



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-10

Held on March 18, 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 ,John Scherrer

Past President: **Carol Hedenberg**

Regrets: **Ron Coe**

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

A.S.A. Members: **Jane Snape, Nick Senick, Sylvia Gilchrist**
Larry Taylor, Don Overington

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:

D18-10-01 Approval of Agenda

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

That the Agenda be approved as distributed.

The President requested the addition of **Item (e) “Pens”** under New Business.

The Agenda was approved with the above addition.

CARRIED

D18-10-02 Approval of the Minutes

Moved by: J.Freedman/J.Abram

That the Minutes of the Regular Meeting held

|February 11, 2019 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS –

D18-10-03 TS-770 Series Conference System

The President welcomed Bill Hawke to speak to the sample system that he had obtained from RAVE A/V for the demonstration of the proposed conferencing system.

Bill noted that the sample presented consists of two microphone stands – ASA had requested 7 plus a “stand” microphone for use by members of the audience. Each microphone has a speaker and can be shared by two users. The system would include an amplifier and two ceiling speakers in Activity Rm. C and the Computer room. Ceiling speakers in each room can be turned off. The system can record, is portable for use in another area – e.g. West-MacKenzie Room for membership meetings. The total cost as quoted is \$7,600.78 including taxes.

Since the Computer Club had also expressed interest in a conferencing system it was agreed to defer a decision until their evaluation of the proposed system.

The President thanked Bill Hawke for arranging the demonstration.

D18-10-04 Town of Aurora Community Recognition Awards

The President welcomed Shelly Ware, Recreation Supervisor Special Events who presented an overview of the 2019 Community Recognition Awards Categories and Criteria (attached), and urged the Board to consider and encourage submissions of individual or group nominees for these awards. Shelly noted that nominees or nominators need not be Aurora residents, as long as the service/contribution was based

in Aurora. Shelly also noted that all nominees will receive a letter from the Town. Nominations will be accepted until April 5, 2019. The President thanked Shelly for her presentation.

BUSINESS FROM PREVIOUS MEETINGS:

D18-10-05 a) Update re Additional Storage Space Project

In Ron Coe's absence, the President reported verbally that having discussed the proposal with Town staff and having received applicable Town guidelines and requirements regarding the application process, the project now needs architectural drawings. As discussed at the March 7th meeting, Robin McDougall, is to advise regarding the appropriate process for engaging an architect.

b) Report of March 7/19 Meeting with Robin McDougall (Attached)

The President reviewed the report included in the agenda.

The review generated the following comments:

- i. Storage Space Project – Confirmation by Directors that at no point had the ASA Board indicated to the Town that the project would be solely funded by ASA.
- ii. Three-way stop at Amberhill (Mayor's suggestion)– ASA should continue to pursue this safety aspect at the next quarterly meeting in June, 2019. Karie offered to obtain the Engineering Dept. report dealing with this proposal.

Motion by: J.Scherrer/C.Sequeira

That the Report of the March 7, 2019 Meeting with Robin McDougall be received.

CARRIED

c) 2019 Elections Ad-Hoc Committee Report (Verbal)

Committee Chair Jim Abram informed the Board that at the close of Nominations – 3:00 p.m. Friday, March 15, 2019 – seven (7) nomination forms had been received:

Four for the 3-year term – Carol Hedenberg, John Scherrer,
Nick Senick and Charles Sequeira

and three for the 2-year term: Joan Bartholomew, Jeanne Chislett
and Sylvia Gilchrist

Jim reported that Charles Sequeira had since withdrawn his
nomination which left three nominees for the three 3-year term
positions.

At this point Sylvia Gilchrist requested permission to address the
Board and offered to stand for the 3-year term.

Jim outlined the schedule for nominees' photos and bios and the
proposed ballot forms.

Jim also reported that the 2019 Nominations/Elections Committee
consists of: Jim Abram (Chair), Lydia Schuster, Jan Freedman,
And Nancy Sugarman (Sylvia Gilchrist had resigned from the com-
mittee prior to the start of the nominations period).

