



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D18-05**

**Held on October 15, 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**

**A.S.A. Members:** **Jane Snape, Bob Hedenberg, Nick Senick, Carol & Bob Palmer**  
**Jeanne Chislett, Pat & Robert Varney, Paul Pandolfi**  
**Sylvia Gilchrist**

**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 13:10 hours.

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

**D18-05-01 Approval of Agenda**

**a) Moved by J.Abel\J. Freedman**

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

Charles Sequeira requested the addition of Feb. & May 2019  
Board Meeting Dates under New Business

Jim Abram requested the addition of Aurora Bridge Club also under New Business

**Accordingly the agenda was approved with the above additions.**

**CARRIED**

**D18-05-02 Approval of the Minutes**

Moved by: J.Scherrer/C.Rines

**That the Minutes of the Regular Meeting held September 17, 2018 be approved as distributed.**

**CARRIED**

**PRESENTATIONS/DELEGATIONS –**

**D18-05-03 The Future of ASA Holiday Bazaar & Giant Spring Sale**

Carol Palmer addressed the Board noting that her presentation concerns two related topics:

a) The Board's reliance on Town's obligations to maintaining the Seniors Centre – noting that ASA is already privileged to have generous Town support and the use of an excellent building at a reasonable rental fee.

b)The future of the two main fund-raising events – Holiday Bazaar and Giant Spring Sale – that involve 75-100 volunteers and generate combined revenues of \$20,000.+ for ASA that should be spent on timely updating/replacing equipment, carpeting, etc. to make sure that the Centre is an even better place.

The two events draw 700+ visitors and 40 vendors. They involve hundreds of volunteer hours to achieve the successful results. In that context, Carol requested that the Board approve the carpet replacement in the Library as an ASA expense, given the revenues from the volunteer-run events.

Carol noted that ASA has substantial reserves that should be used to regularly update/replace equipment used by the various ASA activities.

Directors' Responses:

J. Abel thanked Carol for her dedication to the Assoc. and expressed appreciation for her concerns and proposed that the board endorse Carol's proposal and engage in determining a viable process.

President Dave LeGallais, In response to the request for the replacement of the carpet in the Library, reported that he had followed up with the Town on this matter and that the Town is in the process of arranging the re-carpeting and that measurements have already been taken.

Charles – noted that requests for equipment and resources needs come through the O & A committee and that Finance Committee should deal with the issue of reserve funds. He also noted that a reserve fund is necessary for potential future facilities needs in order to accommodate ASA activities.

The President assured all present that the monies raised from the two sales events and all activities are spent entirely on needs as presented by the various ASA groups.

**By general consensus it was agreed that Carol Palmer's proposal will be on the agenda for the Nov. 19 Brd.Mtg. with more specific details re. needs and reserve funds to be available for that meeting.**

## **BUSINESS FROM PREVIOUS MEETINGS:**

### **D18-05-04 a) Update re Additional Storage Space Project**

Ron Coe reported that he had requested a design and quote from Par-Bro Design-Build based in King City for the proposed storage project. to be attached to the existing building as previously described. Ron noted that there will be a cost for the quote, to be brought to the Board depending on the amount involved. Ron also noted that once the design and materials were available, he would ensure that Town staff reviewed the proposed structure to ensure it meets all building codes, prior to pursuing necessary approvals. Ron will bring more details to the Nov. 19<sup>th</sup> Brd. Mtg.

An alternative would be a stand-alone unit that could be purchased from local suppliers.

**b) Daily Newspapers**

Vice-President Jan Freedman reported that her proposal to provide a number of daily newspapers for use by ASA members had met with negative results from the Reception volunteers who would have the task of monitoring their availability/distribution. As well, the cost of a one-year subscription for Mon-Sat. delivery of 6 copies amounts to \$1985. to be billed to a personal credit card, which President Dave LeGallais was prepared to undertake.

In view of both outcomes, Jan reluctantly withdrew her proposal.

