



## M I N U T E S

Of The

### Regular Board of Directors' Meeting No. D17-12

Held on May 28, 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)**  
**Ron Coe, John Scherrer, Charles Sequeira**

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

**A.S.A. Members:** Jim Abram, Nick and Eleanor Senick

**Regrets:** **John Abel, David LeGallais**

**Minutes Recorded by:** Lydia Schuster, Recording Officer

**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:**

**DO17-12-01      Approval of Agenda**  
**Moved by Jan Freedman/C.Sequeira**  
**That the Agenda be approved as distributed.**

Sylvia Gilchrist requested the addition of an item  
Regarding AGM set-up, logistics under New Business  
As Item 11(e).

**The agenda was approved with said addition. CARRIED**

## **D17-12-02 Approval of the Minutes**

Moved by Sylvia Gilchrist/John Scherrer  
**That the Minutes of the Regular Meeting held April 16, 2018 be approved as distributed. CARRIED**

## **PRESENTATIONS/DELEGATIONS**

The President welcomed and introduced to all present Ms. Robin McDougall, Director, Community Services, Town of Aurora. The President noted that she and Ms. McDougall had met informally to acquaint Ms. McDougall with communication practices between ASA and the Town and specifically the quarterly meetings with the former Director of Community Services, a practice that ASA wishes to maintain. Ms. McDougall agreed to such a meeting to be held on a mutually convenient date in October, 2018.

## **D17-12-03 Business from Previous Meetings**

**a) Correction to Minutes of March 19/18 Meeting (Page 9) to include approval of replacement of ASA Office/Reception chairs. (See attached)**

Moved by: J.Scherrer/S.Gilchrist  
**That the corrected page be inserted in the Minutes of the March 19, 2018 Board Meeting. CARRIED**

**b) Computer Room Changes**

The President reported that the computer room set-up will be modified to remove two desks to be repositioned against the window wall (tables and older computers to be removed from that location) and one storage cabinet will be moved, thus enlarging the space for use by other activity groups. As previously noted, the changes will be done during the summer months.

**c) 2018 Elections Results**

John Scherrer reported that the elections results have been posted, and noted that 346 ballots had been cast (including 6 spoiled ballots) resulting in the following vote counts:

199 for John Layton;      197 for Cheryl Rines      170 for Jim Abram  
133 for Nick Senick      112 for Najma Kauser

**d) Paper Cups**

The President reported that a supply of green-bin (non-recyclable) cups would be given a trial at the Centre starting in June.

**e) Letter to Legion (March/18)**

Ron Coe reported that the letter had resulted in a favourable resolution and that the Legion would now accept notices of ASA activities for posting at the local Legion Branch.

**f) Cleaning of Furniture**

The President reported that Reception Volunteers have agreed to take on the responsibility for clean-up of tables and surfaces in the Lounge. Carol also noted that the upholstered furnishings will need to be professionally cleaned.

**g) TV Trays & Card Tables (Approved in Feb./18)**

The President reported that TV trays are currently out of stock; the card tables would be arriving shortly.

**h) Pool Room and Wycliffe Room storage cabinets**

The President reported that she and Don Overington had researched ready-made storage cabinets at Home Depot. With her term coming to a close, Carol requested approval to continue to search out storage options. The Board agreed by general consensus and proposed a further report be brought to the July 16/18 Board Meeting.

**D17-12-04 Seniors' Coordinator's Report (Attached)**

Karie Papillon covered the following items:

**a) Aurora Sports Hall of Fame display box**

Karie presented a sample box that Aurora Sports Hall of Fame wished to have placed at the Seniors Centre. She also referenced the responses to the questions the Board had raised at the April meeting. In the ensuing discussion, it was noted that this Sports

Hall of Fame initiative is going into other Town facilities where residents gather. Directors expressed concern that locating the box in a prominent area at the Centre may pose a safety risk to users of the Centre.

