



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-01

Held on June 18, 2018

**At the Aurora Seniors Centre
90 John West Way, Aurora, ON**

Presiding: Dave LeGallais, President

Directors Present: **Dave LeGallais (President)**
 Jan Freedman (Vice President)
 Cheryl Rines (Treasurer)
 Charles Sequeira (Secretary)
 John Abel, Jim Abram
 John Layton, John Scherrer

Past President: **Carol Hedenberg**

Staff Member: Andrew Bailey, Assistant Programs Coordinator

A.S.A. Members: Nick Senick, Larry Taylor (14:00 hrs.)

Regrets: **Ron Coe**

Minutes Recorded by: Lydia Schuster, Recording Officer

Call to order: - A quorum being present, President Dave LeGallais declared the meeting open to transact business at 13:00 hours.

On motion duly moved, seconded and carried it was resolved that:

D18-01-01 Approval of Agenda

a) Moved by J.Freedman/J.Layton

That the Agenda be approved as distributed.

The President requested the addition of the following items:

Business from Previous Meetings: Update re SPAM

New Business: f) Cultural Master Plan For Aurora

g) Alzheimers Society of York Region

The agenda was approved with the above additions. **CARRIED**

D18-01-02 Approval of the Minutes

Moved by: J.Scherrer/C. Sequeira

**That the Minutes of the Regular Meeting held
May 28, 2018 be approved as distributed.**

CARRIED

PRESENTATIONS/DELEGATIONS - NIL

BUSINESS FROM PREVIOUS MEETINGS:

D18-01-03 a) Review of the Unapproved Minutes of the June 13/18 AGM

Moved by: J.Abel/C.Rines

**That the Unapproved Minutes of the 2018 Annual General
Meeting held June 13, 2018 be posted pending Members’
approval at the 2018 Annual Meeting.**

CARRIED

b) Verbal Update re SPAM

The President reported that all ASA committees and activity groups having e-mail communications had filed respective e-mail permission slips as of May 31, 2018 – the final date for this process.

Moved by: J.Abel/J.Abram

That the verbal report regarding SPAM be received. CARRIED

D18-01-04 Seniors Adult Programs Coordinator’s Report (attached)

Andrew Bailey reviewed the report covering the following topics:

- **2018 Volunteer Appreciation - Final Budget** showing that ASA’s share of the total event cost (\$4,470.49) **was \$2,144.18.**
- **Municipal Elections – Monday, Oct. 22nd – Seniors Centre will be a voting site** – will require cancellation of all activities in West-McKenzie Room

Advance Polls will affect the following activities:

Mon., Oct. 15 – Pickleball – cancelled

Tues., Oct. 16 – Pickleball to end at 3:00 p.m.

Line Dance & Badminton – cancelled

Wed., Oct. 17 – Choir to end at 3:00 p.m.

- **Nut Allergies Awareness – all “shared food” to be labelled if containing nuts/nut products**
- **Safe Senior Calendar 2019 will not be available free of charge**
Board has option to purchase at \$1.00/calendar
Since this calendar has been in high demand at the Seniors Centre, C.Sequeira moved and J. Freedman seconded
That ASA order 100 copies of the BASSIC 2019 Safe Senior Calendar at a cost of \$1.00 each. CARRIED

Moved by: J.Abram/J.Scherrer

That 2019 Safe Senior Calendars be available to ASA members free of charge upon request at the Reception desk. CARRIED

Moved by: J.Freedman/J.Layton

That the Adult Programs Coordinator’s Report be received. CARRIED

D18-01-05 Treasurer’s Financial Report to May 31, 2018 (attached)

Treasurer Cheryl Rines presented the financial report as reviewed by the Finance Committee, consisting of

- Balance Sheet as of 31 May 2018
Cheryl pointed out that Item 1226 – Accumulated Depreciation – Website refers to 2017 as software depreciates at 55%
- Statement of Operations – May 2018
- Statement of Operations – January through May 2018

Motion by: J.Layton/C. Sequeira

That the Financial Report to May 31, 2018 be approved as distributed. CARRIED

D18-01-06 COMMITTEE REPORTS -

The following committees did not meet so had Nil reports:

- By-Law Review Committee
- Conduct Review Committee
- Executive Committee
- Membership and Volunteers Committee
- Operations and Activities Committee
- Seniors Related Issues
- Social Committee
- Special Events Committee

D8-01-07 Awards, Special Recognition & Grants

Charles provided a verbal update noting that projects need to be identified for pursuit of available grants.

