



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D17-11**

**Held on April 16, 2018**

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

***Presiding: Carol Hedenberg, President***

**Directors Present:** Carol Hedenberg (President)  
Jan Freedman (Vice President)  
Sylvia Gilchrist (Secretary)  
John Layton (Treasurer)  
John Abel, Ron Coe, David LeGallais  
John Scherrer.

**Staff Member:** Karie Papillon, Adult Program Coordinator  
Andrew Bailey, Assistant Program Coordinator

**A.S.A. Members:** Jeanne Chislett, Bob Hedenberg, Carol Palmer, Cheryl Rines,  
Nick and Eleanor Senick, Jane Snape.

**Regrets:** Charles Sequeira

**Minutes Recorded by:** Sylvia Gilchrist, Secretary

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

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

**DO17-11-01 Approval of Agenda**  
**Moved by Jan Freedman/Ron Coe**

**That the Agenda be approved as distributed.**

**CARRIED**

**D17-11-02 Approval of the Minutes**

**Moved** by Sylvia Gilchrist/John Scherrer  
**That the Minutes of the Regular Meeting held  
March 18, 2018 be approved as distributed.**

**CARRIED**

**PRESENTATIONS/DELEGATIONS**

John Abel introduced Christine Elliott, Heather Watt, and Gord McCallum who were visiting the building.

**D17-11-03 Computer Room Proposal**

Bob Hedenberg introduced a floor plan of the proposed change to the computer room. One problem with the layout is that computer classes would be restricted to six people. Ron Coe has volunteered to help with some changes that are required. If approved, the changes would take place in the summer. John Scherrer suggested that the room could remain the same as it is now, if one desk was moved. Bob said he would consider that.

This is to be tabled for next meeting to give Directors and the computer people time to think about the changes.

**BUSINESS FROM PREVIOUS MEETINGS:**

**D17-11-04 2018 Elections Committee Report**

John Scherrer reported that the All Candidates meeting will be held this Friday, April 20, and Tuesday, April 24 is the advance poll.

**D17-11-05 Seniors' Coordinator's Report**

Karie Papillon covered the following items:

- a) **Activate Aurora** was able to get the footage they required at the CHATS walk and have, therefore, rescinded their request.
- b) **Kitchen Booking Request.**

**Moved** by John Scherrer/David LeGallais

**That permission is given to the Fit & Fun Youth Camp to use the ASA Kitchen facilities from 10:30 am to 12:00 noon on Tuesday, August 7, 2018 and, if necessary due to weather, to use Activity Room C from 12:00 noon to 1:00 pm.**

**CARRIED**

c) **Sport Aurora** would like to place a shadow box in the ASA lounge to generate discussion. Karie is to ask them what the benefit is to ASA and also if they have considered other locations, such as the Chartwell residences. Also, how do they expect to capture the discussions that a shadow box might generate.

d) **Active Living Fair.** The posters are now ready. So far they have 40 exhibitors, 15 stage demonstrations, a free BBQ and much more.

**Moved** by Jan Freedman/Ron Coe

**That the Seniors Co-ordinators Report be accepted.**

**CARRIED**

**D17-11-06 Treasurer's Financial Report to March 31, 2018**

John Layton presented the Financial Report and mentioned that the lottery account had \$526 as a result of the Christmas draw. Licences, in future, will be paid from this account.

John also mentioned that the audit had been received and the auditors would be attending the AGM.

**Moved** by RonCoe/John Scherrer

**That the Financial Report to March 31, 2018 be approved as distributed.**

**CARRIED**

**D17-11-07 COMMITTEE REPORTS -**

No reports were available from the following committees:

**Executive Committee**

**Conduct Review Committee**

**Seniors Related Issues**

**Special Events**

**D17-11-08 Awards, Special Recognition and Grants**

An email was received from Jim Abram saying that the Committee had submitted an application nominating the ASA for a Community Leadership Award.

