



MINUTES

Of The

Regular Board of Directors' Meeting No. D19-01

Held on June 17, 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)
 John Scherrer (Secretary)
 Cheryl Rines (Treasurer)
 Jim Abram, Jeanne Chislett
 Carol Hedenberg, Ron Coe

Regrets: **Karie Papillon, Adult Programs Coordinator**
Staff Member: Andrew Bailey, Assistant Adult Programmer
 Allie Romano, Seneca College Summer Student

A.S.A. Members: Jane Snape, Charles Sequeira, Jeffrey Stone

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:

D19-01-01 Approval of Agenda
 Moved by: J.Freedman/C.Hedenberg
 That the Agenda be approved as distributed.

CARRIED.

D19-01-02 Approval of the Minutes

Moved by J.Scherrer/C.Rines

**That the Minutes of the Regular Meeting held
May 27, 2019 be approved as distributed.**

CARRIED

PRESENTATIONS/DELEGATIONS –

D19-01-03 Sport Aurora – Jim Abram reported that Ron Weese had indicated at the June 12th AGM that he had a prior commitment and would not be able to attend. Laurie Mueller was to come in his place, but as Jim reported, the computer problem with recording participation numbers obviously prevented that.

D19-01-04 Transportation Issues

Following up on his comments at the June 12 AGM, Jeffrey Stone Addressed the Board noting that transportation concerns are a 2-part issue: one being access and the other success.

Contributing factors being the Seniors Centre location and members' age and individual circumstances.

Referring to the Transportation Committee survey, Jeffrey noted that the majority of members reside in the Aurora/Newmarket area.

Jeffrey distributed maps showing the current transit service routes provided by York Region Transit, noting that the fixed routes primarily serve the areas west of Yonge street connecting to Go Service. .

Jeffrey proposed that a possible solution would be for members to register at the Centre giving permission to have their names given to people willing to provide transportation.

Carol Hedenberg clarified that as stated at the AGM, neither ASA nor the Town can be involved in this arrangement due to legal and insurance restrictions. So, the only solution is for personally arranged car pooling.

The President thanked Jeffrey for his input.

BUSINESS FROM PREVIOUS MEETINGS:

D19-01-05 Update re Storage Shed Project

Ron Coe reported verbally that in a recent e-mail message, Bill Jean, Building Division Manager, had confirmed that the shed drawings are adequate and that the documentation provided meets the Town's requirements.

Presently, ASA is waiting to hear from the Town about the financing of the cement pad which is estimated at \$8,000.-\$9,000 – and whether it can be done in the 2019 capital budget.

In response to Directors' questions, Ron noted that Bill Hawke had confirmed the size – 14 ft.x36 ft. – as being sufficient.

Moved by: R.Coe/C.Hedenberg

That the Board allocate up to \$30,000. towards the purchase and installation of a 14 ft. x 36 ft. storage shed.

In the ensuing discussion, Cheryl questioned the increased dollar amount noting that the previous commitment had been for \$25,000. as recorded in the major expenses list compiled by Finance Committee. Ron noted that the quoted cost of the shed is under \$20,000., however as the site restrictions prevent delivery of a fully assembled shed, there is a 15% surcharge for its erection on site, as well as possible additional costs that may be encountered with this project.

Jim also noted that at the May Board Meeting the availability of the Community Grant for Seniors had been discussed. There was general agreement that this grant would not be pursued at this time.

A vote on the motion resulted in motion

CARRIED

D19-01-06 Conferencing System TS-770 – deferred pending receipt of additional options being researched by Bill Hawke.

D19-01-07 Review of Unapproved Minutes of June 12, 2019 AGM

Moved by: C.Hedenberg/J.Freedman

That the Board approve posting the UNAPPROVED Minutes of the June 12, 2019 AGM on the Seniors Centre bulletin board and the ASA Website.

CARRIED

D19-01-08 Dissolution of 2019 Nominations & Elections Ad-Hoc Committee
Moved by: R.coe/C.Rines

That with the confirmation of new Directors to the 2019-20 Board, the task of the 2019 Nominations & Elections Ad-Hoc Committee is completed and the Committee be dissolved.

