



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-06

**Held on November 19, 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 Adult Programs

A.S.A. Members: **Jane Snape, Nick Senick, Carol & Bob Palmer**
 Jim and 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 13:00 hours.

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

D18-06-01 Approval of Agenda
a) Moved by R.Coe\J. Freedman

That the Agenda be approved as distributed. CARRIED

D18-06-02 Approval of the Minutes

Moved by: R.Coe/J.Freedman

**That the Minutes of the Regular Meeting held
October 15, 2018 be approved as distributed.**

CARRIED

PRESENTATIONS/DELEGATIONS –

D18-06-03 Town of Aurora Christmas Market

The President welcomed Shelly Ware and Lisa Warth who thank the Board for supporting the Town's plans to hold their 2nd Annual Christmas Market using the Seniors Centre and parking lot starting Friday Nov. 30th, and rescheduling ASA planned activities to accommodate the Market. Shelly distributed a map showing the areas to be occupied by the Market. Lisa and Shelly distributed poinsettia plants to ASA Directors in appreciation of their co-operation.

BUSINESS FROM PREVIOUS MEETINGS:

D18-06-04 a) ASA BBQ

Jim Gilchrist provided a verbal overview of the process that led to arranging for professional cleaning of the ASA BBQ, and the resulting concerns regarding the damaged internal and external surfaces as a result of Pro BBQ technicians using a grinding tool to remove surface grime. Jim noted that the invoice for the work done by Pro BBQ in Vaughan remains unpaid, because of dissatisfaction with the work done. He requested that the Board assign a Director to convey ASA concerns and negotiate replacement of the bbq dome or a significant reduction in the invoice amount. Jim stressed that damaged surfaces aside, the testing of the BBQ confirmed that it is in good working order.

A discussion re. potential options ensued and concluded with the President requesting R.Coe to contact the original vendor - Mason Place - re. cost of replacing the dome and a possible assessment of the value of the damage done to the bbq. Dave also stated that he would pursue the matter with the owner of Pro BBQ and that the invoice would remain unpaid until the matter is resolved.

Directors thanked Jim for his service and commitment to ensuring an appropriate outcome for ASA.

b) Update re Additional Storage Space Project

Ron Coe reported verbally that he will liaise with Town Building division staff to determine a viable option for ASA's need for additional external storage space at the Seniors Centre.

As well, he would pursue a suggestion posed by Charles Sequeira to contact a former member who through his involvement with the development and construction of the Seniors Centre would be familiar with the geological conditions that may apply in considering such a project. Ron will report on both aspects as additional information becomes available.

c) Notes from Nov. 1st Meeting with Robin McDougall (Attached)

The President noted that the Notes had been distributed to Directors following the meeting, and summarized the topics discussed:

- Additional Storage Space for ASA
- Carpet Replacement for Computer Room - to be included in 2019 Capital Budget
- Parking Lot Lighting & Security Cameras -
- Space issues at the Seniors Centre & potential options for use of Cultural Centre Expansion and other Town facilities
- Parking and Parking Lot safety issues -
- Petch House
- Fire Drills - Karie reported that fire drills are held regularly at the Seniors Centre with staff only in attendance at times that do not inconvenience ASA member activities. Karie also confirmed that the building meets all fire regulations and that staff is fully aware of the protocols.

Directors agreed that the meeting with Robin McDougall had been productive and another such meeting is to be held in February.

Motion by: J.Freedman/C.Rines

That the Report of the Nov. 1st Meeting with Robin McDougall be received. CARRIED

D18-06-05 Seniors Adult Programs Coordinator's Report (attached)

Karie Papillon reviewed the report detailing with:

a) 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. 1st - closed

b) Food Safety Training - interested volunteers (4) are to register through York Region Website for off-site training and submit receipts after attending the training session.

c) Royal Canadian Legion Military Service Recognition Book

Karie presented the request of the Ontario Command for support of the 2019 publication of the Military Service Recognition Book, noting that ASA had contributed in past years through the purchase of a full colour business card advertisement per sample provided.

