



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-04

**Held on September 17, 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**

Staff Member: Karie Papillon, Adult Programs Coordinator

A.S.A. Members: Jane Snape, Bob Hedenberg, Nick Senick, Larry Taylor

Regrets: Past President: Carol Hedenberg

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 13:05 hours.

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

D18-04-01 Approval of Agenda

a) Moved by J.Scherrer/J.Abel

That the Agenda be approved as distributed.

The President requested the addition of the following items under New Business:

d) – Aurora Prayer Breakfast - Charles

e) – Cyber-Seniors Program – Bob Hedenberg

f) – Daily Newspapers – Jan Freedman

Accordingly the agenda was approved with the above additions.

CARRIED

D18-04-02 Approval of the Minutes

Moved by: J.Abel/R.Coe

That the Minutes of the Regular Meeting held August 20, 2018 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS - Nil

BUSINESS FROM PREVIOUS MEETINGS:

D18-04-03 a) Update re Additional Storage Space Project

Ron Coe noted that at this time there was nothing new to report on this matter and that he would continue to pursue providing a drawing for the October Board Meeting.

b) Transportation Ad-Hoc Committee

Committee Chair John Abel distributed and reviewed a summary of the round-table discussion held Sept.4th (**attached**) detailing how the committee would proceed to address identified tasks.

John noted two areas that the Committee wants to address:

- Permission to survey ASA members to gauge current YRT and YRT Mobility Plus transportation services (the survey would consist of 3-5 multiple choice questions), and
- To recommend that YRT adopt a percentage of grants specifically for accessible transportation; and that a presentation be made to all 9 York Region Accessibility Advisory Committees to recommend same to their respective Councils.

The proposal for surveying ASA members resulted in the following:

Moved by: J.Abel/C.Rines

That the Board approve the Transportation Committee member survey proposal and adopt the Survey Monkey program and

circulate an E-Flash to members with a link to the ASA website to respond to the survey. **CARRIED**

c) ASA Activities Survey

Karie reported that the collation of responses will be assigned to the Co-Op student who will be joining the Centre Sept. 25th.

d) Standing Committees –

The updated list of Standing Committees and respective memberships was distributed for Directors' review (Attached).

The President reminded Directors to review with their respective Standing Committees' the committee's role and report any changes to the Board.

Ron Coe noted that the Kitchen Volunteers are not represented by a committee. The President noted that they report through the Operations and Activities Committee..

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

Karie Papillon reviewed the report covering the following topics:

- **Aurora Food Pantry** – home delivery service – enquiries should be directed to the Food Pantry
- **Summer Entertainment 2018 Update**
Karie reported the series, although enjoyed by participants, was low in attendance. Other options will be presented for 2019.
- **Co-Op Student from Concord College** –
Jessica Smith will be joining the Seniors Centre from September 25th through December 14th and will be working Tuesday evenings with Andrew.

Moved by: J.Freedman/J.Scherrer

That the Adult Programs Coordinator's Report be received.

CARRIED

D18-04-05 Treasurer's Financial Report to Aug. 31, 2018 (attached)

Treasurer Cheryl Rines presented the financial report noting that the report had been reviewed by the Finance Committee. The report consists of:

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

Motion by: R.Coe/J.Abel

That the Financial Report to August 31, 2018 be received.

CARRIED

D18-04-06 COMMITTEE REPORTS -

The following committees did not meet so had Nil reports:

- Executive Committee
- Conduct Review Committee
- Membership & Volunteers Committee
- Social Committee
- Seniors Related Issues & Grants Committee
- Special Events Committee

D18-04-07 By-Law Review Committee – Attached

Committee Chair and Board Liaison John Scherrer presented the committee's recommendation for the amendment of By- Law 1.11.00 – Duties of Principal Officers – noting that the role of Past President – as it is in effect an ex-officio role with no voting rights - is proposed as a separate listing under No. 1.11.06.

Moved by: J.Scherrer/J.Abram

That By-Law No. 1.11.00 – Duties of Principal Officers – be amended to show the role of Past President under a separate additional clause, namely:

1.11.06 – Past President

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

CARRIED

John also presented an updated Policy for Financial Assistance to A.S.A. Members (attached), noting that the intent was to show that it had recently been reviewed and to include the date the Board approved the reviewed policy.

