,700.00	-86.44
4512 Sale Table - Other	749.31	2,500.00	-70.03
4515 Breakfasts	2,925.25	9,000.00	-67.50
4520 Pie Sales	0.00	1,750.00	-100.00
4525 Socials and BBQ	720.00	1,700.00	-57.65
4530 Baskets	0.00	1,250.00	-100.00
4535 Concerts and Theatre	471.50	3,000.00	-84.28
4540 Yard Sale/Craft Sale	0.00	1,000.00	-100.00
4542 Promotional Sales	23.00	300.00	-92.33
4545 All other Events and Sales	286.00	1,900.00	-84.95
Total for Fundraising	<u>6,571.31</u>	<u>29,300.00</u>	-77.57
Other Revenue			
4605 Interest Income	604.50	750.00	-19.40
4610 Miscellaneous	108.35	500.00	-78.33
4615 Canada Emergency Wage ...	19,310.28	0.00	0.00
4616 Federal 10% Subsidy	1,345.32	0.00	0.00
Total Other Income	<u>21,368.45</u>	<u>1,250.00</u>	1,609.48
TOTAL REVENUE	58,334.35	84,850.00	-31.25

EXPENSE	Actual	Budget	Percent
Payroll Expenses			
5105 Wages & Salaries	43,295.79	50,617.00	-14.46
5110 EI Expense	958.74	1,148.00	-16.49
5120 CPP Expense	1,980.63	2,185.00	-9.35
5130 WHSCC Expense	554.23	547.00	1.32
Total Payroll Expense	<u>46,789.39</u>	<u>54,497.00</u>	-14.14
General & Administrative Expe...			
5210 Insurance	1,537.00	2,100.00	-26.81
5220 Telephone and Internet	1,297.70	1,500.00	-13.49
5230 Photocopying and Printing	872.26	2,000.00	-56.39
5235 Promotion (Expense Only)	0.00	1,650.00	-100.00
5236 Promotion (With Sales)	0.00	0.00	0.00
5240 Office Supplies	1,451.29	1,250.00	16.10
5250 Furniture and Equipment	292.31	600.00	-51.28
5255 Depreciation	1,900.53	0.00	0.00
5260 Professional Fees	68.53	2,300.00	-97.02
5265 Bookkeeping	1,991.98	1,950.00	2.15
5270 Maintenance - Cleaning	5,163.10	7,227.00	-28.56
5275 Covid Expenses	1,132.86	0.00	0.00
5280 Maintenance - Other	774.31	1,700.00	-54.45
5285 Offsite Program Rental	0.00	400.00	-100.00
5290 Miscellaneous Kitchen Sup...	117.36	450.00	-73.92
5295 Promotion	0.00	0.00	0.00
5300 Training	0.00	500.00	-100.00
Total General and Admin.	<u>16,599.23</u>	<u>23,627.00</u>	-29.74
Fundraising and Sales Expens...			
5510 Friends of SSSC	591.25	1,000.00	-40.88
5520 Breakfasts	1,133.24	3,500.00	-67.62
5530 Pie Sales	0.00	600.00	-100.00
5540 Socials and BBQ	408.57	300.00	36.19
5550 Preserves (ingredients)	91.00	800.00	-88.63
5560 Concerts and Theatre	0.00	750.00	-100.00
5562 Promotional sales - expens...	0.00	100.00	-100.00
5570 All other Events and Sales	93.59	600.00	-84.40
5575 Bridge Luncheon	0.00	350.00	-100.00
5580 Coffee and Coffee Supplies	265.55	2,100.00	-87.35
Total Fundraising Expenses	<u>2,583.20</u>	<u>10,100.00</u>	-74.42
Other Expenses			
5610 Social Activities/Events	64.34	1,450.00	-95.56
5615 Program Expenses	0.00	0.00	0.00
5620 Provision for Contingencies	0.00	700.00	-100.00
5630 Bank Charges	65.41	50.00	30.82
5640 Miscellaneous	320.68	500.00	-35.86
Total Other Expenses	<u>450.43</u>	<u>2,700.00</u>	-83.32
TOTAL EXPENSE	<u>66,422.25</u>	<u>90,924.00</u>	-26.95
NET INCOME	<u>-8,087.90</u>	<u>-6,074.00</u>	33.16

