

**UNAPPROVED**



**MINUTES**

(TO BE APPROVED AT NEXT GENERAL MEMBERS MEETING)

**ANNUAL GENERAL MEMBERSHIP MEETING (AGM-2019)**

**Held, Wednesday, June 12, 2019**

In the West-McKenzie Hall, Aurora Seniors Centre

90 John West Way, Aurora, Ontario

**Presiding: Dave LeGallais, A.S.A. President 2018-2019**

**Members Present: 126**

**Directors:** Jim Abram, Ron Coe, Jan Freedman, Dave LeGallais,  
John Scherrer, Cheryl Rines, Charles Sequeira

**Incoming Directors:** Jeanne Chislett, Carol Hedenberg

**Town Staff:** Karie Papillon, Adult Programs Co-ordinator  
Andrew Bailey, Assistant Adult Programmer  
Allie Romano, Seneca College Summer Student

**Guests:** **Town of Aurora:** Lisa Warth, Manager of Recreation  
Franco DeMarco, Recreation Supervisor – Community  
Programs

**Recording the Minutes:** Lydia Schuster, A.S.A. Recording Officer

**AGM19-01 Call to Order & Introduction of Guests**

**A.S.A. President Dave LeGallais** declared the meeting open for business at 13:05 hours, and welcomed all present – members, guests, Seniors Centre staff - to the 15th Annual General Meeting of the Aurora Seniors Association.

**The President** introduced the 2018-19 Board of Directors: Jim Abram, Ron Coe, Jan Freedman, John Scherrer, Cheryl Rines, Charles Sequeira; non-voting director Karie Papillon; incoming directors Jeanne Chislett and Carol Hedenberg; Town resources staff Karie Papillon, Andrew Bailey and Bill Hawke.

The President noted that the Mayor had sent regrets due to a prior commitment and extended a warm welcome to Lisa Warth, Manager of Recreation, attending for the Town.

Lisa Warth brought greetings on behalf of the Town’s Community Services Department and spoke of the continuing partnership with ASA, noting that by working together we achieve more.

Community Services and programs are vital to the health of the Aurora community and the Department looks forward to working with ASA on the Library Square and addition to the Church Street School which are scheduled to have the construction budget presented in the fall – the project to start in 2020 and be completed in 2021. Lisa noted that the Board and volunteers work throughout the year, and the Annual General Meeting is the opportunity to share their achievements with members.

The President thanked Lisa and noted the importance of maintaining a proactive, productive relationship with the Town.

**AGM19-02 Approval of the Agenda**

Moved by: Jim Abram

Seconded by: John Scherrer

**That the Agenda be approved as circulated.**

**CARRIED**

**AGM19-03 Approval of the Minutes of Previous year’s Annual General Meeting.**

Moved by: Carol Hedenberg                      Seconded by: Ruth Church  
**THAT the Minutes of the Annual General Meeting held  
June 13, 2018 be approved as written.**

**CARRIED**

**AGM19-04 Treasurer’s Report & Approval of 2018 Financial Statements**

**A.S.A. Treasure Cheryl Rines** thanked the members of the Finance Committee – Ruth Church, Anita Freedland, Virginia Bodnar, Nick Senick and Charles Sequeira - and highlighted some of the financial initiatives undertaken during the 2018-19 Board Term, including:

- **Continued monitoring of ASA financial investments** held in 3 Financial Institutions as GIC’s  
Current holdings: Bank of Montreal – 213 K; Meridian – 81K  
And PACE - 59K
- **Increased Insurance Coverage.** to include Tenant Legal Liability Insurance at a cost of \$420. annually, and updating the listing of equipment in the Centre for insurance purposes.
- **Charitable Donations** - Established a process to come up with an amount for the Association to donate annually to local charities. The formula was approved by the Board of Directors and the charities are to be recommended by the Community Development Committee.
- **BDO Canada Review Engagement** - review ASA’s books for 2018. Once the review was complete, BDO had all the information necessary to produce the Financial Reports as of December 31, 2018 for the 2019 AGM.

The Treasurer noted that the BDO Report is part of the agenda package, and introduced Andrea Nauss of BDO to present and review the Report for the year ended December 31, 2018.

Ms. Nauss presented the unaudited Financial Report for the year ended December 31, 2018 (**ATTACHED**) consisting of:

- **Independent Practitioner’s Review Engagement Report**
- **ASA Statement of Financial Position (Unaudited)**
- **ASA Statement of Operations and Net Assets (Unaudited)**  
**ASA Statement of Cash Flows (Unaudited)**
- **ASA Notes to Financial Statements (Unaudited)**

In response to a question from Jeffery Stone regarding replacement of assets – the Treasurer advised that Finance Committee monitors the assets and conditions of ASA assests.

