



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-07

**Held on December 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)
 Charles Sequeira (Secretary)
 Jim Abram, Ron Coe, John Scherrer
Past President: **Carol Hedenberg**

Regrets: **Cheryl Rines (Treasurer)**

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

A.S.A. Members: Jane Snape, Nick and Eleanor Senick

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.

Upon opening the meeting, the President paid tribute to recently deceased ASA Director John Abel, citing his active participation in ASA activities and events, as well as his well-reasoned and respectful contributions at meetings. John will be missed.

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

D18-07-01 Approval of Agenda

a) Moved by J.Scherrer\J. Freedman

That the Agenda be approved as distributed. CARRIED

D18-07-02 Approval of the Minutes

Moved by: R.Coe/J.Scherrer

**That the Minutes of the Regular Meeting held
November 19, 2018 be approved as distributed. CARRIED**

PRESENTATIONS/DELEGATIONS –

**D18-07-03 Update re. Seniors Centres Without Walls (Attached)
And Partner of the Month**

Adult Programs Coordinator Karie Papillon updated Directors on the status of the Seniors Centres Without Walls – A community outreach program to support vulnerable and homebound seniors and individuals with physical disabilities - first introduced at the May 2018 Board Meeting. Karie noted the program was developed and is currently run out of the Ottawa Good Companions Seniors Centre. The program has been in place for four years and was recently expanded to include other municipalities – the Town of Aurora being a successful applicant. Karie distributed a package detailing the advantages to programs users, as well as a sample of the Good Companions calendar Sept.-Dec.2018 providing a description and schedule of the programs offered.

Karie described the process for registering by interested clients, as well as a general outline of how the program will be delivered, noting that the Aurora program is scheduled to start at the end of March 2019 and will initially consist of two segments per week. The program costs will be supported through the Partner of the Month Program launched in August/18 with the Board's approval. Programming to be provided by York Region community organizations including: etire At Home Services, York Regional Police, Southlake Regional Health Centre, Year Round Travel, York Region Public Health and CHATS.

Karie noted the SCWW is a Town initiative and aside from the agreed to Partner of the Month Program, will not interfere with ASA and Seniors Centre scheduling. It will also require dedicated part-time staff to man the telephone system and contact program participants.

Directors responded enthusiastically and complimented Karie and Andrew on pursuing and developing the program for York Region.

BUSINESS FROM PREVIOUS MEETINGS:

D18-07-04 a) ASA BBQ

Dave LeGallais reported on his many follow-up telephone calls to Pro BBQ, the most recent (Dec. 13th) confirming that another technician would be sent out to buff out the scratches. As of Dec. 17th, this had not taken place and the bill remains unpaid.

Ron Coe added that he had contacted Mason Place and was told that the damages could possibly be buffed out as well. The replacement cost for the BBQ hood is \$1230. Mason Place would be able to service the BBQ in future.

b) Update re Additional Storage Space Project

Ron Coe reported verbally that he will resume discussions with Robin McDougall in the New Year and with Town Building division staff to determine a viable option for ASA's need for additional external storage space at the Seniors Centre.

He will also contact Glynn Jones as suggested by Charles Sequeira. Ron will provide additional information as available.

c) Next Quarterly Meeting with Robin McDougall

The President proposed Feb. 7th at 11:00 a.m. for the next quarterly meeting with Robin McDougall. Karie is to liaise with Robin re. the proposed date.

Directors are to submit agenda items by the January Board Meeting.

d) Conduct Review Committee Chair and Membership

As a result of the committee resignations received at the November Board Meeting, the President proposed the following committee membership to take effect in January 2019:

Jan Freedman – Board Liaison

Members: Karie Papillon, Carol DeMercado, Don Overington, John Pattillo and John Scherrer

In the ensuing discussion, and given the time-sensitive nature of matters that may need to be addressed, Directors noted that convening a larger committee may be daunting. John Scherrer noted that the By-

Law Committee is reviewing By-Law #3 with a view to provide flexibility for committee memberships and noted that the current rule is that a membership of 3 is required to conduct business. Karie suggested that having a reserve group to call upon to address referrals would enable a speedier response. The discussion also raised the option that the Conduct Review Committee could be constituted as an Ad-Hoc Committee.

Given that By-Law Committee is already reviewing the committee by-law, the discussion ultimately resulted in:

Motion by: R.Coe/C.Sequeira

That the Conduct Review Committee membership structure be referred to By-Law Review Committee. CARRIED

Karie noted that should any matters arise in the interim, she would request Executive Committee to appoint a temporary Conduct Review Committee membership.

e) TS-770 Series Conference System (details attached)

The President welcomed Bill Hawke who presented details regarding the TS-770 Conference System in response to the Board's request for hand-held microphones at board meetings.