Carol Hedenberg noted that a Let-us-know request for a daily newspaper had been posted – she would respond with the above decision.

**c) ASA Activities Survey**

Past President Carol Hedenberg advised that the survey responses are being tabulated and a report would be presented at the Nov. Brd. Mtg.

**d) Draft Agenda for Nov. 1<sup>st</sup> Meeting with Robin McDougall**

The draft agenda (attached) was reviewed by the President, noting that Item 2 – Carpet replacement should now show the Computer Room only, and proposed the addition of Item 6 – Petch House.

Directors noted that the usual process for these quarterly meetings is to list ASA priority topics and to provide advance notice to the Town.

Moved by: R.Coe/J.Scherrer

**That the draft agenda for the Nov. 1<sup>st</sup> Meeting with Robin McDougall be approved and that it be forwarded to her through the Adult Programs Coordinator. CARRIED**

**e) Cyber Seniors Program –**

Bob Hedenberg noted that the Board had approved in principle the introduction of the Cyber Seniors Program – and that the program had been launched at the Oct. 9<sup>th</sup> Computer Club Meeting.

Bob demonstrated for the Board the features of the program and noted that members once registered can log on from any location.

Trained mentors are available at the Centre through the Tuesday afternoon drop-in sessions. Bob is investigating with Karie regarding recruiting high school students to be trained as mentors. Karie noted

she has liaised with the Town's Youth Leadership Program and the Youth Advisory Council on this topic. The program is free for one year and is available to interested ASA members.

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

Karie Papillon reviewed the report detailing the Seniors Centre

Christmas Holiday Hours:

- Monday, Dec. 24 - closed
- Tuesday, Dec. 25 - closed
- Wednesday, Dec. 26 - closed
- Thursday, Dec. 27 - 8:30 a.m. – 5:00 p.m.
- Friday, Dec. 28 - 8:30 a.m. – 11:00p.m.
- Monday, Dec. 31 - 8:30 a.m. – 3:00 p.m.
- Tuesday, Jan. 1<sup>st</sup> - closed

Karie also reported on the **Safe Seniors Calendars** noting that the printer advised that the unit cost will be \$1.50 and will be available in cartons of 125 calendars only. The Board had previously approved the purchase of 100 calendars at \$1.00. each. Karie recommended the purchase of at least 4 cartons (500 calendars) in order to meet the anticipated requests from ASA members.

Moved by: J.Abram/J.Scherrer

**That the Board's decision of June 18, 2018 be amended to read:**

***That ASA order 500 copies of the BASSIC 2019Safe Senior Calendar at a cost of \$1.50 each.***

**CARRIED**

**Andrew Bailey – 5<sup>th</sup> Anniversary at the Seniors Centre**

Jim Abram noted that Oct. 15<sup>th</sup>, 2018 marks the 5<sup>th</sup> anniversary of Andrew's appointment to the Seniors Centre. The Board enthusiastically congratulated Andrew – in absentia – on this milestone.

Motion by: J.Scherrer/J.Freedman

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

**CARRIED**

**D18-05-06 Treasurer’s Financial Report to Sept.. 30, 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 30 September 2018
- Statement of Operations – September 2018
- Statement of Operations – January through September 2018 –

Motion by: C.Rines/J.Freedman

**That the Financial Report to September 30, 2018 be received.**

**CARRIED**

**D18-05-07 COMMITTEE REPORTS -**

The following committees did not meet so had Nil reports:

- Executive Committee
- Conduct Review Committee
- Social Committee
- Transportation Ad-Hoc Committee

**D18-05-08 By-Law Review Committee – Report Attached**

Committee Chair and Board Liaison John Scherrer presented the committee’s report and recommendations for the amendments to the following documents:

a) **By-Law 3.02.04 Standing Committees**

At the direction of the Board **to dissolve** the Awards/Special Recognition and Grants Committee and the Seniors Related Issues Committee **and establish the Seniors Affairs and Grants Committee as item (viii) of By-Law 3.02.04, and**