Moved by: J.Freedman/C.Rines

**That verbal report of the Chair of the 2019 Elections & Nomina
tions Committee be received. CARRIED**

d) ASA BBQ

The President reported that Bill Hawke had contacted BBQ Pro to
schedule the next two service dates, these being:

September 15, 2021 and Septemer 15, 2023. These will be provided
no cost to ASA.

at

D18-10-06 Seniors Adult Programs Coordinator's Report (attached)

Karie Papillon reviewed the report and respective topics:

- **Food Safety Certification Program** to be offered by the Town
on June 7th – 7 spots are available for ASA applicants.

- **2019 Volunteer Appreciation Event**

Moved by: J.Scherrer/J.Freedman

That the Board contribute up to \$2,500. to the expenses related to the s2019 Volunteer Appreciation Event.

CARRIED

- **National Volunteer Week**

Moved by: C.Sequeira/J.Abram

That the Board approve free coffee during National Volunteer Week – April 7-14, 2019.

CARRIED

- **OACAO Report showing that ASA is considered a municipal centre**

- **Next Meeting with Robin McDougall – June 21/19 at 10:00 a.m. – location to be determined**

- **10-Year Capital Plan Report – summary attached.** Karie noted that the detailed report binder will be available in the ASA office.

- **Request from Cultural Centre to support their nomination for the Arts & Culture Award 2019**

Moved by: J.Freedman/J.Abram

That the Board provide a letter of support for the Cultural Centre nomination of Fred (posthumously) and Marlene Ashe for the Arts & Culture Aware 2019.

CARRIED

Moved by: J.Scherrer/C.Rines

That the Adult Programs Co-ordinator's report be received.

CARRIED

D18-10-07 Treasurer's Financial Report to February 28, 2019 (attached)

Treasurer Cheryl Rines presented the financial report.

The report consists of:

- Balance Sheet as of 28 February 2019
- Statement of Operations February 2019
- Statement of Operations January through February 2019

Motion by: C.Rines/C.Sequeira

That the Financial Report for February 2019 be received.

CARRIED

D18-10-08 COMMITTEE REPORTS -

The following committees had Nil reports:

- By-Law Review Committee – Met March 5th – will have report for April
- Executive Committee – no meeting
- Finance Committee – no meeting
- Membership & Volunteer Committee – no meeting
- ASA Current & Future Space Needs Ad-Hoc Cttee.

D18-10-09 Community Development Committee

Dave LeGallais provided a verbal report of the committee meeting held March 13 which included reviews of current and upcoming Seminars. Dave also noted that Karie had provided an update regarding the Seniors Centre Without Walls initiative.(Karie further confirmed receipt of the New Horizons grant for this program).

Moved by: J. Abram/J.Freedman

That the verbal report of the Community Development Committee be received.

CARRIED

D18-10-10 Conduct Review Ad-Hoc Committee

Karie reported that with the ad-hoc membership having been confirmed, a meeting had been held with the committee members to apprise them of the ASA Code of Conduct and the Town Code of Conduct.

John Scherrer noted that the Conduct Review Committee had been removed from the listing of Standing Committees Responsibilities.

Moved by: J.Scherrer/J.Abram

That the Report of the Conduct Review Ad-Hoc Committee be received. **CARRIED**

D18-10-11 Let-Us-Know

Carol Hedenberg reported that two Let-us-Know postings had been received:

- Request for Pop Corn Machine to be available for card players – Resolved by group co-ordinator

- Request by Zoomba group for overhead cooling fans in West-MacKenzie Room
This request had been referred to Bill Hawke for comment. Bill Hawke provided a detailed assessment advising that this would be a capital project for Town's consideration.
Board agreed to post request with Bill Hawke's response.

D-18-10-12 Operations & Activities Committee (Attached)

Carol Hedenberg presented the report in Ron Coe's absence.

