



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-08

**Held on January 21, 2019
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)
Cheryl Rines (Treasurer)
Jim Abram, Ron Coe, John Scherrer**

Past President: **Carol Hedenberg**

Regrets:

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

A.S.A. Members: Jane Snape, Nick Senick, Helen Stohr, Larry Taylor (14:30 pm)

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:

D18-08-01 Approval of Agenda

a) Moved by J/Abram/J.Scherrer

That the Agenda be approved as distributed.

CARRIED

D18-08-02 Approval of the Minutes

Moved by: J.Freedman/R.Coe

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

CARRIED

PRESENTATIONS/DELEGATIONS –

D18-08-03 TS-770 Series Conference System

At the December 17/18 meeting the Board agreed that Bill Hawke was to arrange with Rave A/V for a demonstration of the proposed conference system. In the interim, the President requested verbal input from Directors on the necessity/viability of acquiring the TS-770 Series system.

Directors noted that if the ease of operation and portability of the system could be used by other ASA groups/activities, a demonstration would be helpful in determining whether the proposed system or an alternative would be a viable investment for ASA.

Karie offered to liaise with Bill Hawke to arrange the demonstration.

BUSINESS FROM PREVIOUS MEETINGS:

D18-08-04 a) ASA BBQ

The President reported that he had again (Jan. 9/19) contacted BBQ Pro Inc.. The outcome of his conversation with Mitchell Quail (Human Resources Associate & Sales) resulted in verbal confirmation that the damages to the ASA BBQ could not be repaired, and that the 2018 service fee would be withdrawn, as well as the offer of free cleaning service for the next three (3) visits once every other year (see attached rectification e-mail).

Motion by: J.Scherrer/R.Coe

That the Board accept the rectification offer of BBQ Pro.Inc. as stated in their e-mail of Januaray 10, 2019:

2018 service to be free of charge, and the provision of free-of-charge service for the next 3 visits – to be scheduled once every other year commencing in 2020.

CARRIED

b) Update re Additional Storage Space Project

Ron Coe reported verbally that he had contacted the office of Lawrence Kuk, Town of Aurora Manager of Development and Planning, as suggested by Robin McDougall, and requested an appointment.

c) Agenda for Feb. 7, 2019 Quarterly Meeting with Robin McDougall (Attached)

The President reviewed the proposed agenda topics for the upcoming meeting.

In response to a request for other suggestions, Directors noted that the Computer Room carpet replacement should be added, as well as setting a date for the next quarterly meeting.

The proposed agenda was approved by general consensus.

d) Conduct Review Committee Chair and Membership

The President noted that the matter had been referred to the By-Law Review Committee, and would be addressed in the context of the Committee's report.

D18-08-05 Seniors Adult Programs Coordinator's Report (attached)

Karie Papillon reviewed the report detailing with:

a) Canadian Fallen Firefighters Foundation – Request for support

Directors discussed the request noting that it does not meet the ASA Charitable Donations policy which states that charitable donations will only be in support of local not-for-profit organizations supporting older adults.

Moved by: R.Coe/J.Abram

That ASA not contribute a donation to the Canadian Fallen Fighters Foundation as the request does not meet the ASA Charitable Donations Policy.. **CARRIED**

D18-08-06 Treasurer's Financial Report to Dec. 31, 2018 (attached)

Treasurer Cheryl Rines presented the DRAFT financial report noting that the report had been reviewed by the Finance Committee and that the final report will be presented at the June 2019 AGM following review by the auditors.