CARRIED

D19-01-09 Vacant Director Position on the Board

The President noted that there remains a vacant Director position that requires a Board decision. By-Law #1 provides two options – one being that the position remain vacant until the next (2020) election process, the other being that the vacancy be filled by the established appointment procedure.

Carol Hedenberg noted that it may be timely to review the Term of Office as set out in By-Law #1 and made the following motion:

Moved by: C.Hedenberg/J.Freedman

That the Director position remain vacant for the 2019-2020 Board term, pending a review of the current Term of Office clause in By-Law #1.

In the ensuing discussion, Directors noted that the Board had functioned with a vacancy during the term just ended, and that a review of the By-law is advisable.

A vote on the motion resulted in

MOTIONCARRIED

D19-01-10 Seniors Adult Programs Coordinator's Report (attached)

Andrew Bailey reviewed the report and respective topics:

- **Seniors Information and Active Living Fair- June 1/19**

Andrew thanked the Board for their support of this annual event and noted that 300 people attended.

- **Let us Know Comments from May 27/19 Meeting**

- a) **Accessibility entrance to the craft room** – work will be completed in 2019 – costs to be absorbed by the Town's accessibility budget.

b) West-MacKenzie Room Water Cooler – Bill Hawke is researching new water cooler options

c) Deep Cleaning of the Kitchen – Town’s cleaning service did a thorough cleaning on June 1st.

Carol Hedenberg noted that this work should have included cleaning the tops of cabinets, dishwasher, range hood which were not done. The next such cleaning should include all of these as well as walls around the stoves. Carol proposed that cleaners provide details of the work that was done. Andrew noted he would contact Greg \McClenny and request this information and notify him of the areas the Board identified for deep cleaning the next time this is scheduled.

BBQ Presentation by Heart to Home Meals – June 5/19

Moved by: C.Hedenberg/J.Abram

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

CARRIED

D19-01-11 Treasurer’s Financial Report to May 31, 2019 (attached)

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

The report consists of:

- Balance Sheet as of 31 May 2019
- Statement of Operations May 2019 -
- Statement of Operations January through May 2019

Motion by: J.Freedman/J.Scherrer

That the Financial Report for May 2019 be received.

CARRIED

D19-01-12 COMMITTEE REPORTS -

The following committees had Nil reports:

- By-Law Review Committee
- Executive Committee
- Social Committee
- Membership & Volunteer Committee
- Operations & Activities Committee

- Seniors Affairs & Grants Committee
- Special Events Committee
- Conduct Review Ad-Hoc Committee
- Transportation Ad-Hoc Committee

D19-01-12 Community Development Committee – Report Attached

Dave LeGallais reviewed the report of the Committee meeting held May 29th which contained updates on ongoing events, seminar events schedule, approved display tables and potential future presenters.

Moved by: J.Freedman/J.Scherrer

That the Report of the Community Development Committee be received. CARRIED

D19-01-13 Finance Committee – Report attached

Committee Chair Cheryl Rines presented and reviewed the report of the meeting held June 7, 2019 at which the following matters were addressed:

- Review of Financial Statements for May 2019
- Sponsorship of ASA Memberships & Gold Cards
- Bank of Montreal GIC's maturing July 28/19. The Treasurer has researched options for re-investment to be discussed with Finance Committee in July prior to maturity date.
- Major Expenses Approved by the Board – Attached – The Treasurer noted that of the \$45,841 committed for approved expenses, \$9,729 had been spent. The remaining \$34K would be retained in the bank account to cover the cost of remaining outstanding items.
- Charitable Donation in the amount of \$32,303.76 from the estate of D.Ruth Gilson has been received and deposited in the bank as of June 1st.
Directors engaged in a discussion of options for a formal recognition of this and possible future donations. In the interim, the Board is to issue a letter acknowledging receipt of the donation to the donor's

family and to advise that a formal recognition of the donation will take place at a future date to which the family will be invited.

Motion by: R.Coe/J.Freedman

That the Report of the Finance Committee be received.