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

That the Board approve \$200. to provide a Wi-Fi connection in the West-MacKenzie Room. **CARRIED**

b) Moved by: J.Scherrer/J.Abram

That the Board approve \$90. For storage boxes and locks for Pickle Ball items to be stored at the Leisure Complex, and The purchase of paddles at a cost of \$135. **CARRIED**

c) Moved by J.Freedman/J.Scherrer

That the Board approve the monthly expense of \$20.US for the use of the Whoozin software for Pickle Ball group communication. **CARRIED**

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

That the Board approve \$200. for kitchen supplies and equipment. **CARRIED**

e) Moved by: J.Scherrer/C.Sequeira
That the Bioard approve the purchase of 4 table tennis paddles at \$41.99 each, plus applicable taxes. **CARRIED**

f) Moved by: J.Scherrer/J.Abram
That the Board approve an annual budget of \$500. for the cleaning of Seniors Centre surfaces not covered under the Town's contracted cleaning service. **CARRIED**

g) **Request for a COSTCO membership card – referred back to Operations and Activities Committee for more details.**

h) Moved by: J.Scherrer/J.Freedman
That the Report of Operations and Activities Committee be received. **CARRIED**

D18-10-13 Carol Palmer requests re. Annual Fundraising Events

Committee Chair Dave LeGallais noted that the following requests submitted by Carol Palmer for the two annual fundraisers – Spring Sale and Holiday Bazaar were not addressed by Operations & Activities Committee:

Moved by: C.Sequeira/J.Freedman
That the Board approve the following costs associated with the April 28, 2019 Spring Sale:
\$300. – Mobile Sign
\$300. – Sunday Lunch for 60 volunteers
\$300. – Fri. & Sat. Lunch for 60 volunteers
\$240. – Table rentals - 15 x 8-ft. tables
\$300. – for miscellaneous expenses **CARRIED**

Moved by: C.Rines/J.Abram
That the Board approve the following costs for the 2019 Holiday Bazaar:
\$300. – Mobile Sign
\$100. – advertsing on Social Media
\$300. – Mischellaneous expenses **CARRIED**

As an information item, Jan Freedman reported that at Carol Palmer's request she had contacted The Auroran and requested that the Spring Sale be advertised in their free noticeboard.

D18-10-14 Seniors Related Issues and Grants

a) April 12/19 Visit by Provincial Members of Parliament

Jim Abram reported verbally that MPP Christine Elliott, along with the Minister of Seniors Affairs Raymond Cho and MPP Michael Parsa will be visiting and meeting with ASA on **April 12th from 11:00 a.m. to 1:00 p.m.** The Mayor, CAO and Robin McDougall have been Invited. Jim has contacted the Newmarket Seniors Centre – still waiting for response. Jim has prepared a list of questions to pose to MPP's (attached), and outlined a proposed format – tour, followed by meeting, questions from ASA and if time permits, open meeting to questions from Town.

b) March 25/19 – 1:00-3:00 p.m. Embargoed Tour and Visit from Federal MP's Kyle Peterson and Minister for Seniors Affairs

Filomena Tassi –

Jim noted the format will be similar to that proposed for the April 12th meeting with Provincial MPP's – tour, followed by meeting.

The Mayor has been invited to this meeting as well.

Jim has prepared a proposed list of topics to raise on behalf of ASA (draft attached) – Directors to review and advise any changes.

Motion by: J.Scherrer/C.Rines

That the Board approve the proposed topics for discussion with Federal and Provincial Members at their respective visits on March 25 and April 12/19.

CARRIED

c) Community Recognition Awards

Following Shelly Ware's presentation, Jim proposed that the Board Consider submitting nominations under the Community Leadership and Inclusivity Categories.

Motion by: J.Freedman/C.Rines

That ASA submit nominations for the 2019 Community Leadership Award and the 2019 Inclusivity Award, and that Jim Abram draft the nomination documentations and circulate to Directors by e-mail prior to submission to the Town, due April 5/19.

CARRIED

d) Aurora Arboretum

Jim reported that he will be attending the AGM on April 6th and Recommended renewal of ASA membership in the Aurora Arboretum

Moved by: J.Abram/C.Sequeira

That the Board approve renewing the membership in the Aurora Arboretum at the annual fee of \$20.00 **CARRIED**

Moved by: J.Scherrer/C.Rines

That the Report of the Seniors Related Issues and Grants Committee be received. **CARRIED**

D18-10-15 Social Committee (Attached)

Board Liaison Cheryl Rines reported that the Liquor License renewal application had been successfully completed online on Feb. 15/19 and payment had been submitted via VISA for a 4-year term.