The draft report consists of:

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

Motion by: J.Freedman/J.Scherrer

**That the Draft Financial Report for December 2018 be received.
CARRIED**

D18-07-07 COMMITTEE REPORTS -

The following committees had Nil reports:

- Community Development Committee
- Conduct Review Committee
- Executive Committee
- Membership & Volunteer Committee
- Seniors Related Issues & Grants
- Special Events Committee
- Transportation Ad-Hoc Committee
- ASA Current and Future Space Needs (Ad-Hoc) Committee

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

Committee Chair and Board Liaison John Scherrer presented and reviewed the report of the meeting held January 9, 2019, which resulted in:

1. Motion by J.Scherrer/J.Abram

a) That Section 3.02.04 of By-Law No. 3 be amended by removing the Conduct Review Committee from the listing of ASA Standing Committees

b) That two (2) new clauses be added to Section 3.03.00:

i) All Ad-Hoc Committee Chairs shall report directly to the Board of Directors, and

**ii) There shall be an Ad-Hoc Election & Nomination Committee
And an Ad-Hoc Conduct Review Committee**
CARRIED

In conjunction with the above amendments, the Committee also recommended revisions to the following Procedures:

2. Motion by: J.Scherrer/J.Freedman
**That the revisions to Procedures for the Election of Directors
(Attached) be approved as presented.** **CARRIED**

3. Motion by: J.Scherrer/C.Rines
**That the revisions to the Conduct Review Committee Procedures
(attached) be approved as presented.** **CARRIED**

4. Motion by: J.Scherrer/R.Coe
**That the membership of the Ad-Hoc Conduct Review Committee
be comprised of: Carol DeMercado, Don Overington, John
Pattillo and John Scherrer.** **CARRIED**

Karie is to pursue the addition of two more members to the above list .

5. Motion by: J.Abram/J.Freedman
That the Report of the By-Law Review Committee be received.
CARRIED

D18-08-09 Finance Committee – (Attached)

Board Liaison Charles Sequeira presented and reviewed the report of the Committee meeting held January 11, 2019 at which the following topics had been discussed:

a) Additional Insurance Coverage

b) Review of Financial Reports for the period ending Dec.31/18

c) Charitable Donations to Qualified Donees for 2019

Based on the Board's approved recommendation of 0.5% of Retained Earnings from the previous year, the maximum funds available for Charitable Donations in 2019 is \$2,430.

d) Finance Committee will not meet in Feb. due to re-scheduled Board meeting (Feb.11).

Moved by: R.Coe/C.Sequeira

That the Finance Committee Report be received. CARRIED

D18-08-10 Membership & Volunteers Committee –

Board Liaison Carol Hedenberg reported that the Committee had not met in January, hence no report.

Carol presented , three Let-Us-Know comments posted since the December Board Meeting:

a) Request of J. Traganitis - for Tues. Night movies to be shown on Wednesday afternoon. **Andrew and Karie are addressing this matter.**

b) Request of J. Stangl & I. Hunter for security cameras in the Centre
Board is working with Town staff on this matter

c) Proposal for magazine and Star subscriptions for members' use –
Board denied this proposal noting the matter had already been deliberated and found not viable.

D18-08-11 Operations & Activities Report – Attached

Board Liaison Ron Coe presented the report and recommendations of the O & A Committee meeting held in January 2019.

The report contains the following recommendations for Board approval:

Motion by J.Scherrer/J.Abram

That the Board approve the following recommendations of the Operations and Activities Committee:

a) **Wood Shop: up to \$3,000. To purchase vanity, sink, faucet and 2 cabinets to replace work bench.**

b) **Computer Club - \$34.99 for the purchase of UFile tax program and \$55. For a box of disposable earphones.**

Wish List Items:

- c) Kitchen - \$298.00 plus tax for a Huskey storage cabinet.**
- d) \$3,500.plus tax to purchase of ten (10) six-foot tables.**
- e) \$600. to purchase 30 TV trays.**
- f) \$69.00 to purchase a Christmas tree from Rona.**
- g) Stamp Club - \$461.95 to purchase a 2018 used set of stamp catalogues, and \$262. for a watermark detector.**
- h) Borrowing of ASA furniture by Silver Stars for upcoming June play dress rehearsal and 2 performances.**

CARRIED

Re. E-mail Permission sheets – Committee Chair Dave LeGallais read the e-mail he had sent out to all activity groups detailing the process to be followed for maintaining e-mail permission sheets through 2019.

