



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D18-03**

**Held on August 20, 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)**  
                                  **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, Jane Snape, Bob Palmer, Larry Taylor

**Regrets:**       **John Abel**

**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:**

**D18-03-01 Approval of Agenda**

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

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

The President requested that Item 10.d) – Nerw Horizons Music Program be deferred to the September Board meeting.

**Accordingly the agenda was approved as amended.**

**CARRIED**

**D18-03-02 Approval of the Minutes**

Moved by: R.Coe/J.Scherrer

**That the Minutes of the Regular Meeting held July 16, 2018 be approved as distributed.**

**CARRIED**

**PRESENTATIONS/DELEGATIONS - Nil**

**BUSINESS FROM PREVIOUS MEETINGS:**

**D18-03-03 Update re Additional Storage Space Project**

Ron Coe reported verbally that a drawing/design of the proposed storage unit needs to be developed in order to pursue relative approvals and funding. Ron will look after providing a drawing for the September Board Meeting.

**b) Transportation Ad-Hoc Committee**

In John Abel's absence, the President reported that the committee membership will comprise John Abel (Chair) , Jim Abram, Dave LeGallais, John Scherrer, as well as two more members still to be appointed.

The Committee's mission will be to improve access to public transportation.

The process: to address gaps in public transportation for older adults and those with mobility challenges through dialogue and engagement with various levels of government.

Moved by: J.Scherrer/J.Abram

That the verbal report of the Transportation Ad-Hoc Committee be received.

**CARRIED**

**c) Pool Room Storage**

Past President Carol Hedenberg reported that a decision had been made to remove the existing cabinets (to be re-used by Karie) and replace same with six (6) lower base cabinets, to be stacked, to provide the necessary additional storage space. The six new cabinets

will be installed by Bill Hawke and the total cost including taxes will be \$2,500.00

Moved by: J.Scherrer/J.Freedman

**That the Board approve the purchase of 6 storage cabinets for the Pool Room at a total cost of \$2,500.00. CARRIED**

**d) Standing Committees – Outstanding Memberships**

The President noted that the following committee memberships have been confirmed to date:

By-Law Review; Conduct Review; Finance; Membership & Volunteers

Dave presented the following committee memberships for approval:

**Community Development Committee**

**Jane Stangl, Chair; Shirley Petrie, Joanne Keates, Jim Abram**

Moved by: J.Abram/J.Scherrer

**That the membership of the Community Development Committee be approved as presented. CARRIED**

**Awards, Special Recognition and Grants Committee**

Charles Sequeira noted that as it had been decided that all ASA members and volunteers are equally valued and there would be no individual recognition, and that the “Grants” responsibility would best be served by the Seniors Related Issues Committee, the Awards Committee should be dissolved.

Moved by: C.Sequeira/J.Scherrer

**That the Awards & Special Recognition Committee be dissolved and the “Grants” responsibility be assigned to the Seniors Related Issues Committee. CARRIED**

**Operations & Activities Committee** – (Ron Coe – Brd.Liaison)

see recommendation re. membership in the O & A Report attached

**Seniors Related Issues Committee (Jim Abram – Brd.Liaison)**

Moved by: J.Scherrer/C.Sequeira

**That the membership of the Seniors Related Issues Committee be comprised of: Charles Sequeira (Chair), Jan Freedman, and Larry Taylor.** **CARRIED**

**Social Committee – (John Abel, Brd.Liaison)**

Moved by: J.Freedman/C.Sequeira

**That the Social Committee membership be comprised of: Bob Palmer (Chair), and Carol Palmer.** **CARRIED**

**Special Events Committee – (Jan Freedman, Brd.Liaison)**

Moved by: J.Abram/C.Rines

**That the Special Events Committee membership be comprised of: Carol Hedenberg (Chair), and Marlene Jones.** **CARRIED**

**Finance Committee – (Charles Sequeira , Brd.Liaison)**

Moved by C.Sequeira;C.Rines

**That Virginia Bodnar be added to the Finance Committee membership.** **CARRIED**

**e) New Horizons Program** – Charles enquired whether any ASA members had volunteered to serve on that committee. Karie responded that no one from ASA had volunteered.

**f) Summer BBQ's** – Carol reported that recent adjustments appear to be working – the cut-off time for ticket sales is 11:50 a.m., regardless of the demand or availability of tickets. This helps the BBQ volunteers to better monitor quantities of food to be served..