Regarding the home visits matter that had been referred to the Committee, John informed the Board that with input from Jan Coe regarding potential legal implications the committee had agreed that the matter could best be addressed as part of the Members' Responsibilities and a proposed wording will be presented at the October board meeting.

Motion by: J.Scherrer/ J.Abram

That the updated Policy on Financial Assistance to ASA Members and the report of the By-Law Review Committee be received.

CARRIED

D18-04-08 Community Development Committee (Attached)

Board Liaison Dave LeGallais presented and reviewed the report of the Committee meeting held August 29/18.

The report contains a summary of matters discussed under the following topics:

- Updates re. current and ongoing activities and services
- Seminars and information tables
- Proposed seminars – including a Ministry of Transportation Winter Driving seminar – now booked for Nov. 21st at 1:00 p.m.

Moved by: J.Abram/C.Sequeira

That the Report of the Community Development Committee be received..

CARRIED

D18-04-09 Finance Committee – (Attached)

Board Liaison Charles Sequeira presented and reviewed the report of the Committee meeting held Sept. 7/18 at which the following topics had been discussed:

- **Review of July and August 2018 Financial Reports**
- **Renewal of PACE GIC 207468 – Maturing Sept. 25/18**

Moved by: J.Abram/J.Freedman

That the Board approve the renewal of PACE GIC #207468 in the amount of \$27,827. For one year at an interest rate of 2%.

CARRIED

- **Update on Signing Officers for BMO, PACE and Meridian**
- **Inventory – process for updating in preparation for renewal of ASA insurance policies.**

Moved by: J.Freedman/J.Scherrer

That the Finance Committee Report be received. CARRIED

DO18-04-10 Operations & Activities Report – Attached

Board Liaison Ron Coe presented the report and recommendations of the O & A Committee meeting held September 11, 2018

The report addressed the following topics:

a) Procedure for collection of out-of-pocket expenses

b) Name Plates for Reception Volunteers

Moved by:R.Coe/J.Abram

That the Board approve \$325.00 for the purchase of magnetic and pin-type name plates, with ASA Logo for Reception Volunteers.

CARRIED

c) Duplicate Bridge Space Alternatives – partition in lounge will be tried for a 2-month period

d) ASA Library Carpet replacement at proposed cost of \$1635.

Moved by: J.Scherrer/C.Sequeira

That as the carpet replacement is the responsibility of the Town, a response be deferred until after the Board meeting with the Town's Director of Community Services, Robin McDougall on Nov. 1st.

CARRIED

e) Book Returns Bin and New Computer Desk for Library

Moved by: J.Scherrer/J. Abram

That the Board approve \$200. For the purchase of materials to build a book return bin, and \$250. to purchase a new computer desk for the Library.

CARRIED

f) Snooker Table

Moved by: R.Coe/J.Freedman

That the Board approve \$400. for the services of a professional pool and snooker leveller from F.G.Bradley to level the snooker table and repair the pockets. CARRIED

Moved by: J.Freedman/J.Abram

That the Report of Operations and Activities Committee be received. CARRIED

D18-04-11 Seniors Related Issues & Grants Committee

Board Liaison Jim Abram reported verbally that with the addition of the Grants responsibility, the Committee terms of reference will need to be updated, and that he will provide same to the By-Law Review of Committee.

Jim also noted that the Committee's next meeting will be on Oct. 3rd.

Motion by: R.Coe/C.Rines

That the verbal report of the Seniors Related Issue& Grants Committee be received. CARRIED

D18-04-12 Vice-President's Report - Nil Report

D18-04-13 President's Report –

a) New Horizons Music Program For Retirees

The President reported that he and Sylvia Gilchrist and Karie had met with Gord Shepard who has established two bands: Aurora Community Band and the Borealis Big Band that had performed in the Town Park. He is now proposing to establish a separate music program for retirees and is looking for space at the Seniors Centre. While both Sylvia and Dave agreed it is a good program, the only support ASA could offer is the posting of information flyers to make members aware of the new music program opportunity.

a) Update re. Aurora Cultural Centre & ASA Future Space Needs

The President noted that at the September Board Meeting an Ad-Hoc Committee had been approved to study current and future space needs

for ASA activities. Dave reported that the committee membership will consist of:

Dave LeGallais, Jan Freedman, Carol Hedenberg, Joanne Bartholomew, Karie Papillon and Andrew Bailey. The committee's task will be to identify space requirements by ASA to accommodate current and future activities and events to be offered to the membership.