Bill noted that the system would require the installation of four ceiling speakers, an amplifier, and a configuration of one Chair microphone, 6 delegate microphones and one audience microphone. It is similar to the system used by Town Council. The total cost of the system, including installation by Rave A/V is \$7,670.88.

In the ensuing discussion it was noted that the Computer Club had also expressed interest in a conference system, and that the system could be moved for use in other Centre areas – e.g. the West-MacKenzie Room for the Annual General Meeting. The system would require a lockable storage cabinet that could easily be accommodated in Activity Room C.

At Bill's suggestion, it was agreed to pursue a demonstration by Rave A/V in January.

The President thanked Bill Hawke for his time in researching the system and for his presentation.

D18-07-05 Seniors Adult Programs Coordinator's Report (attached)

Karie Papillon reviewed the report detailing with:

a) Senior Safe Calendars

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

That the Board approve the additional expense of \$187.50 to cover the cost of 175 additional copies of the BASSIC 2019 Safe Senior Calendars. **CARRIED**

Carol Hedenberg noted that having limited the distribution to members only and only 1 calendar per member, there remains a large quantity of calendars still available. Karie offered to issue an E-Flash to remind members that calendars are available.

ii) Motion by J.Freedman/J.Abram

That effective January 2, 2019 the Safe Senior Calendars be made available to all users of the Seniors Centre. **CARRIED**

b) St.John Ambulance Therapy Dog Program

Moved by: J.Abram/R.Coe

That the Board approve a donation of \$500. to the St. John Ambulance Therapy Dog Program. **CARRIED**

c) Seniors Information and Active Living Fair – June 1, 2019

Motion by: J.Abram/J.Freedman

That the Board approve partnering with the Town for the 2019 Seniors Information and Active Living Fair.

CARRIED

d) 2019 Memorial Service – January 23/19

Moved by: C.Sequeira/J.Abram

That the Board approve \$300. For flowers and refreshments for the 2019 Memorial Service. **CARRIED**

e) Alzheimers Society Coffee Break

Moved by: J.Freedman/C.Sequeira

That the Board approve holding another Coffee Break Day in October 2019 in support of the local Alzheimers Society, and that ASA match members' donations. **CARRIED**

f) Old Pool Room Cues

Andrew reported that since the arrival of the new cues, some of the players have expressed interest in buying a number of the old cues. It was noted that at the November meeting the Board had agreed to make them available to the youth group.

Moved by: R.Coe/J.Freedman

That the old cues be donated to the Town's Youth Group. **CARRIED**

g) Motion by: J.Scherrer/J.Freedman

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

D18-07-06 Treasurer's Financial Report to Nov.30, 2018 (attached)

Charles Sequeira presented the financial report noting that the report had been reviewed by the Finance Committee. The report consists of:

- Balance Sheet as of 30 November 2018
- Statement of Operations November 2018

- Statement of Operations – January through November 2018 –

Motion by: R.Coe/J.Scherrer

That the Financial Report to November 30, 2018 be received.

CARRIED

D18-07-07 COMMITTEE REPORTS -

The following committees did not meet so had Nil reports:

- Conduct Review Committee
- Executive Committee
- Special Events Committee
- Social Committee
- Transportation Ad-Hoc Committee (Ad-Hoc)
- ASA Current and Future Space Needs (Ad-Hoc)

D18-07-08 By-Law Review Committee – Report Attached

Committee Chair and Board Liaison John Scherrer presented and reviewed the report of the meeting held December 11, 2018, which resulted in:

Motion by J.Freedman/J.Abram

That the following amendment to By-Law 1.05.01 – Quorum – be approved:

1.05.01 – Quorum

A simple majority of the voting Directors shall form a quorum for the transaction of business.

CARRIED

Motion by: J.Abram/J.Scherrer

That the By-Law Review Committee Report be received.

CARRIED

D18-07-09 Community Development Committee – Attached

Board Liaison Dave LeGallais presented and reviewed the report of the meeting held November 28/18.

Moved by: J.Freedman/J.Abram

That the Report of the Community Development Committee be received.