Motion by: J.Abram/R.Coe

That the Board approve the purchase of a full colour business card advertisement at \$340. in support of the 2019 publication of the Royal Canadian Legion Military Service Recognition Book.

CARRIED

d) Motion by: J.Abel/J.Freedman

That the Adult Programs Coordinator's Report be received.

CARRIED

D18-06-06 Treasurer's Financial Report to Oct.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 October 2018
- Statement of Operations – October 2018
- Statement of Operations – January through October 2018 –

Motion by: R.Coe/C.Sequeira

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

CARRIED

D18-05-07 COMMITTEE REPORTS -

The following committees did not meet so had Nil reports:

- Community Development Committee
- Seniors Related Issues and Grants
- Special Events Committee
- Social Committee
- Transportation Ad-Hoc Committee (Ad-Hoc)

D18-06-08 By-Law Review Committee – Verbal Report

Committee Chair and Board Liaison John Scherrer reported that the had met on November 3rd with no recommendations for this meeting.

D18-06-09 Conduct Review Committee (Attached)

Board Liaison John Scherrer presented and reviewed the report of the Committee with respect to a written complaint received on October 15/18. John noted in the third paragraph, a correction to replace the “BOD’s final decision” should read “Executive Committee’s final decision.”

Moved by: J.Scherrer/C.Rines

That the Report of the Conduct Review Committee as corrected be received.

CARRIED

D18-06-10 Executive Committee Report

The President reported that Executive Committee had met on three occasions in connection with the complaint addressed by the Conduct Review Committee:

- October 24 - to receive the Conduct Review Committee's report of their investigation and the recommended course of action - a letter to the accused which was signed by the President on behalf of ASA and Karie on behalf of the Town.
- November 12 - the report of that meeting with Executive Committee's recommendation is attached.

i) Moved by: J. Freedman/J. Scherrer

That By-Law #3 pertaining to committees be referred to the By-Law Review Committee for review and updating as appropriate.

CARRIED

The President noted that at that meeting, the Chair of the Conduct Review Committee had recommended that a member of Executive be appointed to that committee to ensure a timely response process.

ii) Moved by: C. Rines/J. Scherrer

That a member of Executive Committee be appointed as Board Liaison on the Conduct Review Committee.

CARRIED

- November 16 - The President reported that Executive Committee had met and agreed to accept Virginia Bodnar's resignation as Chair of the Conduct Review Committee, as well as Committee Member Joshy Kallungal's resignation from the Committee. Acceptance letters were issued to both with thanks for their service to ASA.

Moved by: J. Abram/J. Freedman

That the report of Executive Committee be received. CARRIED

D18-06-11 Finance Committee – (Attached)

Board Liaison Charles Sequeira presented and reviewed the report of the Committee meeting held Nov. 9/18 at which the following topics had been discussed:

- **Review of October 2018 Financial Reports**
- **Inventory-** count of all areas is complete.

- **Renewal of ASA Insurance Policies–**

a) Moved by: C.Sequeira/J.Abel

That the Board approve the renewal of ASA Insurance Policies with Law Insurance Brokers effective November 25, 2018 to November 25, 2019 in the following amounts which include premium and HST:

Directors and Officers Policy \$1332.72

Contents and Liability Policy \$3329.64

CARRIED

Charles noted that the Committee will address the matter of add-ons at their next meeting in December.

b) Moved by: C.Sequeira/J.Abram

That the Finance Committee Report be received.

CARRIED

D18-06-12 Membership & Volunteers Committee – Attached

Board Liaison Carol Hedenberg presented and reviewed the report of the Committee's meeting held Oct. 30/18.

It was noted that due to a lack of quorum, the committee's recommendation regarding committee responsibilities could not be addressed. Accordingly, Carol withdrew the report.

D18-06-13 Operations & Activities Report – Attached

Board Liaison Ron Coe presented the report and recommendations of the O & A Committee meeting held November 13, 2018

The report contains the following recommendations for Board approval:

a) Pool Room Equipment

The current report shows that subsequent to the October Board approval to allocate \$20,000. for pool room equipment replacement, the pool room convenors had further researched options which resulted in their proposal for repairs to existing equipment at a total cost of \$6779.64 that would eliminate the purchase of new tables. A cheque for half the total cost had been requested and issued to enable the start of the repairs, the balance of \$3279.64 is to be paid upon completion of the work. Bob Palmer provided details of the

work to be done and replacement equipment included in the quoted price.