Moved by: R.Co/J.Freedman

**That ASA decline the shadow box and that Aurora Sport Hall of Fame be offered display space on one shelf of the Woodshop display case.**

**CARRIED**

**b) Active Living Fair – Saturday, June 16, 2018**

Moved by S.Gilchrist/Jan Freedman

**That ASA sponsor coffee and tea for volunteers and exhibitors.**

**CARRIED**

**c) Friday, June 1<sup>st</sup> – National Seniors Day**

Moved by: C.Sequeira/J.Scherrer

**That ASA provide free coffee in recognition of National Seniors Day.**

**CARRIED**

**d) Closure of West-McKenzie room June 6 and 7 for Provincial Elections.**

**e) Volunteer Appreciation Event –**

Final budget to be available for June Board Meeting

**f) Meeting with Probus**

Karie added a verbal report of her meeting with Probus Executive noting that Probus is interested in information sharing; participation in Seniors day and overnight trips. Karie noted that this would help ensure that proposed trips would be filled. She also noted that as Probus is a non-profit organization, she has offered them a display table during a Wednesday lunch.

Motion by: J.Scherrer/R.Coe

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

**CARRIED**

**The President announced the next portion of the meeting would be in-camera and requested that guests leave the room.**

**D17-12-05 Reconvening in Open Session and Verbal Report of Committee of the Whole**

The President reported that Committee of the Whole had addressed two Town requests resulting in the following recommendations:

- a) That ASA write a letter of support for the Town's application of a New Horizons Grant.**
- b) That the Board support the Town's Aurora Seniors Centre Sponsor of the Month Program with one dedicated "thank you" e-flash per month and one Facebook post and/or "share" of the sponsor's message, with the provision that both communications be identified as Town initiatives.**

Moved by: J.Scherrer/S.Gilchrist

**That the recommendations of Committee of the Whole  
be approved.**

**CARRIED**

**D17-12-06 Treasurer's Financial Report to April 30, 2018 (Attached)**

John Layton presented the Financial Report.

Moved by RonCoe/C.Sequeira

**That the Financial Report to April 30, 2018 be approved as  
distributed.**

**CARRIED**

**D17-12-07 COMMITTEE REPORTS -**

No reports were available from the following committees:

**Community Development Committee**

**Executive Committee**

**Conduct Review Committee**

**Membership & Volunteers Committee**

**Social Committee**

**D17-12-08 Awards, Special Recognition and Grants**

Charles Sequeira and Jim Abram reported that the Community Grant application for improvements to the bocce courts had been rejected due to it being a capital project whereas the grant was applicable to programs only.

Charles also noted that he had e-mailed to all Directors the announcement of the New Horizons Grant for Seniors (federal) and enquired whether the Board wished to submit a project - e.g. bocce improvements - for consideration. The application date June 15<sup>th</sup> and the maximum grant is \$25,000.

On that point, Ron Coe noted that the bocce estimate substantially exceeds the maximum grant and proposed that a greater need is expanding the storage space for ASA activities. He described a storage option- as discussed with Bill Hawke - that could be attached to the Centre and accessed directly from the Centre, and noted this would take time to design, plan, cost, etc. Jim Abram advised that he had information of other grants that could be researched for funding a project of that nature. It was ultimately agreed that Ron, Charles and Jim would pursue this aspect and report at a future date.

Aurora Community Leadership Award – Charles reported that the nomination of ASA for this award had not been successful.

#### **D17-13-09 By-Law Committee (Attached)**

John Scherrer noted that the By-Law Committee had reviewed By-Law #3 dealing with ASA Committees and recommends the following amendments:

- **By-Law 3.01.01(d)**

The Board of Directors will appoint ONE (1) Director to each Standing Committee **as Liaison for the Board.** (*reference: Guidelines for Committee Liaison*)

- **By-Law 3.02.05**

Change the phrase “Terms of Reference” to “**Responsibilities**” (Reference – Standing Committees Responsibilities)

- **BY-LAW REVIEW COMMITTEE**

Replace current description with: *This committee is responsible for the review of all By-Laws, Regulations, Policies and Procedures of the Aurora Seniors Association.*

*The committee shall prepare a report with the rationale for any and all proposed amendments/revisions and/or additional By-Laws, Regulations, Policies and Procedures of the*

*Association, to the Board for their consideration and approval.*

- **Guidelines for Committee Liaison on the Board of Directors**  
Item 1 – after “Standing Committee” add “*as liaison for the Board*”  
  
Item 4 – change “Terms of Reference” to read  
“*Responsibilities*”
- Change Seniors Coordinator title to “*Adult Programs Co-ordinator*” wherever applicable

Moved by Jan Freedman/S.Gilchrist

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

**CARRIED**

**D17-12-10 Finance Committee Report (Attached)**

John Layton reviewed the report of the Finance Committee Meeting held May 11, 2018 at which the following topics were discussed:

- April 2018 Financial Reports reviewed
- GIC #51 matures in May – Charles & John to meet with BMO to negotiate higher reinvestment rate
- 2018 AGM – BDO representative to attend to present Financial Report
- Charitable Donations – recommendation re. how much ASA could budget in a year to come to July Board Meeting.