**Revise the Standing Committees Responsibilities to include the role description for the Seniors Affairs & Grants Committee.**

So moved by: J.Abram/R.Coe and

**CARRIED**

b) **Member Responsibilities**

Moved by: J.Scherrer/J.Abram

**That the Member Responsibilities policy be amended as presented (attached) to include direction on ASA representation.**

**CARRIED**

**c) Regulations Governing Board Members**

Moved by: J.Scherrer/C.Rines

**That revisions to resolve the issue of the first person in the Regulations Governing Board Members be approved as presented.**

**CARRIED**

Re. Ethical Guidelines - Page 3 of the above document:

Moved by: J.Freedman/J.Scherrer

**That the third item under “*The following activities are considered by the Association to be conflict of interest....*” Specifically:**

**“*where a Board member learns of an opportunity for profit....*” be revised to read “acts on”.**

**CARRIED**

**d) Meeting Guidelines for Board Directors**

Revised to combine the Directors’ Reference Manual documents:

Meeting Guidelines and Meeting Etiquette.

Minor corrections were proposed – and the document was approved as attached.

**e) Moved by J.Scherrer/J.Abram**

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

**CARRIED**

**D18-05-09 Community Development Committee (Attached)**

Board Liaison Dave LeGallais presented and reviewed the report of the Committee meeting held October 10/18.

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

- Updates re. current and ongoing activities and services
- Seminars and information tables Scheduled
- Proposed seminars – including a Seniors Safety Program by YRP proposed for January.

Moved by: J.Freedman/R.Coe

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

**CARRIED**

**D18-05-10 Finance Committee – (Attached)**

Board Liaison Charles Sequeira presented and reviewed the report of the Committee meeting held Oct.5/18 at which the following topics had been discussed:

- **Review of September 2018 Financial Reports**
- **Inventory- status of updating current inventory** – Committee adopted a new spreadsheet format that will make future counting and recording easier. Charles noted that that the updating process revealed some small assets have disappeared from the Centre which is of concern.
- **Insurance – Brian Murphy of Law insurance Brokers to attend Nov. Finance Committee in preparation for renewal of ASA insurance policies.**

Moved by: J.Scherrer\J.Abram

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

**D18-05-11 Membership & Volunteers Committee – Attached**

Board Liaison Carol Hedenberg presented and reviewed the report of the Committee's meeting held Sept 25/18:

- **Reactivation of Let's Get Acquainted** - first meeting was held Oct. 10/18 - 21 new ASA members attended with positive results and 2 new sign-ups.
- **Membership Renewals for December**
- **Let-Us-Know** – complimenting ASA & Centre for programs & activities

Moved by: C.Hedenberg/J.Freedman

**That the Report of the Membership and Volunteers Committee be received. CARRIED**

**D18-05-12 Operations & Activities Report – Attached**

Board Liaison Ron Coe presented the report and recommendations of the O & A Committee meeting held October 9, 2018



The report contains the following recommendations for Board approval:

**a) Professional cleaning of BBQ**

Moved by J.Scherrer/J.Abram

**That the Board approve \$451.99 for the cleaning of the BBQ.**

**CARRIED**

**b) Pool Room Equipment**

Moved by:R.Coe/J.Scherrer

**That the Board approve \$20,000. plus HST for the purchase of pool room equipment – 6 chairs and replacement snooker table..**

**CARRIED**

Bob Palmer and Paul Pandolfi also advised that the Bradley service representative will be arriving Friday, Oct. 19<sup>th</sup> to assess the feasibility of repairing/levelling the remaining table, at which time, should this not be practical, may result in the need to replace that table as well.

Jim Abram requested copies of quotes for pool room equipment to research available grants.

