



**MINUTES  
Of The  
Regular Board of Directors' Meeting No. D18-11**

**Held on April 15, 2019  
At the Aurora Seniors Centre  
90 John West Way, Aurora, ON**

*Presiding: Jan Freedman, Vice-President*

**Directors Present:**      **Jan Freedman (Vice President)**  
                                 **Charles Sequeira (Secretary)**  
                                 **Cheryl Rines (Treasurer)**  
                                 **Jim Abram, Ron Coe, John Scherrer**  
**Past President:**        **Carol Hedenberg**

**Regrets:**                **Dave LeGallais (President)**

**Staff Member:**          Karie Papillon, Adult Programs Coordinator

**A.S.A. Members:** Jane & Frank Snape, Nick Senick, Carol & Bob Palmer  
Heather Trussler

**Minutes Recorded by:** Lydia Schuster, Recording Officer

**Call to order:** - A quorum being present, Vice-President Jan Freedman declared the meeting open to transact business at 13:00 hours.

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

**D18-11-01 Approval of Agenda**  
Moved by: J.Scherrer/C.Rines  
**That the Agenda be approved as distributed.**

**CARRIED**

**D18-10-02 Approval of the Minutes**

**Moved by:J.Abram/J.Scherrer**

**That the Minutes of the Regular Meeting held  
March 18, 2019 be approved as distributed.**

**CARRIED**

**PRESENTATIONS/DELEGATIONS – Nil**

**BUSINESS FROM PREVIOUS MEETINGS:**

**D18-11-03            Update re Additional Storage Space Project**

Ron Coe reported that receipt of Robin McDougall's e-mail communication dated April 2/19 (attached) addressing the procurement and legal perspectives set out the responsibilities for ASA in taking charge of the project - requirements for necessary liability insurance, contractor management, indemnification of the Town during construction and transition of ownership to the Town following building completion. For these reasons legal services proposed that the Town take the lead on the project and that ASA provide the funds to cover the project cost.

The communication also pointed out that ASA's intent to pursue partial funding from the Town had not been provided for in the 2019 capital budget and that any such request would have to be included for consideration in the 2020 budget. (Ron noted that the objective was to get architectural approval from the Town for a 450 sq.ft. storage project to be funded by a grant application, a contribution by the Town and the balance to be absorbed by ASA).

Following receipt of the Town's communication, the Ad-Hoc Committee – ASA Current and Future Space Needs – met on April 11<sup>th</sup> “to discuss storage requirements and determine next steps”. (Report attached)

The Committee's report addressed:

- Current space issues and anticipated future needs – minimum 450 sq.ft.
- The need for an on-site storage solution
- The option of purchasing a free-standing shed owned by ASA
- Shared financing: : ASA, Town and grant application.
- Positioning of the proposed shed – off the West-MacKenzie Room because of proximity to the Centre, easy access to side doors and already on a cement pad.
- Potential supplier: Old Hickory Building & Sheds located in Aurora Size: 14x40 ft (560 sq.ft.) with upper loft at approximate cost of \$17,500 plus installation costs.

Committee's Conclusions:

Preferred solution – the option of a free-standing shed – faster, less costly, less involvement of the Town, ASA-owned and controlled and meets current and anticipated storage needs

Ron reported that while the Old Hickory sheds come assembled, given the proposed location , the shed could be assembled on site at a 15% surcharge – Bill Hawke has confirmed that space is sufficient to accommodate a 14x40 ft. shed off the West-MacKenzie Room.

Motion by: R.Coe/J.Scherrer

**That the Board apply for a grant up to \$25,000. to cover the cost of purchasing and installing a 14x40x16 ft. (560 sq.ft.) storage shed subject to the Town undertaking the building permit and preparation of the proposed location outside the West-MacKenzie Room.**

**CARRIED**

**D18-11-04 Conferencing System TS-770 – deferred pending receipt of additional information**

**D18-11-05 ` 2019 Elections Ad-Hoc Committee Report (Verbal)**

Committee Chair Jim reported following the additional withdrawal of the nominations by Sylvia Gilchrist and Joan Bartholomew, the current acclaimed director nominees to be confirmed at the AGM are:

Jeanne Chislett for the 2-year term,

Carol Hedenberg, John Scherrer, for the 3-year term

One 3-year-term vacancy remains – to be addressed at the first meeting of the 2019-2020 Board in June.