D18-08-12 Seniors Related Issues and Grants

Jim Abram reported verbally that the committee had not met recently. Dave, Charles and Jim agreed on Feb. 13, 10:00 a.m. for their next meeting.

D18-08-13 Social Committee Report – Attached

Cheryl Rines presented the Social Committee Report and their recommendation for the renewal of the Liquor Sales License for a 4-year term.

Motion by: C.Rines:J.Abram

That the Board approve the recommendation of the Social Committee for the renewal of the Liquor Sales License for a 4-year term at a cost of \$600.00

CARRIED

D18-08-14 Appointment of Board Liaison to Social Committee

Motion by: J.Scherrer/R.Coe

That Cheryl Rines be appointed Board Liaison to the Social Committee for the balance of the 2018-19 Board term .

D18-08-15 Special Events – 2019 Gala

Board Liaison Jan Freedman noted that while the Special Events Committee had met in January, there had been no new developments to report. However, as the 2019 Gala Dinner/Dance is booked for June 8th, she introduced Event Chair Helen Stohr to present her request for Board sponsorship.

Helen noted that this will be the 6th year for this annual sold-out event that includes a catered dinner and a 2-person band. The cost for the band is \$500. Helen noted that the event is primarily attended by ASA members and in order to maintain it at an affordable cost for 2019, it would need a \$500. contribution from the Board to cover the cost of the band. Helen noted that the Board had approved this support in previous years.

Motion by: J.Abram/C.Rines

That the Board contribute \$500.00 to cover the cost of the band for the 2019 Gala Dinner/Dance event.

CARRIED

D18-08-16 – Ad-Hoc Committees

a) – Transportation – Directors discussed the need for the committee and ultimately agreed that on-going concerns and recent developments warrant retaining the committee. Dave noted he would schedule a meeting.

b) Current and Future Space Needs – Dave reported that a meeting is scheduled for January 31 at 10:30 a.m.

D18-08-17 Vice-President’s Report - Jan Freedman noted that she would be writing the Board Newsletter Page for February, the topic being volunteerism.

D18-08-18 President’s Verbal Report –

The President encouraged Directors to attend the Annual Memorial Service on Wednesday, Jan. 23rd at 2:00 p.m.

He also noted there is a rumour that the Centre will be undergoing an expansion, and urged Directors to clarify that as a proactive measure, the Board has established a committee to monitor and review space needs and the rumour is unfounded.

D18-08-19 Past-President's Report – Attached

Carol Hedenberg distributed a written update regarding on-going matters:

Pool Room storage cabinets have been installed and claimed
For use by 5 groups.

Old pool room stools – directors agreed they should be offered to
members free of charge.

Wish List items – a number submitted through Operations &
Activities Committee (see Min.D18-08-11) .

2019 Membership Renewals – 989 renewals completed to date of
which 31.4% are non-resident members (breakdown attached)

Borrowing of ASA assets – Carol referred to her proposed notice for
Inclusion in the February Newsletter. Request approved.

Motion by: C.Rines/J.Freedman

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

NEW BUSINESS:

**D18-08-20 a) – February Newsletter – Board Page – Jan Freedman to
Provide content on volunteerism**

b) Appointment of 2019 Elections Nominations Chair

Motion by: J.Scherrer/J.Freedman

**That Jim Abram be appointed Chair of the 2019 Elections
Nominations Committee.**

CARRIED

c) 2019 AGM Date – agreed by general consensus that the

2019 Annual General Meeting will be held Wednesday, June 12, 2019 starting at 1:00 p.m. – to be followed by a BBQ for members attending the meeting.

D18-08-21 Adjournment: the meeting was declared adjourned at 15:17 hrs.