**D18-03-04 Seniors Adult Programs Coordinator's Report (attached)**

Karie Papillon reviewed the report covering the following topics:

- **Food Safety Guidelines**

Moved by: J.Freedman/R.Coe

**That the Board approve \$1300. to cover the cost of training up to 20 ASA volunteers.** **CARRIED**

- **Alzheimers Society – Coffee Break Fundraiser – Nov. 8, 2018**

Moved by: J.Scherrer/J.Abram

**That the Board approve matching member donations in support of the Alheimers Society Coffee Break campaign on Nov. 8, 2018.**

**CARRIED**

- **Hollandview Trail Health and Wellness Fair – Sept. 24/18**  
- **ASA would not be participating**

• **Bereaved Families of York Region- 11<sup>th</sup> Annual Memorial Butterfly Release**

Moved by: J.Scherrer/C.Sequeira

**That ASA not participate by sponsoring the event, but inform the organization that their information will be advertised to the members.**

**CARRIED**

Moved by: R.Coe/J.Freedman

**That the Adult Programs Coordinator's Report be received.**

**CARRIED**

**D18-03-05 Treasurer's Financial Report to July 31, 2018 (attached)**

Treasurer Cheryl Rines presented the financial report noting that these would be reviewed by Finance Committee at their next meeting:

- Balance Sheet as of 31 July 2018
- Statement of Operations – July 2018
- Statement of Operations – January through July 2018 –

Motion by: J.Freedman/C. Sequeira

**That the Financial Report to July 31, 2018 be received.**

**CARRIED**

**D18-03-06 COMMITTEE REPORTS -**

The following committees did not meet so had Nil reports:

- Awards, Special Recognition and Grants
- Executive Committee
- Conduct Review Committee
- Community Development Committee
- Finance Committee
- Membership & Volunteers
- Social Committee

**D18-03-07 By-Law Review Committee – Attached**

Committee Chair and Board Liaison John Scherrer presented the committee’s report and recommendation for the amendment of By-Law 1.04.00 – Vacancies on the Board – to allow the Board greater discretion in the appointment of interim Directors.

Moved by J.Scherrer/R.Coe

**That the Board approve amending By-Law #1 – Section 1.04.00 to read:**

**1.04.00 VACANCIES ON THE BOARD**

**1.04.01**

**Vacancies that occur after the Annual General Meeting shall be filled for the remainder of the term, by the next formal election process and confirmed at the Annual General Meeting**  
*(Reference: By-Law 1.03.03 & Procedures for the Election of Directors).*

**1.04.02**

**Notwithstanding 1.04.01, the Board, at its discretion may appoint interim directors to fill vacancies until the next Annual General Meeting at which time the interim directors’ appointment shall terminate.**  
*(Reference: Procedure for Appointment of Directors)*

The ensuing discussion generated questions of clarification and suggestions for re-phrasing, as well as whether the existing by-law clause need be amended. Responses and examples ultimately resulted in the motion being **CARRIED**

Motion by: J.Abram/C.Sequeira

**That the report of the By-Law Review Committee be received.**

**CARRIED**

**D18-03-08 Membership & Volunteers - Let-Us-Know Comments**

Carol Hedenberg presented 4 Let-Us-Know comments:

- a) – Request to move the post-BBQ entertainment time up –  
Reply given: Kitchen volunteers need the time to clean up
- b) – Appreciation for Centre and services
- c) – Zoomba group Concerns regarding too-warm temperature- Bill Hawke provided detailed response

- d) – Sylvia Gilchrist concerns re politicians in the Centre –noting that ASA is a non-political organization.

Addressing this comment, Karie noted that when politicians approach the Town for a tour of facilities – the Town approves and in the case of the Seniors Centre, she makes the necessary arrangements and invites the ASA Board to participate.

In the ensuing discussion, it was noted that politicians may attend at BBQ and Bistro lunches as individuals and as guests of ASA Directors (ASA needs access to politicians to communicate seniors' concerns), but that no information handouts are allowed, and that during election periods, no politicians are allowed on the premises, unless as part of an all-candidates meeting.

Moved by: R.Coe/J.Freedman

**That the Let-Us-Know Comments be received. CARRIED**

**D18-03-09 Operations & Activities Report – Attached**

Board Liaison Ron Coe presented the report and recommendations of the O & A Committee meeting held August 14/18.

Moved by:R.Coe/J.Scherrer

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

- **O & A Committee voting membership: Dave LeGallais (Chair), Ron Coe, Bill Ault, Gloria Smith Jean Osborne, Joan Levert**
- **\$300.00 to repair Library (Book Room) wall –**

**CARRIED**

**D18-03-10 Seniors Related Issues Committee**

Board Liaison Jim Abram reported verbally that as directed at the July Board Meeting, a letter had been sent to the recently appointed Federal Minister for Seniors Affairs Filomena Tassi (attached) and while no response has been received to date, the Minister has visited a number of seniors centres.

Jim and Charles have also met with area MP's Leona Alleslev and Kyle Peterson.