The Treasurert thanked Ms. Nauss for her presentation of the Financial Statements and referred to the recommendation on Page 3 of the agenda for the adoption of the report.

Moved by: Ruth Church                      Seconded by: Heather Trussler

**THAT the Treasurer’s Report be adopted; and  
That the 2019 Financial Statements (unaudited) as compiled by BDO  
Canada LLP be approved; and  
That any two directors be authorized to sign these reports on behalf of  
the Aurora Seniors Association.**

**CARRIED**

The President thanked Cheryl and all Finance Committee volunteers.

**AGM19-05 Ratification of Directors’ Actions/Decisions since the June 13,  
2018**

**Annual General Meeting.**

**The President** noted that the actions and decisions resulting from Directors’ meetings since June, 2018 through May 2019 are recorded in the

Minutes of the Directors meetings which are posted and available for viewing on the Seniors Centre bulletin board and the A.S.A. website. In the 2018-19 Board term there were 12 (twelve) regular monthly Directors’ meetings. The President also pointed out that members can request to lift/exclude any Board decision for a separate vote.

Moved by: Carol Hedenberg

Seconded by: Sylvia Gilchrist

**THAT all the acts, proceedings, contracts, by-laws, appointments and payments enacted, made, done and taken by the Board of Directors of the Aurora Seniors Association since the 2018 Annual Meeting of Members as recorded in the books of the Association including the Minutes of all Directors’ meetings are approved and ratified.**

**CARRIED**

**AGM19-06 Ratification of Amendments to A.S.A. By-Law No. 1  
and By-law No. 3**

**The President** noted that the By-Law amendments approved during the 2018-19 Board term are detailed and summarized as attached to the agenda.

Amendments to By-Laws require a two-thirds majority vote by members.

Moved by: Carol Hedenberg

Seconded by: Nick Senick

**RECOMMENDED THAT – the amendments to A.S.A. By-Law No. 1 and By-Law #3 –specifically pertaining to the following clauses as defined in the attached Report be approved and ratified:**

**By-Law #1 – ASA Operating By-Law**

**a) Sections 1.04.00 Vacancies on the Board – amended to add**

**Clause #1.04.02**

**b) Section 1.05.01 Quorum for Board Meetings – amended**

**c) Section 1.11.00 Duties of Principal Officers –amended to add  
Clause 1.11.06 re Past President**

**By-Law #3 – Amendments Pertaining to ASACommittees**

Sections:   **3.02.04**      **Amended to remove Conduct Review  
Committee from list of Standing Committees**  
**3.02.04**      **Amended to combine “Awards, Special  
Recognition & Grants Committee” and”Seniors Related Issues  
Committee” under new title: **Seniors Affairs And Grants  
Committee****

**Addition of section 3.02.06 – Ad-Hoc Committees  
to include annual Elections & Nominations Committee and  
Conduct Review Committee as required**

**Removal of procedural clauses from By-Law #3 (as at June  
13/18) now incorporated in: *Revised Guidelines for  
Committee Liaison of the B\OD and New Committee  
Operating Principles* as per attached By-Law #3**

**The motion was CARRIED on a two-thirds majority vote.**

**AGM19-07 President’s Report 2018 – 2019 -  
President Dave LeGallais noted:**

“I would like to begin by saying how honoured I have been to serve as the President of our Board this past year. I would like to sincerely thank my fellow Board members, the ASA members and all the Volunteers for helping me throughout the year. I have really enjoyed getting to know so many of the members better.

I believe our greatest accomplishment this year, as in past years, has been to create and maintain a place where our members feel welcome and valued. This is a place to nurture friendships, both old and new, while participating and enjoying the many, varied activities offered.

Some of the highlights of the year are as follows;

- The formation of a Current & Future Space Needs Committee
- The formation of a Transportation Committee
- The re-introduction of the “Lets Get Aquatinted” Committee
- Our meeting with Mayor Tom Mrakas
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- We were invited to speak to the Town of Aurora General Council, where I was able provide them with valuable information about ASA.
- We had separate meetings with both our Federal MP’s and Provincial MPP’s to discuss Senior affairs. Mayor Mrakas of Aurora and Mayor Taylor of Newmarket were in attendance at both meetings.
- We had new carpeting installed in both the lounge and the library.
- The formation of a Golf Group
- The formation of a Bocce League
- We are in the process, working with the Town, to explore the possibility of installing a new storage shed to help alleviate our lack of storage space.
- We are working with the Town as well to address three of our main issues - 1. Space at the Centre 2. Parking for the Centre
- 3. Transportation issues for our members
- We had two very successful sales this year, the Holiday Bazaar and the Giant Garage Sale organized by Carol Palmer and an amazing group of volunteers.
- Last but most certainly not least was the recognition of our volunteers who log in 22,000 hours yearly.
- This is just an overview of this past year. There are far too many accomplishments and significant events to name them all here.”