Moved by S.Gilchrist/J.Scherrer

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

**D17-12-11 Operations & Activities Committee (Attached)**

Board Liaison Ron Coe presented the report and recommendations.

Moved by C.Sequeira/J.Layton

**That the following recommendations of Operations & Activities Committee be approved:**

- a) Purchase of two (2) Ping Pong Table Tops and delivery cart at a total cost of \$659.00 plus applicable taxes;**
- b) Contribution of \$100. and four (4) Activity Cards, plus use of BBQ for the June 22<sup>nd</sup> Poker Tournament;**
- c) Garden Club Expenditure of \$400. for garden supplies;**
- d) Pickle Ball request to purchase poles for net at \$160. plus taxes.**  
**CARRIED**

Ron also reminded re SPAM deadline – May 31<sup>st</sup> -

Moved by J.Layton/C.Sequeira  
**That the Report of the Operations and Activities Committee be accepted.**  
**CARRIED**

**D17-12-12 Special Events Committee (Attached)**

Jan Freedman presented and reviewed the report of the meeting held May 3, 2018 at which the following topics were addressed:

- May 5 Gala and May 26 Spring Choir Concert
- June 16 Active Living Fair
- Summer entertainment Series
- Ice Cream Sundae Event – end of August
- Resale/Retail Fashion Show – August 18 – 1:30-3:00 p.m.
- Wine and Cheese Purse Auction Fundraiser – Fall
- Possible Brunch – Fall
- Trips

Moved by: R.Coe/S.Gilchrist

**That the report of Special Events Committee be received.**

**CARRIED**

**D17-12-13 Seniors Related Issues**

Charles Sequeira reported the following:

- Sport Aurora event – attended by Jim Abram, Dave LeGallais, Andrew and Karie
- Physical Literacy Presentation – Activate Aurora is collaborating with the Cities of Markham and St. Catherines on a project focused on a program of improving the quality of life for older adults. Karie, Andrew, Jim Abram and Dave LeGallais attended the informative program.

- MP Leona Alleslev's newsletter listing federal support for seniors and invitation to upcoming BBQ
- MPP Chris Ballard's presentation of a Maple Leaf Tree pen made by Ron Coe.
- Sport Aurora magazine to be available at Seniors Centre.

#### **D17-12-14 President's Report**

- Positive Meeting with Robin McDougall**
- Carpet installation** – originally scheduled for May – should be completed shortly
- President's comments re. AGM and Director Elections for June Newsletter**
- Upcoming needs: painting of Seniors Centre; replacement of chairs and replacement of 8-ft. tables with 6-ft. tables that are more practical to store and move**

#### **D17-12-15 NEW BUSINESS**

- Board Page for June Newsletter.** Sylvia presented a notice regarding the AGM that will be this month's Board Page (attached)
- Letter from Leona Alleslev re community BBQ** – Sylvia referenced the e-mail notice of the event scheduled for Sunday, July 8, and inviting ASA and CHATS to set up an information booth. Directors agreed that no action is required.
- Letter from OACAO re. petition for Federal Minister for Seniors** – Directors agreed that no action is required.
- Reminder that June is Seniors Month** – Board agreed to have free coffee on Friday, June 1<sup>st</sup>.
- AGM** – Sylvia noted that as Chair of the Membership & Volunteer Committee she had co-ordinate the room set-up, registration, vote counting, BBQ volunteers and supplies. **Sylvia** enquired whether this should continue to be the responsibility of the Membership & Volunteer Committee Chair. Directors expressed appreciation for her initiative and welcomed her offer of continuing this service.
- Information Item – Mavrinac Park Pickleball courts are now open.**

#### **D17-12-16 Adjournment: The meeting was declared adjourned at 15:10 hours.**