These new developments require the previous approval to be rescinded.

i) Moved by: J.Freedman/J.Abram

That in lieu of the revised quotation for repairs and replacement of pool room equipment, the decision of October 15/18 - Min. #DO18-05-12 (b) be rescinded. CARRIED

ii) Moved by: R.Coe/J.Abram

That the Board approve the expenditure of \$6779.64 to repair and replace pool room equipment.

CARRIED

Karie enquired whether the Board would approve donating the old cues and balls for use by the Town's Youth Division. With the Board's confirmation, Karie will pass on the availability to the Youth Division.

c) **Voting members at O & A meetings**

The O & A report also contained a recommendation with respect to voting at meetings, in view of the difficulty in maintaining a quorum.

Moved by: R.Coe/J.Freedman

That every Activity representative attending monthly Operations & Activities Meetings be allowed one vote, with the exception of own activity requests; and that in order to vote the representative must be present for the duration of the O & A meeting.

In the ensuing discussion, Carol noted that Special Events Committee has also had difficulty maintaining a quorum as attendance varies from month to month. Carol also noted that the present O & A voting method results in activity representatives feeling excluded from full participation in meetings. John Scherrer noted that committee structure is set out in By-Law #3.

With the agreement of the Mover and Seconder, it was ultimately agreed that the above recommendation be referred to the By-Law Review Committee for deliberation in conjunction with the review/update of By-Law #3. CARRIED

d) **Wish List** - Activity Representatives have been requested to submit a wish list of needs to be presented to O & A and subsequently to the Board for approval.

e) Moved by J.Scherrer/J.Abram

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

D18-06-14 ASA Current and Future Space Needs (Ad-Hoc)

Committee Chair Dave LeGallais reported that on Nov. 12th a memo was sent to all town staff. The executive Leadership team of the town requests that

- 1 Staff that work on the 2nd and 3rd floor park in the upper parking lot
- 2 Staff that work on the 1st floor should park on the lower lot as far away from the Seniors Centre as possible.

We thank Robin for trying to help our parking issues and we will reassess the situation in a month or so.

D18-06-15 Vice-President's Report - Nil Report

D18-06-16 President's Verbal Report –

The President complimented Karie and Andrew on arranging Holiday sing-alongs, socials and movies.

Dave also reported that he and Jim Abram had attended the Remembrance Day commemorations and had placed a wreath on behalf of ASA.

On behalf of the Board and staff, Dave extended a sincere thank you to Carol Palmer and all volunteers associated with the successful Holiday Bazaar.

D18-06-17 Past-President's Report – Verbal

Carol Hedenberg distributed samples of the collated ASA Activities Survey responses noting that 17 ASA activity groups had responded, only 4 of these being negative - all others are very positive. Responses will be shared with the respective groups.

Pool Room storage cabinets are in - to be set up by Bill Hawke.

Carol also updated the Board on the successful Purse Sale event that raised \$2100. The funds will be used to make up 50 comfort bags for

children in shelters and supplies for the two agencies that have been selected for this donation - the Blue Door in Holland Landing and a Native Women's and Children's shelter. A write-up will be included in the December Newsletter.

NEW BUSINESS:

D18-06-18 a) – December Newsletter – Board Page – Dave LeGallais will provide content focusing on the various holiday celebrations of our multicultural community and conveying the Board's appreciation to all ASA volunteers and Town staff for supporting ASA activities throughout the year.

b) Evergreen Hospice

The President referred to the request for funding - \$250. In support of their Compassionate Community Initiative received from Evergreen Hospice.

Moved by: J.Freedman/R.Coe

That the Board decline the requested contribution at this time.

CARRIED

D18-06-19 Adjournment: The meeting was declared adjourned at 15:03 hours.