Confirmation of the above had been received on March 7/19, together with a notice of Confirmation to be posted pending receipt of the renewed license.

Cheryl noted that the contact information needs updating and suggested that two ASA individuals should be listed as contacts re. Liquor License.

Moved by: J.Abram/ J.Scherrer

That the Report of Social Committee be received. **CARRIED**

D18-10-16 Special Events Committee (Attached)

Jan Freedman presented and reviewed the report of the Meeting held March 7, 2019 at which the following matters were addressed:

- Resignation of Carol Hedenberg as Committee Chair
- Resignation of Marlene Jones as Committee Member
- Acting Chair Role assumed by Karie Papillon until April meeting
- Review of upcoming events

- Catered Meal Price for Special Events Volunteers – referred back to committee
- Potential new events

Jan noted that at the April Committee meeting the committee will need to address the committee membership, Committee Chair.

Moved by: C.Rines/J.Scherrer

That the Report of Special Events Committee be received.

CARRIED

D18-10-17 Transportation Ad-Hoc Committee

Dave reported that the Transportation Survey that had been announced via E-Flash is now available at Reception (copy attached) The survey questions have been determined by Dave and Karie.

Moved by: J.Scherrer/J.Abram

That the report of the Transportation Ad-Hoc Committee be received.

CARRIED

D18-10-18 Vice-President's Report – Nil Report

D18-10-19 President's Report –

a) Report re. Meeting with Mayor Tom Mrakas - Attached

The President reviewed the report included in the agenda.

Regarding the presentation to General Committee on April 16 – Dave reported that he, Charles, Jim and Lydia would provide input of ASA Achievements since inception in 2004.

With regard to a volunteer recognition Dave proposed that ASA volunteers as a whole be nominated for recognition by the Town.. Dave has contacted the Mayor's office re. this proposal.

Dave also reminded Directors of the March 21st meeting at the Town dealing specifically with the Cultural Centre addition. He encouraged Directors to attend.

Motion by: J.Freedman/J.Abram

That the President's report be received.

CARRIED

D18-10-20 Past-President's Report – Nil Report

NEW BUSINESS:

D18-10-21 a) – April Newsletter – Board Page – Notice re.Nominees for 2019 Diector Elections

Jim Abram requested clarification regarding Nick Senick’s nomination noting that as he had not specified the vacancy term for which he wished to stand on the nomination form, Jim had contacted Nick by e-mail following the closure of the nomination period and was informed that he wished to stand for both the 3-year and 2-year terms.

In the ensuing discussion Nick reminded the Board that as Sylvia Gilchrist had been allowed to change her term from 2-year to 3-year, he should be allowed to stand for both vacancy terms.

A review of the nomination forms confirmed that neither Nick’s nor Sylvia’s forms had the “Term - # of years” filled in (Jim advised that he had also contacted Sylvia for her response).

Given that the Nomination Form clearly states “Incomplete forms will be rejected” – it was agreed that both Nick Senick’s and Sylvia Gilchrist’s nominations are unacceptable.

Accordingly, the notice to appear in the April Newsletter is to list the two nominees that are acclaimed for the 3-year term:: Carol Hedenberg and John Scherrer; and the two candidates for election to the 2-year term: Joanne Battholomew and Jeanne Chislett.

b) Police Checks – 2019 Update

Charles Sequeira distributed the Police Information Check Declaration forms to be completed by all Directors for 2019.

c) CHATS Walk for Wellness Event – April 13, 2019

Charles noted that the annual CHATS Walk for Wellness event is scheduled for April 13/19. ASA will have a team organized by Ruth

Church. Participants can sign on and supporters can pledge by filling in pledge forms.

ASA has in prior years supported this event with a donation.

Accordingly, Charles moved, seconded by Jan Freedman:

That ASA donate \$250. To the 2019 CHATS Walk for Wellness Event. CARRIED.

d) John Scherrer's topic – Pens – to be processed through Operations and Activities Committee.

D18-10-22 Adjournment: the meeting was declared adjourned at 16;55 hrs.