Proposed 2021 Budget

	Jan - March	April - December	TOTAL
REVENUE			
Memberships and Program Fees			
4202 HST Rebate	0.00	0.00	0
4203 Annual Membership Fees	6,240.00		6,240.00
4206 Body Fit - Footcare	0.00	0.00	0
4207 Body Fit - Line Dancing	0.00	0.00	0
4208 Body Fit - Fitness	0.00	450.00	450
4212 Mind Fit	0.00	540.00	540
4214 Rental Fees	0.00	900.00	900
4215 Cards and Games - Bridge	0.00	420.00	420
4218 Arts and Music	0.00	900.00	<u>900</u>
Total for Memberships and Fees	<u>6,240.00</u>	<u>3,210.00</u>	<u>9,450.00</u>
4400 Donations and Grants			
4405 Friends of SSSC	0.00	6175.00	6175
4410 Other Donations with Receipt	1,500.00	1500.00	3000
4415 Donations - No Receipt	0.00	0.00	0
4420 Grants - Federal	0.00	0.00	<u>0.00</u>
Total for Donations and Grants	<u>1,500.00</u>	<u>7,675.00</u>	<u>9,175.00</u>
4500 Fundraising Events and Sales			
4505 Coffee Sales	0.00	1800.00	1800
4507 Bridge Luncheon	0.00	1000.00	1000
4510 Sale Table - Preserves	0.00	1200.00	1200
4512 Sale Table - Other	0.00	1500.00	1500
4515 Breakfasts	0.00	3000.00	3000
4520 Pie Sales	0.00	1500.00	1500
4525 Socials and BBQ	0.00	1000.00	1000
4530 Baskets	0.00	600.00	600
4535 Concerts and Theatre	0.00	1500.00	1500
4540 Yard Sale/Craft Sale	0.00	0.00	0
4542 Promotional Sales	0.00	0.00	0
4545 All other Events and Sales	0.00	900.00	<u>900</u>
Total for Fundraising	<u>0.00</u>	<u>14,000.00</u>	<u>14,000.00</u>
Other Revenue			
4605 Interest Income	0.00	0.00	0.00
4610 Miscellaneous	0.00	0.00	0.00
4615 Canada Emergency Wage Subsidy	11,600.00	0.00	11600
4616 Federal 10% Subsidy	0.00	0.00	0.00
Total Other Income	<u>11,600.00</u>	<u>0.00</u>	<u>11,600.00</u>
TOTAL REVENUE	<u>19,340.00</u>	<u>24,885.00</u>	<u>44,225.00</u>
EXPENSE			
Payroll Expenses			
5105 Wages & Salaries	20000.00	20000.00	40000.00
5110 EI Expense	432.00	430.00	862.00
5120 CPP Expense	975.00	975.00	1950.00
5130 WHSCC Expense	575.00	0.00	<u>575.00</u>
Total Payroll Expense	<u>21,982.00</u>	<u>21,405.00</u>	<u>43,387.00</u>