The President also noted that Shawna White, Curator of the Aurora to the Aurora Cultural Centre is driving the proposal for the addition to the Cultural Centre as part of the Library Square project, and had requested Town and ASA input regarding current facilities use and potential future space use in the cultural centre expansion under the following topics:

- What space do you currently use within the Town
- Does your Organization have any future plans that require space within the Town
- Can any of your existing or future activities be accommodated in the proposed expansion
- What would your organization like to see included in the new facility

Karie noted that she has answered the above questions on behalf of both the Town's Adult Programs Division and ASA activities, as shown on the attached list. All cultural groups have been asked to complete the survey and responses are due at week's end.

Jan Freedman suggested the addition of a coffee/tea/snack area.

b) "Let's Get Acquainted"

The President reported that the committee, consisting of himself, Sylvia Gilchrist, Karie and Andrew had met to discuss plans for the first such event to be held on Oct. 10th at 1:30 p.m. for new members to facilitate the integration of new members into the ASA. Notice of Let's Get Acquainted meeting will be included in the new member's package and will be followed up by a personal phone call. Meetings following the October meeting will be held every second Wednesday of each month at 11am beginning in November.

Moved by: J.Freedman/R.Coe

That the President's report be received.

CARRIED

D18-04-14 Past-President's Report – Nil Report

NEW BUSINESS:

D18-04-15 a) – October Newsletter – Board Page – Dave LeGallais to provide content: Library upgrades, , Let's Get Acquainted

b) Booking Rooms at the Seniors Centre

The President enquired as to the procedure for booking rooms for ASA activities. Karie provided an overview of the booking process noting that the first call for space needs should be to her. The Town has a centralized booking service that ensures that space is reserved, meetings are booked and recorded on the TV listing in the lobby, and that staff is aware of set-up needs.

c) ASA Parking Lot Lighting –

Charles enquired regarding the status of the promised improved lighting. Karie noted that due to recent staff changes the matter remains outstanding. She is arranging for new staff to meet the Board and suggested the item be added to the agenda for the Nov. 1st meeting with Robin McDougall.

d) Aurora Prayer Breakfast

Charles provided information regarding the upcoming (Oct. 11) Aurora Prayer Breakfast noting that the Board had participated in prior years. The fee is \$25./person and all proceeds are in support of the Joy Smith Foundation.

Moved by: R.Coe/J.Freedman

That ASA allocate up to \$100. to cover the attendance of four ASA members at the 2018 Aurora Prayer Breakfast on behalf of ASA.

CARRIED

e) Cyber-Seniors Program

Bob Hedenberg provided and reviewed information (attached) regarding the proposed Cyber-Seniors program which is intended to help seniors become comfortable with technology. The program provides many tools to help along the way and measures progress. This program is offered to OACAO members (Town of Aurora is an OACAO member) It is worth \$250. and is free to the Aurora Seniors Centre for the first year. The Computer Club will be running the program to be presented at a Tuesday morning session in October.

Moved by: C.Sequeira/C.Rines

That the Board approve the introduction of the Cyber-Seniors Program at the Aurora Seniors Centre. CARRIED

f) Daily Newspapers

Jan Freedman proposed that ASA subscribe to provide 6 daily newspapers to be made available to members using the Centre and clearly marked for use in the Centre only.

Karie requested direction as to whose responsibility will be the ordering and payment (requires a personal credit card) and the task of ensuring the papers are marked for centre use only.

It was ultimately agreed to defer this matter to the October board meeting to provide time to sort out the logistics.

g) October 1st is National Seniors Day

Moved by: C.Sequeira/J.Abram

That on October 1st – National Seniors Day – coffee service be provided free of charge to members. CARRIED

D18-04-16 Adjournment: The meeting was declared adjourned at 15:10 hours.