Moved by:R.Coe/J.Scherrer

**That verbal report of the Chair of the 2019 Elections & Nominations Committee be received.**

**CARRIED**

**D18-11-06 Seniors Adult Programs Coordinator's Report (attached)**

Karie Papillon reviewed the report and respective topics:

- **ASA Coffee sponsorship for Seniors Information and Active Living Fair- June1/19**

Motion by: J.Scherrer/J.Abram

**That ASA sponsor coffee for the 2019 Seniors Information and Active Living Fair on June 1<sup>st</sup>.**

**CARRIED**

- **May Board Meeting Date – Confirmed for May 27/19**
- **Appointments for discussion with Staff**
- **Seniors Centre Without Walls – update & invitation to Directors to join a call**
- **2019 Directors' Caucus Meeting** – see decision under President's Report – Wed., June 12/19 at 11:00 a.m.
- **2019 Volunteer Appreciation Event Summary of expenses** showing ASA share at \$2369.09 of total catering expense, and the Town's share at \$3670.28 of the total event cost.
- **Sunnybrook Health Sciences study** “Exploring Predictors of Physical Literacy in Adults in a Community Recreation Setting” to be held May 2 at the Aurora Family Leisure Complex
- **Alzheimer's Society York Region Request for support of their grant application** to the Public Health Agency of Canada's Dementia Community Investment fund.

Moved by: J.Abram/C.Sequeira

**That ASA provide the requested letter of support for the York Region Alzheimer's Society grant application.**

**CARRIED**

Moved by: C.Rines/J.Scherrer

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

**CARRIED**

**D18-11-07 Treasurer's Financial Report to March 31, 2019 (attached)**

Treasurer Cheryl Rines presented the financial report as reviewed by Finance Committee.

The report consists of:

- Balance Sheet as of 31 March 2019

- Statement of Operations March 2019 - Cheryl pointed out the addition of Act. #5028 established for cleaning of Furniture and areas not included in Town's cleaning contract
- Statement of Operations January through March 2019

Motion by: C.Rines/C.Sequeira

**That the Financial Report for March 2019 be received.**

**CARRIED**

**D18-11-08 COMMITTEE REPORTS -**

The following committees had Nil reports:

- Community Development Committee
- Executive Committee
- Social Committee
- Membership & Volunteer Committee

**D18-11-09 By-Law Review Committee – Report attached**

Committee Chair John Scherrer presented the report consisting of:

- **proposed amendments to By-Law #3** to remove procedural clauses that are now incorporated in the following
- **Revised Guidelines for Committee Liaison of the BOD**
- **New Committee Operating Principles**

John reviewed the respective changes and rationale for each of the above.

Moved by: J. Scherrer/C.Rines

**That the recommended amendments to By-Law #3 and related Revised Guidelines for Committee Liaison of the BOD and (new) Committee Operating Principles be approved.**

**CARRIED**

**D18-11-10 Finance Committee – Report attached**

Committee Liaison Charles Sequeira presented and reviewed the report of the meeting held April 5, 2019:

- Review of Financial Statements for March 2
- BDO Canada Review Engagement - auditors have provided the initial draft to be discussed at the Committee's May meeting

- Release Letter from the Estate of Dorothy Ruth Gilson – Committee's discussion regarding how to honour donors to ASA was referred to the April Board meeting and resulted in a deferral to the May Board Meeting.
- COSTCO Membership card – Finance Committee determined that control of the use of the card would fall to Reception volunteers and as such would be an added and significant responsibility. Finance Committee did not support the proposal.

Cheryl Rines noted that developments since the Committee's discussion are that Helen Stohr - team leader of one Budget Bistro volunteer team and main purchaser of supplies – has obtained a personal COSTCO card, and requested that she be allowed to add \$2.00 to expense claims for travel expenses.

Motion by: C.Rines/J.Scherrer

**That the Board approve Helen Stohr's request for \$2.00 for travel expenses related to ASA purchases at COSTCO.**

**CARRIED**

Motion by: J.Abram/C.Sequeira

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

**CARRIED**

#### **D-18-11-11 Operations & Activities Committee (Attached)**

Committee Liaison Ron Coe presented and reviewed the report and recommendations of the committee meeting held April 9, 2019:

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

**That the Board approve \$547.00 to produce 12 pen sets for presentation to approved visitors/guests.**

**CARRIED**

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

**That the Board approve \$499.00 plus applicable tax for the purchase of a sewing machine**

**CARRIED**

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

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

**CARRIED**

#### **D18-11-13 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 staff (MPP Michael Parsa sent regrets) visited the Seniors Centre as scheduled, along with Mayors Tom Mrakas (Aurora) and John Taylor (Newmarket), Town staff and ASA Directors and discussed the topics as proposed by ASA. reflecting matters of interest and concern to seniors in York Region: Health Care, Affordable Housing, Seniors In-Home Care, Tax Credit for Seniors Fitness and Personal Care initiatives and the Ontario Retirement Plan status.