**D17-11-09 By-Law Committee**

John Scherrer presented a change to By-Law 1.11.01 that clarifies the position of the immediate past president, as follows:

*The immediate Past President, at their discretion, shall be an advisory member of the Board of Directors and fully participate in the proceedings of all regular, in-camera, and caucus meetings; however, they shall not have any voting privileges.*

**Moved** by John Scherrer/Jan Freedman

**That the proposal of the By-Law Committee be accepted and the report be approved.**

**CARRIED**

**D17-11-10 Community Development Committee Reports**

David LeGallais said that the meeting was being rescheduled. Seminars have been booked to the end of May.

**D17-11-11 Finance Committee Report**

John Layton provided a verbal report. He also asked that the BOD consider donating money to the Alzheimers Society. This generated a discussion and the following motion was made:

**Moved** by John Layton/John Abel

**That the Finance Committee estimate how much money should be considered each year for charitable donations and provide a list of past donations.**

**CARRIED**

**D17-11-12 Membership & Volunteers**

Sylvia Gilchrist presented the proposals, attached. After considerable discussion, point 4 of the Policy Regarding What to do When a Leader of an Activity is Absent was amended as follows:

*No activity may be cancelled because of weather conditions unless the Aurora Seniors Centre staff has been consulted. If a leader is unable to participate due to weather conditions, the above procedures should be followed and, after consultation with the Aurora Seniors Centre*

*staff, the leader shall contact all affected members regarding the cancellation.*

After further discussion, the following motions were made:

**Moved** by Jan Freeman/John Layton

**The “Policy Regarding What to do When a Leader of an Activity is Absent” be approved with the amendments.**

**CARRIED**

**Moved** by John Abel/Sylvia Gilchrist

**The Job Description for Activity Leaders be approved as written.**

**CARRIED**

**Moved** by Sylvia Gilchrist/John Abel

**The Policy Regarding Police Checks be approved as written.**

**CARRIED**

**Moved** by Sylvia Gilchrist/Jan Freedman

**The Police Criminal Record Check Declaration be approved as written.**

**CARRIED**

**Moved** by David LeGallais/John Abel

**That the By-Law Committee report be accepted.**

**CARRIED**

### **D170-11-13 Operations & Activities Committee**

Board Liaison Ron Coe presented and reviewed the report and recommendations.

**Moved** by Ron Coe/Jan Freedman

**That \$350 for bookshelves for the Library be approved.**

**CARRIED**

Ron also suggested that a large storage area be built. He suggested that outside the McKenzie Room would work. Carol said that Bill Hawke should be consulted.

**Moved** by David LeGallais/John Abel

**That the Report of the Operations and Activities Committee be accepted.**

**CARRIED**

#### **D17-11-14 President's Report**

- a) **Paper Cups.** Carol said it had been suggested that they get rid of paper cups for water as they cannot be recycled. Some suggestions were made and it was agreed to table this at the next meeting.
- b) **Storage in the Wycliffe Room and the Pool Room.** Carol presented a quote from Home Hardware. It was suggested that she obtain at least one other quote.
- c) **Christmas Market.** Carol presented a letter that will go to Council from Robin McDougall regarding the dates for the Christmas Market which have been changed to November 30 to December 2. The Silver Stars will be performing the weekend before.
- d) **Petch House.** Council will use the facility on Fridays when the outside temperature is 18C degrees or warmer. The facility will be limited to ten people.
- e) **Job of President.** Carol handed out a job description for the new President and said that she does a lot of work that is not the responsibility of the President. She explained that she does not want to tread on the new President's toes, hence the job description.

#### **D17-11-15 NEW BUSINESS**

- a) **Board Page.** Sylvia presented a notice regarding the AGM that will be this month's Board Page. John Abel agreed to write a Board page for June.
- b) **Schedule of Activities.** Sylvia presented a draft of the activities that have to be considered throughout the year. If anyone has anything further to add, please email Sylvia.
- c) **Cancer Society donation box.**  
**Moved by John Abel/Jan Freedman**  
**That a Cancer Society donation box be placed in an appropriate spot for the remainder of the month of April.**  
**CARRIED**
- d) **Job Description for ASA Secretary.** Sylvia has prepared a list of responsibilities for the new secretary.

**D17-11-16 Adjournment: The meeting was declared adjourned at 15:05 hours.**