	Jan-Mar	Apr-Dec	Total
General & Administrative Expenses			
5210 Insurance	1,950.00	0.00	1,950.00
5220 Telephone and Internet	720.00	720.00	1440
5230 Photocopying and Printing	750.00	750.00	1500
5235 Promotion (Expense Only)	0.00	0.00	0
5236 Promotion (With Sales)	0.00	0.00	0
5240 Office Supplies	625.00	625.00	1250
5250 Furniture and Equipment	0.00	300.00	300
5255 Depreciation	0.00	0.00	0
5260 Professional Fees	0.00	1000.00	1000
5265 Bookkeeping	1,000.00	1000.00	2000
5270 Maintenance - Cleaning	2,400.00	2400.00	4800
5275 Covid Expenses	1,200.00	1200.00	2400
5280 Maintenance - Other	750.00	750.00	1500
5285 Offsite Program Rental	0.00	0.00	0
5290 Miscellaneous Kitchen Supplies	0.00	300.00	300
5295 Promotion	0.00	0.00	0
5300 Training	250.00	250.00	500
Total General and Admin.	9,645.00	9,295.00	18,940.00
Fundraising and Sales Expenses			
5510 Friends of SSSC	0.00	1000.00	1000
5520 Breakfasts	0.00	1200.00	1200
5530 Pie Sales	0.00	525.00	525
5540 Socials and BBQ	0.00	180.00	180
5550 Preserves (ingredients)	0.00	360.00	360
5560 Concerts and Theatre	0.00	375.00	375
5562 Promotional sales - expenses	0.00	0.00	0
5570 All other Events and Sales	0.00	280.00	280
5575 Bridge Luncheon	0.00	300.00	300
5580 Coffee and Coffee Supplies	0.00	1540.00	1540
Total Fundraising Expenses	0.00	5,760.00	5,760.00
Other Expenses			
5610 Social Activities/Events	0.00	0.00	0
5615 Program Expenses	0.00	0.00	0
5620 Provision for Contingencies	0.00	0.00	0
5630 Bank Charges	0.00	0.00	0
5640 Miscellaneous	0.00	0.00	0
Total Other Expenses	0.00	0.00	0.00
TOTAL EXPENSE	31,627.00	36,460.00	68,087.00
NET INCOME	-12,287.00	-11,575.00	-23,862.00

Administrator's Report March 3, 2021

2020 was quite a year in so many aspects and my role as Administrator was no different.

It's difficult to believe that just shy of a year ago (March 16, 2020) I came to SSSC as Administrator. The greeting on my first day, was unique to say the least. Basically, it was, to paraphrase somewhat, 'Hello, we are happy to have you, you can't meet everyone because of Covid-19 and, by the way, the Centre is closed'!!!

For those I have not had the pleasure of meeting, my name is Darlene Thomas. My background is diversified but I have many years Accounting, Management and Medical experience. My personal motto tends to lean toward the fact that I may not be an expert, but I will definitely try!

What have I done in the past year since we have been closed for the most part?? Anything I can to assist in keeping Stepping Stone Senior Centre as functional as possible!

- Day to day 'secretarial' functions such as receiving/responding to calls, regular mail and email etc
- Accounting functions such as creating/upkeep of financial spreadsheets, bank reconciliations, preparation of deposits, payment of bills, assisting in financial analysis
- Upkeep of current membership lists and donations lists
- Working with Covid-19 committee, in conjunction with the City on the creation and implementation of Covid-19 procedure plan
- Working with the City to ensure safety within the Centre ie floor repairs, crack repairs and door signage
- Working with facilitators and committees as well as the Board to create and host virtual meetings on Zoom
- Assisting participants of Zoom meetings with technical issues to help enable them to attend and enjoy their meetings (nope, I'm not an expert!!)
- Working with Program Committee to prepare and distribute the weekly updates
- Working with the front desk volunteers to ensure proper Covid procedures were followed when the Centre has been open under Yellow
- Reaching out to various Centres around the country to research ways to enrich our members experience with SSSC
- Researching ways to save money and increase our financial status

(Definitely not everything; simply a brief recap of some)

I've been surrounded (for the most part virtually) by amazing people who work beyond belief to make SSSC as best it can possibly be. From the Board to the Volunteers to the Members, the drive to keep SSSC going regardless of all the restrictions brought about by Covid-19 has been phenomenal!

Our move into the world of virtual meetings (Zoom) has been a learning experience for most of us but it is a positive move that has allowed us to 'get together' in this time of distancing.

Regardless, I can't wait to be in the Green Phase of Covid-19!!

Darlene Thomas, Administrator

Events/Fundraising Committee Report March 3, 2021

Committee members: Terry Embleton, Marg Cole, Joan Baldwin, Marg Wickett, Grant Good, and Sharon Simms (recently resigned from the Committee). Thank you to the Committee members and to all who volunteered at the events and fundraisers. Your volunteer commitment is the true Spirit of the Centre.