The President noted that at the May Board meeting, additional storage had been identified as a necessity and cited an option proposed by Ron Coe. It had been agreed at that time that Ron, Charles and Jim would pursue the viability, development and costing of such a project, as well as grants that could be researched for funding.

Directors ultimately agreed to defer this matter to the July Board Meeting.

D18-01-08 Community Development Committee

Board Liaison Dave LeGallais, noted that speakers and seminars are in place up to November.

D18-01-09 Finance Committee Report (Attached)

Treasurer Cheryl Rines presented and reviewed the report of the meeting held June 8, 2018 covering the following topics:

- Review of the May 2018 Financial Reports
- Investments – Meridian has increased deposit insurance from \$100K to \$250K. ASA is not in a position to invest at this time
- **Charitable Donations: Committee Recommendation**

Moved by: C.Rines/J.Layton

That annual charitable donations be calculated on the basis of up to 0.5% of the Retained Earnings from the previous year's Balance Sheet. **CARRIED**

Moved by: J.Abram/J.Scherrer

That the Finance Committee Report be received. **CARRIED**

D18-01-10 Vice-President's Report - Nil Report

D18-01-11 President's Report –

Dave LeGallais expressed sincere thanks to Carol Hedenberg in her role as President during the preceding Board Term, and reiterated his openness to advice and suggestions to enable smooth delivery of meetings. Dave stressed he is determined to ensure the continuation of a positive relationships with the Town and a welcoming atmosphere for all members and users of the Seniors Centre.

NEW BUSINESS:

D18-01-12 a) – July Newsletter – Board Page – Dave to provide overview of AGM and New Board

b) Dissolution of 201 Nominations Ad-Hoc Committee

Motion by: J.Abram/C.Sequeira

That the 2018 Nominations Ad-Hoc Committee be dissolved. **CARRIED**

a) – Appointment of Recording Officer

Motion by: J.Abram/J.Scherrer

That Lydia Schuster be appointed Recording Officer for Board and General Members' Meetings for the 2018- 2019 Board Term. **CARRIED**

**d) ASSIGNMENT OF DIRECTORS AS COMMITTEE
LIAISON**

Included in the agenda package was the updated (May 2018) document: Guideline for Committee Liaison on the Board of Directors to assist Directors in their role as committee liaison.

The assignment process resulted in the following:

i) Awards, Special Recognition & Grants

Board Liaison: John Layton

Chair: Jim Abram

ii) By-Law Review Committee —

Board Liaison & Chair: – John Scherrer

iii) Community Development Committee

Board Liaison - David LeGallais

iv) Conduct Review Committee

Board Liaison - J. Scherrer

v) Finance Committee

Board Liaison - Charles Sequeira

Chair: Cheryl Rines

vi) Membership & Volunteers Committee –

Board Liaison - Carol Hedenberg

vii) Operations & Activities –

Board Liaison - Ron Coe

viii) Seniors Related Issues –

Board Liaison Jim Abram

ix) Social Committee-

Board Liaison - John Abel

x) Special Events Committee –

Board Liaison - Jan Freedman

Moved by: J.Abel/J.Abram

That the above assignments of Directors to ASA Standing Committees as Liaison for the Board be approved.

CARRIED

e) Directors' Reference Manuals

The recording officer reported as information that the Directors' Reference Manuals contents are being updated to include new and revised policies and procedures which will be placed in Directors mail slots.

Updated By-Laws 1 and 3 incorporating amendments approved at the June 13, 2018 AGM were included in the agenda package as well.

Moved by: J.Abram/J. Freedman

That ASA By-Laws be posted on the ASA Website.

CARRIED

f) Cultural Master Plan for Aurora – The President reported that ASA had received a lengthy questionnaire from Martin Van Zon. The President also noted that he and Vice-President Jan Freedman would be attending a meeting on this topic on June 25th and would report to the Board at the July Board meeting.

g) Alzheimers Society of York Region – The President reported that a request for support of the Alzheimers application for an extension of funding under the New Horizons grant had been received. ASA had supported their grant application in 2017. It was agreed by general consensus that ASA would again provide the requested letter of support.

D18-01-13 Adjournment:

The meeting was declared adjourned at 14:10 hours