The President also congratulated Karie, Andrew and Bill for their support of ASA activities and ensuring that the Seniors Centre continues to be a home-away-from-home for all.

**AGM19-08 A.S.A. Standing Committees Reports (Attached)**

The President noted that attached to the A.G.M. Agenda packages are the respective Standing Committee Reports, and thanked the Committee Chairs for so ably managing their teams and providing the Board with timely and definite direction and recommendations in respect of their initiatives and needs. The President called on Committee Chairs to stand and introduce their respective committees.

**a. By-Law Review Committee Chair & Board Liaison John Scherrer** introduced committee members: Ron Coe, Lydia Schuster and Nick Senick

**b. Community Development Committee Chair Jane Stangle** introduced committee members: Joanne Keates, Shirley Petrie and Board Liaison Dave LeGallais

**c. Membership and Volunteers Committee:** Chair Sylvia Gilchrist introduced committee members: Elfriede Greupner, Marlene Jones, Peggy Wrightson and Board Liaison Carol Hedenberg

**d. Operation and Activities Committee:** Chair Dave LeGallais introduced committee members: Bill Ault, Jane Snape, Joan Levert, Jan Osborne, Gloria Smith, Nancy Sugarman, Joan Brownlow and Board Liaison Ron Coe.

**e. Seniors Affairs and Grants Committee: Chair Charles Sequeira** introduced committee members: Dave LeGallais and Board Liaison Jim Abram



**f. Social Committee:** the President noted that long-serving committee Chair Bob Palmer would be resigning from that role to pursue personal projects and that Don Keel has volunteered to chair the committee. With the untimely loss of the late John Abel, Cheryl Rines has stepped in to fill the role of Board Liaison.

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projects and that Don Keel has volunteered to chair the committee. With the untimely loss of the late John Abel, Cheryl Rines has stepped in to fill the role of Board Liaison.

**g. Special Events Committee:** Co-Chair and Board Liaison Jan Freedman introduced committee members: Co-Chair Carol Bowers, Don Keel, Elfriede Greupner, Helen Stohr, Don and Ann Overington.

**ASA Ad-Hoc Committees: (Reports attached)**

**Conduct Review Committee: meets as required.** Committee members include: Dave LeGallais, Carol DeMercado, Carole Hayes, Angela Pandolfi, John Scherrer, John Paatillo, Don Overington and Karie Papillon

**Elections & Nominations Committee – appointed annually.** 2019 committee members are: Nancy Sugarman, Jan Freedman, Lydia Schuster & Jim Abram as chair.

**ASA Current and Future Space Needs Committee** members include: Chair Dave LeGallais, Jan Freedman, Carol Hedenberg, Jo-Anne Bartholomew, Karie Papillon and Andrew Bailey

**Transportation Committee membership:** Jim Abram, Dave LeGallais, Carol Hedenberg, John Scherrer, and Staff Resource: Karie Papillon & Andrew Bailey  
This committee was dissolved at the May 27, 2019 Board Meeting

**AGM19-09 Seniors Co-ordinator's Report – Attached**

Karie Papillon, Adult Programs Co-ordinator, noted in her report:

- Attendance/participation in Town programs and trips continues to increase
- Seniors Information and Active Living Fair – Jun 1st at the Seniors Centre to showcase the Centre and provide information re community services

- Introduction and successful implementation of Seniors Centre Without Walls
  - Appreciation to Board and ASA Volunteers for their support
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- Welcome to newly elected directors

The President thanked Karie and congratulated her and Andrew on their initiative to introduce Seniors Centre Without Walls to ASA members and Aurora community as an important and valuable program to prevent isolation.

### **AGM19-10 Recognition of A.S.A. Directors Completing Terms of Office**

Vice-President Jan Freedman noted the two Directors completing their terms on the ASA Board are Charles Sequeira and the late John Abel, both, completing their first three-year term.

On behalf of the Board of Directors, Jan expressed sincere thanks to Charles noting that his knowledge and experience have been invaluable to the board and presented him with a certificate recognizing his service to the Board and a pen set produced by the woodshop volunteers.

While John Abel's term was abruptly cut short, Jan noted that John had been an active and committed member of the board, whose knowledge of Town process was very helpful. Jan noted that the Board will ensure his family receives his gift of the ASA pen set and certificate for his time and service.

In thanking the Board for the gift, Charles noted that he has served 15 years on the Board.

### **AGM19-11 (a) Elections of Directors 2019**

**Jim Abram , Nominations Committee Chair**, presented the report (**ATTACHED**) on the Nominations process for the election of Directors to the 2019-2020 Board. Following the procedures for the Election of Directors; the Nomination period was from March 1 to March15 There were three eligible candidates nominated to fill 4 positions therefore no election was required.