**b) March 25/19 Embargoed Tour and Visit from Federal MP's Kyle Peterson and Minister for Seniors Affairs Filomena Tassi –**  
Jim reported that attendees at this meeting represented several York Region service organizations that discussed concerns on behalf of their clients/participants. Jim also noted the inclusion of media at this meeting, which resulted in publication of the meeting in local newspapers.

**c) Town of Aurora Recognition Community Awards**

Jim distributed the ASA nomination for the Inclusivity Award (attached).

Motion by: R.Coe/C.Sequeira

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

**CARRIED**

**D18-11-14 Special Events Committee (Attached)**

Jan Freedman presented and reviewed the report of the meeting held April 4, 2019 at which the following matters were addressed:

a) Committee Membership – Recommendation for expanded voting group:

Motion by: J.Freedman/J.Abram

**That the Special Events Committee Membership include the following: Don Keel, Helen Stohr, Carol Bowers, Elfriede Gruppen, Ann and Don Overington and Jan Freedman as Board**

**Liaison; and that the Committee be co-chaired by Carol Bowers and Jan Freedman.**

**CARRIED**

b) Recommendation deferred from March Meeting pending confirmation of committee membership.

c) Review of plans and status for upcoming events

Moved by: J.Freedman/C.Sequeira

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

**CARRIED**

**D18-11-15 Transportation Ad-Hoc Committee**

In Dave LeGallais' absence, John Scherrer distributed a review of the Transportation Survey results (attached).

Moved by: J.Scherrer/J.Abram

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

**CARRIED**

**D18-11-16 ASA Current and Future Space Needs Ad-Hoc Committee**

The report (attached) was discussed in conjunction with the update regarding the ASA storage project.

Motion by: R.Coe/J.Abram

**That the Report of the ASA Current and Future Space Ad-Hoc Committee be received.**

**CARRIED**

**D18-11-17 Vice-President's Report – Nil Report**

The Vice-President suggested that in addition to the role description contained in By-Law #1, the Board develop more specific tasks for this position.

**D18-11-18 President's Report –**

In the President's absence, the Vice-President presented the topics for discussion:

a) **Presentation to General Committee on April 16, 7:00 p.m.**

The President will give the presentation of ASA achievements since incorporation in 2004. Directors are urged to attend in support.. –

**b) Directors' Caucus Meeting for 2019:**

Motion by: C.Rines/C.Sequeira

**That the Directors' Caucus Meeting be held Wednesday, June 12/19 at 11:00 a.m.**

**CARRIED**

**c) ASA Website** – Board information needs to be updated.

Jan Freedman noted that the President had asked her to take on this task, but regrets she is unable to do so. Lydia offered to monitor and provide updates to Catherine Willens.

**d) Aurora Home Show** – should ASA have a table – deferred for consideration by new Board.

**e) Aurora Community Awards** – The President had relayed the ASA proposal to the Mayor that ASA volunteers be recognized as a whole. The Town advised that this type of nomination does not fit into the Town's categories for Community Recognition.

**D18-11-19 Past-President's Report –**

Carol Hedenberg requested approval for the sale of the old ping-pong table and the stainless steel table replaced by the new kitchen storage cabinet.

Motion by: R.Coe/J.Freedman

**That the Board approve the sale of the no-longer needed ping-pong table and stainless steel kitchen table.**

**CARRIED**

**NEW BUSINESS:**

**D18-11-20 a) – May Newsletter – Board Page –  
Notice re.2019 Annual General Meeting**

Motion by: R.Coe/J.Scherrer

**That the draft notice of the 2019 Annual General Meeting for the May Newsletter be approved, and  
That barbecue refreshments follow the meeting at \$2.00 for**

**members attending the meeting and that bar service be provided during refreshments.**

**CARRIED**

**b) Town/Aurora Finance Dept. Request for use of Seniors Centre BBQ & Deck**

Motion by: C.Sequeira/C.Rines

**That the Town's Finance Dept. be approved to use the ASA BBQ, deck and bocce courts for their annual staff team building event.**

**CARRIED**

**D18-11-21 Adjournment:** the meeting was declared adjourned at 14:30 hrs.