CARRIED

D19-01-14 ASA Current and Future Space Needs Ad-Hoc Committee

The President noted that Committee had met on June 6th (report Attached) and focused on the storage shed project that Ron Coe had already addressed under Business from Previous Meetings.

Moved by: J.Scherrer/C.rines

That the Report of the Current & Future Space Needs Committee be received.

CARRIED

D19-01-15 Vice-President's Report – Nil Report

D19-01-16 President's Report –

In his report, the President addressed the following matters:

a) ASA Website

The President noted that this is an important marketing tool for ASA and that it should be used to provide more information – specifically featuring ASA committees and activities groups to encourage more interest and increase membership in ASA.

.Also, the website should have a Director as liaison with the website administrator in order to keep it current at all times. Jeanne Chislett has offered to take on this task

Andrew noted that he and Karie ensure that the monthly newsletter is uploaded to the website, and that Catherine Willens of Crimson Leaf Website Design has access to the ASA FaceBook page for other items of interest. Minutes and updates re. Directors and Committees are e-mailed to Catherine by Lydia.

Jeanne will ensure that any interesting activities/events are highlighted on the website. Directors are to review and suggest other items that could/should be added to the website.

b) Updates re John West Way

The President noted that the speed on John West Way had been reduced to 40 km and that he had contacted Councillor Rachel Gilliland and congratulated her on this improved safety measure. Dave also noted he was informed that a 3-way stop is being pursued at Amberhill. He also spoke with Councillor Gilliland regarding the bus no-parking all-day sign on the west side of John West Way to see if the hours of restricted parking can be reduced to between 7:30 and 9:30 a.m., thus providing parking for members during the day.

Moved by: J.Chislett/J.Abram
That the President’s Report be received. CARRIED

NEW BUSINESS:

D19-01-17 a) – July Newsletter – Board Page – Dave to provide content

b) Appointment of Recording Officer

Moved by: D.LeGallais/C.Hedenberg
That Lydia Schuster be appointed Recording Officer for Regular and In-camera Board meetings for the 2019-2020 Board term. CARRIED

c) Appointments of Directors as Board Liaison to Committees

The President noted that a list of Committees had been provided and asked Directors to state the committees they wished to serve on. The process resulted in the following appointments:

<u>Committees:</u>	<u>Brd.Liaison 2019-20</u>
• By-Law Review Committee:	John Scherreer
• Community Development:	Dave LeGallais
• Executive Committee:	Jan Freedman
• Finance Committee:	Cheryl Rines
• Membership & Volunteers:	Carol Hedenberg

- **Operations & Activities:** **Ron Coe**
- **Seniors Affairs & Grants:** **Jim Abram**
- **Social Committee:** **Carol Hedenberg**
- **Special Events Committee:** **Jan Freedman**

d) Updating of Directors' Reference Manuals

John Scherrer – in his role as Secretary – informed the Board that updated documents for Directors' Manuals will be provided either before or at the July Board meeting.

John also reminded Directors that the agenda included the Guidelines for Committee Liaison which calls for liaison directors to contact the current committee chairs and report committee memberships for Board confirmation.

e) ASA Deck – In response to a request made by member Donna Jewell at the June AGM, the President advised that he had spoken with Bill Hawke and arranged to have the deck doors open from 8:30 a.m. to 5:00 pm so members can use the deck and the 4 muskoka chairs during the day.

f) Library Square Open House

The President informed the Board of Robin McDougall's invitation to the Board to attend an open house for the presentation of the project. The date is: Monday, June 24 and there will be two sessions – 6:00 and 7:00 pm. Directors wishing to attend should R.S.V.P. to Nadia in Robin's office.

g) Table Tennis Group Complaint

The President reported that the table tennis group had objected to the sale of the standard table without any notice being given to them. Dave had spoken with Misaye and apologized for this omission. Jim and Ron noted that the standard table required set-up and storage and that repeated weekly set-up had resulted in constant adjustments to the table. The two replacement tables had been purchased to eliminate this and there had been no complaints. Carol further noted that at the time of the purchase, the group had been notified of the need to do this. Carol further noted that the table had been sold at the ASA Giant Garage Sale.

D19-01-18 Adjournment: the meeting was declared adjourned at 14:30 hrs

