



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-02

**Held on July 16, 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
 Ron Coe, John Scherrer

Past President: **Carol Hedenberg**

Staff Member: Karie Papillon, Adult Programs Coordinator
 Andrew Bailey, Assistant Programs Coordinator

A.S.A. Members: Sylvia Gilchrist, Margaret Walsh, Ruth McDonald,
 Ruth Church, Stella Switzer, Jane Snape, Bob Hedenberg,
 Bob Palmer

Regrets: **John Layton**

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 13:02 hours.

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

D18-02-01 Approval of Agenda

The President noted the following additional agenda items to be addressed under New Business as Items:

- d) Sport Aurora Charles
- e) New Horizons For Seniors Pgm.-Committee Volunteers – Karie

a) **Moved** by J.Scherrer/C.Sequeira

That the Agenda be approved with above additions.

CARRIED

D18-02-02 Approval of the Minutes

Moved by: C. Sequeira/C.Rines

That the Minutes of the Regular Meeting held June 18, 2018 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS -

D18-02-03 Evergreen Choir – New Director

Sylvia Gilchrist introduced Choir Committee members Margaret Walsh, Ruth McDonald, Ruth Church, Stella Switzer who were involved in the search for a new Choir Director. Sylvia provided an overview of the search and selection process which resulted in the Committee's proposal to retain **Dan Lenz** as the new Choir Director. The Committee's report and financial implications had been provided to the Board (attached). Sylvia noted that retaining Dan Lenz would represent an additional cost amounting to \$2040. to ASA over the 37-week Choir program, to cover the incremental costs relative to the Director's fee for service and the 18 additional rehearsals that require the services of the accompanist. Ruth Church clarified Directors' questions/comments regarding the Committee's options to offset the cost increase. The discussion ultimately resulted in a

Motion by J.Scherrer/J.Freedman

That the Board approve retaining Dan Lenz as the new Evergreen Choir Director on a fee for service basis for the 37-week choir program commencing Sept. 12, 2018 and continuing through June 12, 2019, and the services of the accompanist for the same duration, for a total additional cost to ASA of \$2040. 00.

CARRIED

BUSINESS FROM PREVIOUS MEETINGS:

D18-02-04 a) ASA Needs for Additional Storage Space

Ron Coe reported that based on direction given at the June 18 Board Meeting, he had measured the proposed area adjacent to the North Exit doors for the addition that would provide approximately 400 sq.ft. of storage space. Ron noted that design and cost estimates would need to be obtained and that he had contacted the design company that had previously provided the bocce courts estimates – Par-Bro Design-Build based in King City- which would be prepared to draw up plans and cost the project for grant applications. Ron also noted that the project would need Council approval.

Karie suggested that Ron work with Town staff to ensure that the proposed location does not compromise existing safety exits.

Ron confirmed that Bill Hawke had already ascertained that the addition would not affect safety exits.

Directors noted that the project should be on the agenda for the Nov. 1st meeting with Robin McDougall.

Moved by: C.Sequeira/J.Abram

That Ron Coe be authorized to proceed with the development of the additional storage project as outlined for discussion at the Nov. 1st meeting with the Town’s Director of Community Services.

CARRIED

b) Surplus Computers

Past President Carol Hedenberg reported that with the reconfiguration of the computer room, three older computers had been declared as surplus – an all-in-one MAC computer, a computer with Windows 7 and a computer with Windows 10 operating systems.

Carol proposed that these be offered to the membership in a raffle format at a unit cost of \$50. and that the proceeds be assigned for donation to a local charitable organization.

Motion by J.Abram/R.Coe

That an in-house raffle be held in September with the draw to be held October 1st for the sale of the three surplus computers to be offered to members at \$50. each, and that the \$150. proceeds be donated to the Alzheimers Society of York Region.

CARRIED

c) Cultural Master Plan for Aurora (Report Attached)

The President reviewed the report of the meeting he and Jim Abram attended on June 25th as representatives of ASA. Dave noted that the meeting had been called by the Town's consultant Martin Van Zon of Interkom Consultants.

The topics addressed were: What is needed to build a strong and vital Cultural Sector In Aurora and How to enhance access to Cultural Resources.

Dave noted that Martin was to provide a summary of the meeting to Robin McDougall with a request that each participant group be provided a copy, still to come.

e) Reminder to Liaison Directors to contact their respective Standing Committees and report committee chairs and memberships for approval by the Board.

d) Downsizing of Computer Room

Bob Hedenberg was on hand to provide an update on the recent reconfiguration/downsizing of the computer room which resulted in declaring 3 older computers as surplus and increased the areas for use by other programs/activities.