Moved by J.Scherrer/C.Rines

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

**CARRIED**

**D18-05-13 Seniors Related Issues & Grants Committee**

Board Liaison Jim Abram reported verbally on the focus group that took place regarding Seniors Safety initiated by York Regional Police. Jim also reported that the Salvation Army Church on Leslie Street had ample space facilities. He noted that as the Aurora Bridge Club is looking for space, he had contact information that could be passed on to the Bridge Club.

Motion by J.Scherrer/C.Rines

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

**CARRIED**

**D18-05-14 Special Events Committee – Attached**

Carol Hedenberg presented and reviewed the report of the Committee meeting held Oct. 4/18 – noting the following discussion items:

- **Successful Sept. 28 Trivia Night**
- **New Year’s Eve – Dance Committee to hold a Dance Party**
- **Wine & Cheesse Fundraiser – Oct. 21 in support of Youth in Shelters**
- **Silver Stars Performances – Nov. 24 and 25**
- **Memorial Service – booked for Jan. 23, 2019**
- **Holiday Social – Dec. 19**

In addition, Carol advised that **the ASA Christmas Dinner** will be held Dec. 13<sup>th</sup> at The Legion and that tickets will be \$30. for Resident members and \$40. for Non-Resident members

Town Staff to be invited includes: The Mayor, Lisa Warth, Robin McDougall, Franco DeMaco, Karie and Andrew.

Moved by: J.Abram/R.Coe

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

**CARRIED**

**D18-05-15 ASA Space Planning Ad-Hoc Committee – Report Attached**

President Dave LeGallais presented and reviewed the report of the Committee’s first meeting held October 4/18. In the report, the topics addressed were:

- General discussion regarding using the Centre on Saturdays –  
Decision: not to pursue adding Saturday activities at this time
- General discussion about finding additional space by staying open later on Tuesdays and Fridays
- General discussion re requesting space in the new Cultural Centre addition
- Parking lot problems
- Purpose of Committee

Moved by: J.Scherrer/J.Abram

**That the report of the ASA Space Planning Ad-Hoc Committee be received.**

**CARRIED**

**D18-05-16 Vice-President's Report - Nil Report**

**D18-05-17 President's Report – Nil Report**

**D18-05-18 Past-President's Report –**

Carol Hedenberg reported on the sale of the three obsolete computers noting that the draw had taken place at the Oct. 3<sup>rd</sup> Budget Bistro. A cheque for \$150. is to be issued to the local Alzheimer's Society and forwarded with a covering letter.

Pool Room storage cabinets are being set up by Bill Hawke.  
TV trays are still outstanding – will look at local suppliers

Moved by: R.Coe/C.Rines

**That the Past President's verbal report be received.**

**CARRIED**

**NEW BUSINESS:**

**D18-05-19 a) – November Newsletter – Board Page – Jan Freedman to provide content.**

**b) Telephone Scams**

Charles Sequeira reported on several recent incidents of telephone scams reported by ASA members, noting that he had referred same to Karie with a view to issuing an E-Flash cautionary message. Karie in turn reported that she had contacted York Regional Police – there has been no response to date from YRP. It was noted, however, that the Seniors Safety Seminar to be given by YRP in January would address telephone scams.

**b) Board Meeting Dates for February and May 2019 Meetings Agreed by general consensus to move the regularly scheduled dates as follows:**

February 18<sup>th</sup> (Centre closed for Family Day Holiday –

**Board Meeting rescheduled to February 11<sup>th</sup>**

May 20<sup>th</sup> (Centre closed for Victoria Day Holiday) –

**Board Meeting tentatively rescheduled to May 27<sup>th</sup>**

- c) **Sport Aurora “Creating High Quality Environment for Physically Active Older Adults”** - one-day workshop – Nov. 9<sup>th</sup> – at Seneca College - \$45.00
- d) **Microphones for Board Meetings** – Karie to arrange for two hand-held microphones for the November 19/18 Board Meeting.

**D18-05-20 Adjournment:** The meeting was declared adjourned at 15:20 hours.