Year 2020!!! Did anyone of us, in our wildest dreams, ever imagine living through a pandemic. I, for one, did not. At noon time on Saturday, March 14, in the middle of a Tax Clinic at the Centre, and following media reports, we knew we were in trouble. A message went out to Board members resulting in the Centre being closed. That same day ended all Events and Fundraisers that had been planned for the remainder of the year.

Fast forward (well it wasn't really) to July when the Committee met inside the Centre under the restrictions in our Operational Plan. We were in agreement even then that planning and hosting events was not likely to happen for quite some time. Our best guess was the Fall. We now know that didn't happen. At that meeting, the decision was made to focus on the Friends of the Centre Program which could be held in spite of Covid-19. Although the donations were down by about 25% from projected revenue, we are pleased and thankful to those members who mailed in or dropped off their contributions. Tax receipts were mailed out as soon as possible.

We trust there will be better days ahead. They may not be exactly like the past and that is okay. We count our blessings as we have stayed safe up to this point. The coming year is a big one for Stepping Stone. April 1st will be our 20 th Anniversary and if we are able, that will be a cause to celebrate.

Happy Anniversary! Stay safe.

Respectfully submitted, Madeleine Gaudet, Chairperson.

Membership Committee Report March 3, 2021

The first two and a half months of 2020 found the Membership right on track with a count of 603. By mid-March, because of the advent of COVID 19, the City of Fredericton mandated restrictions that made it necessary for Stepping Stone Senior Centre to be closed to all members until further notice.

During this interval, members of the Board kept in touch with those who did not have e-mail, to make sure they were doing well and getting any help they needed. The members were very appreciative of these calls.

At the end of August, with COVID protocols in place, a limited number of programs were available to the members with a strict guideline as to how many could participate in each one. This was controlled on a 'first come, first serve' sign up site through Roger's. It was imperative to the Centre to keep all members healthy and safe.

With these restrictions and no drop-ins, the Membership usage of the premises decreased dramatically. However, by the end of October, when Membership acceptance for 2020 ended, the number of members was 621.

In November, the Membership Committee met to establish a letter to be sent to all members with a new application form. This was mostly sent by e-mail, the remainder by post. It was decided to minimize the paper trail by not issuing membership cards or selling gift certificates for the new year.

The Membership Committee would like to thank the volunteers for their efforts to keep the sign-up sheets accurate, both before COVID and after the reopening. We would also like to thank them for the terrific job they did with the required questionnaire and sanitizing once we opened again. A big thank you to Darlene, our administrator, for her valuable help with these restrictions and her suggestions on how to lessen the paper trail to keep the members safer.

Respectfully submitted by

Liz Morency

Membership Chair

Nominating Committee Report March 3, 2021

This is the busy time of year for the nominating committee with a virtual AGM scheduled for March 3rd, 2021. Covid has made the search to fill vacancies even more challenging but we have received nominations.

Positions and nominees for March 2021 (either new or re-offering)

Past President:	Ephie Carrier
President:	Madeleine Gaudet
Vice-President:	Vacant
Treasurer:	Geoff Holloway
Secretary:	Sandra Dewar
Director-at-Large:	Mike McCormick
Director-at-Large:	Linda Ferrier
<u>Committee Chairs:</u>	
Events/Fundraising:	Krista Steeves
Facilities:	Vacant
Membership:	Liz Morency
Nominating:	Shelley Petley
Programs:	Susan Wright
Volunteers:	Vacant

Submitted by Krista Steeves, Nominating Committee Chair

Program Committee Report March 3, 2021

The Program Committee appreciates past and present members for their support – Beryl Smith (retired), Shelley Petley and Madeleine Gaudet. Many thanks to Krista Wilson who was a major help during the return to programming this past summer in the midst of the COVID restrictions. Good luck to her in her new job. Welcome and thanks to the new Administrator, Darlene Thomas as we endeavour to meet the needs of the membership in these trying times. Thanks are also due to the developers of the Centre’s COVID Operational Plan and to the ad hoc COVID Committee in their development of safety protocols for the centre.