D18-02-05 Seniors Adult Programs Coordinator's Report (attached)

Karie Papillon reviewed the report covering the following topics:

- **Alzheimers Society – Artwell Project**

Karie extended the Society's thanks for the Board's support of their application for another New Horizons Grant

Their request for Artwell display space at the Centre resulted in

Motion by: J.Freedman/J.Abram

That the Alzheimers Society Artwell Project be allowed space in the Senior Centre display case.

CARRIED

- **Quarterly Meeting with Director of Community Services Robin McDougall** – set for Nov. 1st, 2018 at 11:00 a.m. at the Town Hall

- **New Guidelines for Food Safety** – now require a certified food handler to be on hand for all food served on premises. Karie and Andrew to determine current certified volunteers and bring options for additional training.
- **TOA program**, as discussed at the May meeting, launches within the Centre in August.
- **The Partner of the Month program** is sold out for 2018, and 4 months of 2019 are already spoken for

Moved by: J.Freedman/C.Rines

That the Adult Programs Coordinator's Report be received.

CARRIED

D18-02-06 Treasurer's Financial Report to June 20, 2018 (attached)

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

- Balance Sheet as of 30 June 2018
- Statement of Operations – June 2018
- Statement of Operations – January through June 2018 – Cheryl noted that Line 4006 Membership Fees – Residents on this report reflects an increase in resident members vs non-resident Carol reported that the percentage of non-resident members is now at 28.2%, slightly lower than the previous 28.8%

Motion by: J.Scherrer/C. Sequeira

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

CARRIED

D18-02-07 COMMITTEE REPORTS -

The following committees did not meet so had Nil reports:

- Awards, Special Recognition and Grants
- Executive Committee
- Operations and Activities Committee
- Social Committee
- Special Events Committee

D8-02-08 Confirmation of Committee Memberships

While the following Committees did not meet in July, Board Liaison J.Scherrer presented the following committee memberships for approval:

By-Law Review Committee:

Ron Coe, Lydia Schuster and Nick Senick

Approval moved by L: J.Scherrer/J.Abram

CARRIED

Conduct Review Committee:

Virginia Bodnar, Chair & Joshy Kalungal

Approval moved by: J.Scherrer/R.Coe

CARRIED.

D18-21-09 Community Development Committee (Attached)

Board Liaison Dave LeGallais, presented and reviewed the report of the Committee meeting held July 11, 2018.

D18-02-10 Finance Committee Report (Attached)

Treasurer Cheryl Rines presented and reviewed the report of the meeting held July 6, 2018 covering the following topics:

- **Committee membership:**

Cheryl Rines – Treasurer/Chair; Charles Sequeira – Board Liaison; Members: Ruth Church, Anita Freedland, Nick Senick

Motion by J.Abram/J.Freedman

That the Finance Committee membership be approved as presented.

CARRIED

- Review of the June 2018 Financial Reports
- Legacy notice
- Inventory of ASA assets re insurance policies renewal due in Nov.

Moved by: J.Abel/J.Abram

That the Finance Committee Report be received.

CARRIED

D18-02-11 Membership & Volunteers Committee – Nil Report

Board Liaison Carol Hedenberg presented the 2018-19 committee membership for approval:

Sylvia Gilchrist – Chair

Members: Peggy Wrightson, Elfrieda Greupner, Marlene Jones

Approval moved by: C.Sequeira/C.Rines

CARRIED

D18-02-12 Seniors Related Issues Committee

a) Meeting with Andrew Scheer (Report attached)

John Abel noted he had been approached by Lois Brown with the offer of a meeting with Federal Conservative Opposition Leader Andrew Scheer, noting that the previous government had had a Minister of Seniors Affairs, while the current Liberal government does not.

John referenced the minutes of the meeting that took place at the Seniors Centre on June 11, 2018 and the issues/concerns that seniors in general agree need to have a focus by all government levels – Federal and Provincial, Regional and Municipal.

Jim Abram added that the meeting had concluded with an open commitment to another meeting in six months' time.

b) Meeting with Lois Brown – June 28, 2018

Charles Sequeira reported on the meeting – reading from his handwritten notes (attached), noting that the meeting was a follow-up to the meeting with Andrew Scheer. Ms. Brown indicated she will draft a report detailing seniors needs/issues and present same at the PC Conference in August.

Charles proposed that Jim Abram follow up and continue engagement and discussion.