CARRIED

D18-07-10 Conduct Review Committee

Current Board Liaison John Scherrer noted that given the decision at the November Board meeting: *“That a member of Executive Committee be appointed as Board Liaison on the Conduct Review Committee”* he is resigning from that role and proposed that Jan Freedman be appointed for the remainder of the current board’s term.
Motion by: R.coe/J.Abram

That Jan Freedman be appointed as Board Liaison to the Conduct Review Committee for the remainder of the current – 2018-2019 – Board Term. CARRIED

D18-07-11 Finance Committee – (Attached)

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

a)Additional Insurance Coverage

Motion by: C.Sequeira/J.Abram

That the Board approve the purchase of additional Tenants Legal Liability Insurance to a value of \$2,600,000. at an annual premium of \$421.00. CARRIED

b)Charitable Donations to Qualified Donees for 2019 to be reported to the Board at the January 2019 Board Meeting.

c) PACE GIC

Motion by C.Sequeira/J.Scherrer

That the Board approve cashing the PACE GIC #222570 in the amount of \$27,827. to be kept in a reserve fund for ASA “wish list” needs in the first quarter of 2019. CARRIED

d) Review of November Financial

e) Moved by: C.Sequeira\J.Abram

That the Finance Committee Report be received. CARRIED

D18-07-12 Membership & Volunteers Committee – Attached

Board Liaison Carol Hedenberg presented and reviewed the report of the Committee's meeting held Nov.29/18 at which the following topics were addressed:

- Approval of Membership & Volunteers Committee Responsibilities
- New Members (47) signed up in October and November to be contacted and invited to Dec. 12 Let's Get Acquainted
- Membership Renewals – 500 since Dec. 1

Motion by: J.Scherrer/R.Coe

That the Membership and Volunteers Report be received.

CARRIED

D18-07-13 Operations & Activities Report – Attached

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

The report contains the following recommendations for Board approval:

a) Evergreen Choir

i) Motion by R.Coe/J.Freedman

That the Board approve \$1000. for the purchase of music and \$300. for the purchase of a filing cabinet to accommodate letter-size materials.

CARRIED

ii) Motion by R.Coe/J.Freedman

That effective January 1, 2019 the Evergreen Choir Pianist remuneration be increased from \$30.00 to \$35.00/hour.

CARRIED

b) Duplicate Bridge

Motion by: R.Coe/J.Scherrer

That the Board approve \$300. For the purchase of a new remote system for Duplicate Bridge.

CARRIED

c) Moved by J.Scherrer/J.Abram

That the Report of Operations and Activities Committee be received.

CARRIED

D18-07-14 Seniors Related Issues and Grants

Jim Abram reported verbally that he, Dave LeGallais and Charles Sequeira had met informally with Mayor Tom Mrakas to provide an overview of ASA activities, objectives and concerns for the future and to extend an open invitation to any and all ASA events. Jim also reported that he had contacted MPP Christine Elliott's office and invited her and the Minister for Seniors Affairs to visit the Centre at their convenience.

Motion by: J.Scherrer/R.Coe

That the verbal report of the Seniors Related Issues and Grants be received. CARRIED

D18-07-15 Vice-President's Report - Jan Freedman noted that she would be writing the Board Newsletter Page for February

D18-07-16 President's Verbal Report –

The President reported that flowers had been sent on behalf of ASA to the funeral visitation for John Abel at Thompson Funeral Home.

Dave also noted that with John's passing the Board is now left with only seven directors.

Motion by: C.Sequeira/J.Scherrer

That the Board vacancy resulting from the passing of John Abel be left open to be filled in the 2019 Direct Elections process. CARRIED

Dave also reported that gifts had been distributed on behalf of the Board to Seniors Centre Staff: Karie, Andrew, Bill, John and Rick.

Dave complimented the volunteers who arranged the very successful and enjoyable ASA Christmas Dinner held at the Aurora Legion, and noted that the Mayor had attended and stayed throughout the entire event.

Motion by: J.Freedman/J.Scherrer

That the President's verbal report be received. CARRIED

D18-07-17 Past-President's Report – Verbal

Carol Hedenberg reported that the results of the ASA survey had been shared with all activities groups.

Pool Room storage cabinets have been installed.

Wish List items will be processed through Operations and Activities Committee.

Funds raised through the Purse Sale event were used to support the Blue Door and Sandgate Family Centre. Volunteers from the Let's Create group personally delivered all donations.

Motion by: J.Scherrer/J.Freedman

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

NEW BUSINESS:

D18-07-18 a) – January Newsletter – Board Page – Dave LeGallais will provide content re. New Year's Resolutions.

b) Charles raised the issue of ASA supplies going missing in recent weeks. Karie offered to check with the Town regarding the status of security cameras.

D18-07-19 Adjournment: The meeting was declared adjourned at 15:10 hours.