Motion by: J.Freedman/C.Sequeira

**That the verbal report of the Seniors Related Issues Committee be received.** **CARRIED**

**D18-03-11 Special Events Committee (Attached)**

Board Liaison Jan Freedman presented and reviewed the report of the Special Events Committee meeting held August 2/18.

Moved by: J.Freedman/C.Sequeira

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

**CARRIED**

**D18-03-12 Vice-President's Report - Jan Fredman reported that she would be taking on the writing of the Board page for the monthly newsletter.**

**D18-03-13 President's Report –**

**a) Update re. Aurora Cultural Master Plan**

Dave noted that the summary of the June 25<sup>th</sup> meeting had been provided by Robin McDougall. Dave provided a verbal summary of the meeting outcome and the areas identified that need to be addressed by the Town in order to proceed with the development of a viable master plan.

The President also reported on his August 14/18 meeting with Shawna White, Curator of the Aurora museum & Archives, who is promoting the proposed new addition to the Aurora Cultural Centre as part of the Library Square project. Shawna's proposal for the addition includes a 250-seat auditorium and her objective is to fill the building's space with different cultural groups and activities, including ASA activity groups if ASA needed more space.

In that context, the President proposed establishing an ad-hoc committee to review current use of Centre facilities and potential/projected future needs to accommodate ASA activities.

Moved by: D.LeGallais/J.Freedman

**That the Board establish an Ad-Hoc Committee to review current ASA activities facilities use and needs as well as future space needs that may be accommodated in the proposed addition to the Cultural Centre; and that the Committee membership be**



**comprised of Dave LeGallais, Carol Hedenberg, Jan Freedman and Karie Papillon and Andrew Bailey.**

**CARRIED**

Shawna White is to be invited to make a presentation in October.

**b) “Let’s Get Acquainted”**

The President reported on recent incidents involving new members and noted the need to re-establish the “Let’s Get Acquainted” monthly sessions which had previously been arranged by the Membership & Volunteers Committee. The first meeting is to be Wednesday, October 10<sup>th</sup> at 11:00 a.m. and is to include new members from the previous month.

Moved by: D.LeGallais/C.Sequeira

**That the “Let’s Get Acquainted” activity be reactivated and held once a month for new members who joined during the preceding month.**

**CARRIED**

**c) Theatre Aurora**

The President noted that he and Andrew Bailey had approached Theatre Aurora’s Sales Director Sheilagh Carlini with a view to arranging a reduced price for a group of interested ASA members, in return for posting notices of their productions in the Aurora Seniors Centre. The group rate for a minimum of 10 ASA members would be \$20. instead of the current seniors’ rate of \$22. and would apply to all performances. Interested members would contact Theatre Aurora and purchase tickets as members of ASA.

Moved by: R.Coe/J.Freedman

**That the President’s report be received.**

**CARRIED**

**D18-03-14 Past-President’s Report**

Carol Hedenberg provided the following verbal updates on the status of matters previously discussed/approved:

- **Surplus computers (3)** – to be offered to members on a draw system starting Sept. 1<sup>st</sup>, with the draw to be held at the Oct. 5<sup>th</sup> Bistro Lunch
- **Carpet replacement in the Lounge** is complete. However, the Library (Book Room) carpet has deteriorated in the interim and needs replacement. Carol asked whether the Board would be willing to cover the \$1800. Replacement cost rather than waiting for the Town to include this in their 2019 budget. No motion resulted to this proposal.
- **ASA Activities Survey (Attached)** – currently being circulated to all ASA activities – are designed to receive members’ input in order to improve their experience at the Centre.  
Karie and Andrew will compile all responses to be shared with respective activity leaders. Surveys are to be completed by Sept. 15<sup>th</sup>.

Moved by: J.Freedman/J.Scherrer

**That the Past President’s report be received.**

**CARRIED**

## **NEW BUSINESS:**

**D18-03-15 a) – August Newsletter – Board Page** – Jan Freedman to provide content

**b) Sport Aurora Volunteer Recognition Event** – Jim Abram brought this as information to the Board noting that ASA had nominated two individuals in the past. No nominees were identified for the current event.

**c) Computer Club** –

Directors had received Bob Hedenberg’s e-mail message detailing the matter and proposed resolution addressed by the Computer Club Executive.

Directors in discussion were firmly opposed to ASA volunteers providing assistance to individual members – as representatives of ASA - outside of the Aurora Seniors Centre

The discussion resulted in

Motion by: R.Coe/J.Scherrer

**That the matter be referred to the By-Law Review Committee to pursue legal advice in the development of a policy. CARRIED**

**D18-03-16 Adjournment:** The meeting was declared adjourned at 15:39 hours.