**The result was:**

**Jeanne Chislett (Acclaimed: 2 year term 2019-2021)  
Carol Hedenberg (Acclaimed: 3 year term 2019-2022)  
John Scherrer (Acclaimed: 3 year term 2019-2022)**

This leaves One vacant term to be determined at the first meeting of the new Board of Directors

**Decision Items from Nominations Committee Report:**

- i) Moved by: J. Abram                      Seconded by: Irene Hunter  
**That the election of Jeanne Chislett to a two-year term, Carol Hedenberg and John Scherrer for the three-year term commencing with the June 12, 2019 Annual General Meeting be approved.**  
**CARRIED**

Jim asked Jeanne, Carol and John to come forward to take the Oath of Office. The three newly elected Directors recited the Directors' Oath of Office as stated in the Regulations for Board Members:

**“I do hereby solemnly and sincerely pledge my word and honour to perform my duties as a member of the Board of Directors of the Aurora Seniors Association. I shall uphold and adhere to the Code of Conduct, the Constitution and By-Laws of the Association. At the end of my term of office I shall turn over to the Association all properties in my possession that belong to the Association.”**

The newly-constituted ASA Board of Directors for the 2019-2020 term consists of:

<b>Jim Abram</b>	<b>Jeanne Chislett</b>	<b>Ron Coe</b>
<b>Jan Freedman</b>	<b>Carol Hedenberg</b>	<b>David LeGallais</b>
<b>Cheryl Rines</b>	<b>John Scherrer</b>	

**AGM19-12 Presentation of Executive Officers for 2019-2020**

Jim Abram reported that in accordance with By-Law 1 – section 1.10.03 – a caucus meeting had been held prior to the AGM to elect the officers of the Association from amongst the Board of Directors, which resulted in the Unapproved Minutes–A.S.A Annual General Meeting June 12, 2019 Pg. 12

election of the following officers for the 2019 - 2020 Board Term:

**President: Dave LeGallais**  
**Vice-President: Jan Freedman**  
**Treasurer: Cheryl Rines**  
**Secretary: John Scherrer**

At the conclusion of these proceedings, Jim Abram turned the meeting over to Dave LeGallais, President for 2019-2020

**Presiding: Dave LeGallais, A.S.A. President (2019-2020)**

As re-elected President, Dave LeGallais expressed his appreciation to the Board and stated he is honoured to be re-elected to serve another year as ASA President.

He noted the importance of encouraging members to get involved in the day-to-day operations of the Association by participating in committees and activities. He also encouraged members to communicate suggestions either directly with the Board or by using the Let-Us-Know forms, and to attend monthly Board meetings (3<sup>rd</sup> Monday of each month) which are open to all members.

Dave again thanked members for their attendance and for their continuing support of their Aurora Seniors Association.

**NEW BUSINESS:**

**AGM19-13 Appointment of External Auditor/Accountant for Fiscal 2019**

**President Dave LeGallais** noted that this is a standard action that is required at the A.G.M. and presented the recommendation:

Mover: Helen Stohr

Secunder: Carol Hedenberg

**That the Board of Directors be authorized to appoint BDO Canada LLP for Fiscal 2019 to perform a review engagement report and set the remuneration fee.**

In response to Virginia Bodnar’s question regarding the fee for BDO Canada services, the President reported that the fee for the review engagement for fiscal 2018 was \$2,700.

A vote on the motion resulted in

**MOTION CARRIED**

**AGM19-14 - Member Questions**

**a) York Region Transit Update** – referring to the transportation issue, Jeffrey Stone reported that York Region Transit had recently announced they are looking at the viability of establishing a community bus in Aurora similar to the service currently in place in Vaughan.

Jane Stangl enquired whether ASA had taken a survey of members sharing rides to and from the Centre. Jane noted that she and Eric had been volunteer drivers for CHATS and as long as the driver is not paid for the service, you are covered by your insurance.

Barbara Pavlou added that volunteer drivers are required to notify their personal insurance companies that they are providing this service.

Karie explained that neither ASA nor the Town can be involved in arranging shared rides because of legal and insurance limitations.

**b) New Member enquiry regarding the restricted use of the patio/deck.**

The President suggested she make her proposal using the Let-Us-Know Form and attend the June 17 Board Meeting.

**c) Repairs to the building** - Heather Trussler enquired whether ASA is responsible for costs associated with structural/major repairs to the

building. Town staff Karie Papillon clarified that the Town and ASA have an Operating Agreement under which all repairs to the building are the responsibility of the Town.

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**AGM19-15 Closure of Meeting**

There being no further business, President Dave LeGallais thanked everyone for attending and participating in the 5th Annual General Meeting of the Aurora Seniors Association and declared the meeting concluded at 14:10 hours.