Jim added that he and Charles have been attending at Regional meetings to ensure seniors' input at that level.

Charles further noted that the newly-elected Provincial Government has appointed Raymond Cho as Minister of Senior Affairs.

c) Leona Alleslev – Lunch & BBQ

Charles reported that Federal MP Leona Alleslev had attended a recent lunch at the Seniors Centre and that he and Jim had attended at her first annual BBQ on July 8 held at her riding office in Oak Ridges. Community groups had been invited to have information booths at the

BBQ. Although ASA did not have a booth, Charles and Jim did speak on behalf of seniors with Ms. Alleslev, informed her of the meeting with A.Scheer and proposed a that she and the Prime Minister attend a similar informal meeting with ASA.

Discussion on the need to ensure that all levels of government be made aware of seniors needs in a concerted manner resulted in the following motion:

Moved by: J.Abel/C.Sequeira

That ASA invite current Provincial and Federal ridings representatives and the Provincial Minister of Senior Affairs to a round-table discussion pertaining to seniors concerns.

CARRIED

Motion by J.Scherrer/J.Freedman

That the Reports of the Seniors Related Issues Committee be received.

CARRIED

Vice-President's Report - Nil Report

D18-02-13 President's Report –

A) Protocol for Directors re. individual information-gathering from Government or community groups

Dave proposed the following protocol when seeking/receiving input from external agencies or groups:

- In any individual/informal contact situation, Directors are to inform external parties that they are not speaking for the ASA Board, but will report to the Board
- Board needs to approve an official ASA representative at external meetings/functions and contact with any level of government if it pertains to ASA.

John Scherrer noted that the document signed by all Directors – Regulations for Board Members – already encompasses similar guidelines.

b) Resignation of John Layton

The President regretfully noted that Director John Layton had submitted a letter of resignation from the Board, effective immediately.

Moved by: J.Freedman/J.Scherrer

That the Board accept the resignation of John Layton as ASA Director and that the President inform him of the Board's acceptance with regret.

CARRIED

Dave called on J.Scherrer as Chair of the By-Law Review Committee to address the filling of the vacancy.

John noted this position is a 3-year term and reviewed the By-Law provisions under section 1.04.00 – Vacancies on the Board, which revealed the need to revisit the by-law. The discussion resulted in

Motion by: J.Freedman/J.Abel

That By-Law #1 – Section 1.04.00 Vacancies on the Board be amended to include single and multiple vacancies in the second paragraph.

After further discussion the above motion was withdrawn.

Motion by: J.Freedman/C.Rines

That By-Law Review Committee revisit Section 1.04.00 – Vacancies on the Board – and recommend amendments to clarify provisions for filling Board vacancies.

CARRIED

c) Seniors Transportation Ad-Hoc Committee

The President noted that as reported in discussions relative to seniors issues, the topic of transportation warranted the appointment of an Ad-Hoc Committee. Dave noted that John Abel had offered to chair the committee.

John Abel noted that the committee's role would include researching current systems, best practices by other agencies and communities and bring concerns to respective levels of government.

Carol Hedenberg, while agreeing that transportation is a valid concern, also posed the matter of current space restrictions at the Seniors Centre and proposed that a separate committee that would

study current space availability and future growth needs may be more appropriate.

Directors agreed that both transportation and facilities are equally important and that a separate ad-hoc committee as proposed by Carol could be established at a later date.

Motion by: J. Scherrer/C. Sequeira

That the Board establish a Transportation Ad-Hoc Committee with John Abel as Chair, to report proposed terms of reference and committee membership for the August Board Meeting.

CARRIED

NEW BUSINESS:

D18-02-14 a) – August Newsletter – Board Page – Dave to provide content

b) Proposal that Directors volunteer to provide content for Monthly Newsletters Board Page

Dave suggested Directors consider volunteering content for the monthly Board Page

c) Summer BBQ's – Dave and Carol reported the reasons for the changes in how summer BBQ ticket sales would be managed.

d) Pool Room Storage – deferred to August Board Meeting

e) Sport Aurora – Jim Abram has been providing articles for their magazine. Charles proposed that he report on the York Region 55+ Summer Games in which several ASA members had participated.

f) Senior Scape Articles – Sylvia Gilchrist to revise the schedule and send to Dave.

g) Volunteers for New Horizons Program Committee – Karie distributed information re. availability & application process for volunteer positions on the regional committee for the New Horizons Program, noting that applications are due by July 20/18.

D18-012-15 Adjournment: The meeting was declared adjourned at 15:37 hours.