A year that began as a normal continuation of regular programs quickly morphed into the year of isolation. In March, the centre closed its doors for a “brief” expectation of waiting out the COVID problems. Months went by as we struggled to get a handle on how to continue in this new environment. Based on our communication capabilities at the time and the confusion in the world of how to interact with each other, progress was slow. We were still living in a face-to-face world.

After a few months, we started to find our feet. Many thanks to those who performed the initial analysis of the facility and prepared our first identification of the new “norm” for programs at the centre, especially Madeleine Gaudet and Krista Steeves. In our biggest room, we went from the Fire Marshall’s limit of 80-90 people to a maximum of 14 people in the room to meet social distancing requirements. The capacities in other rooms were also affected.

Once we could venture back into the centre with our staff, over the summer we began meeting with our existing facilitators to determine who was willing and able to attempt the new world of programming, with vast changes to class sizes and rules of conduct. They helped identify things that could be changed/adjusted to improve the limits placed on programs. Most of the programs to return welcomed former participants, but due to spacing requirements, new members were limited. What members have seen as a stark year of minimal activity saw the Program Committee meeting multiple times a month trying to bring activities back into the centre.

Exercise classes and a few of the smaller programs were able to be fitted in the various rooms available for participants. Outside the centre’s walls, Eric Hart worked diligently in searching out a viable venue for Line Dancing, which became our highest attended program of the fall.

In the beginning, we had to sideline the programs which involved singing, catering, close contact activities like cards and board games and strictly social aspects. Some progress was made with cards and coffee and conversation, with newly developed COVID protocols to meet the Centre’s COVID Operational Plan.

Similar to restaurants, we had to develop new procedures to register the members in attendance at these programs. A new registration email address was implemented to help document the participants for what used to be drop-in activities, such as Bridge, cards and Coffee and Conversation.

A generous donation in the fall from a member saw the Centre enter the online world with a Zoom subscription which was used for rehearsals and a December presentation of three short plays.

Our first major bump in the road occurred in early December as the province returned to the Orange Phase. During that week, committees also began the move to meeting on Zoom to discuss the potential fall out. However, a surprisingly quick return to Yellow allowed us to wrap up the month with open doors. The difficulties with hosting social events saw the centre unable to hold its usual Christmas celebrations and unable to hold any socials over the holiday period.

A brief two day opening in January was brought abruptly to a halt with the soaring COVID rates and is leading us into a new online world.

Respectfully submitted by Susan Wright,
Chairman

Volunteer Committee Report
March 3,2021

Volunteer (noun)- Someone who gives time, effort, and talent to a need or cause without profiting monetarily.

Volunteer (verb) - To choose to act in recognition of a need, with an attitude of social responsibility and without concern for monetary profit, going beyond one's basic obligation.

We would add to both of these definitions “who are able” recognizing many of the Centre’s members may wish to, but for many reasons, “are not able”, and in particular, in the environment of a pandemic.

We recognize there were new challenges facing volunteers under the Centre’s Covid-19 Operational Plan. For those who answered the call to volunteer at the reception desk, a sincere thank you. You took on the responsibility of screening the pre- registered members coming into the Centre, signing them in, and sanitizing the surface areas of the entrance and reception desk. Each of you played a role in keeping all who entered, safe.

For those who volunteer by serving in other ways, such as on Committees, at events, and fundraising, your contributions do not go unnoticed. Thank you.

We trust our numbers will increase when we are able to put Covid-19 behind us and get back to our open door, drop in anytime, always someone to talk to, and all those smiling faces as you enter the Stepping Stone Senior Centre.

Thank you and stay safe. From the SSSC Board.

**City of Fredericton Report
March 3,2021**

2020 was a year like no other with arrival of COVID 19 and the necessary changes to programming and social connections that ensued. Stepping Stone Seniors Centre Inc is to be commended for their prompt and thorough responses to the ever changing profile of this pandemic. It is good to know that the building on Saunders Street is in capable hands. I would like to encourage you to keep being creative with your programming and not lose the momentum you've gained with virtual options; as it does reach more isolated individuals. Moving in 2021 I hope your partnership with the City of Fredericton continues to grow as facilities start to re-open and things return to a new normal.

Kathryn Baird
Recreation Officer, Recreation, Culture and Community Development
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