



MINUTES

Of The

Regular Board of Directors' Meeting No. D18-12

Held on May 27, 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 Programmer
 Allie Romano, Seneca College Summer Student

A.S.A. Members: **Jane & Frank Snape, Nick Senick, 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:

D18-12-01 Approval of Agenda

Moved by: J.Scherrer/J.Freedman

That the Agenda be approved as distributed.

The President noted that the reports of the following committees were not shown on the agenda: Operations & Activities, Membership & Volunteers and Special Events.

The Agenda was approved with the above additions.

D18-12-02 Approval of the Minutes

Moved by C.Rines/C.Sequeira

That the Minutes of the Regular Meeting held April 15, 2019 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS –

D18-12-03 Clearing up Misconceptions

The President welcomed Town staff Robin McDougall, Director of Community Services and Lisa Warth, Manager of Recreation, who provided clarification regarding Council's decision to proceed with the delivery/support of Aurora Sports programs through the establishment of a Staff position – Sport and Community Development. Robin noted that this is a change in path for the continued implementation of the Activate Aurora initiative, and re-enforced that seniors and all other sports organizations are still a priority with the Town. The Town is supportive of ASA and will continue to work collaboratively to ensure positive outcomes.

The President thanked Robin for her input and noted the importance of proactive communication in clarifying misconceptions.

D18-12-04 Town's Christmas Market

The President welcomed Shelly Ware, Town Special Events Co-ordinator, who updated the Board on the Town's plans for the Annual Christmas Market events. Shelly noted that while the final location for this event will be Library Square when completed, in the interim (2019-20-21) the Christmas Market will continue to be held at the Seniors Centre location. Shelly noted every effort will be made to work collaboratively with ASA to avoid scheduling conflicts. Current plans for the market schedule are Friday evening 6:00-9:00 pm; Saturday 12:00-7:30 pm and Sunday 12:00-6:00 pm. The dates for the 3 markets at the Seniors Centre location have been determined as: 2019: Nov. 29-Dec. 1; 2020 Dec. 4-6; and 2021 Dec. 3-5.

The President thanked Shelly for her input.

D18-12-05 Sport Aurora

The President welcomed Ron Wiese and Laurie Mueller of Sport Aurora. Ron Wiese, as Chair of the Steering Committee noted that as the 3-year term of the implementation process has come to an end, the Committee wanted to express appreciation for support of Activate Aurora and Sport Aurora, Accordingly, Ron and Laurie presented framed certificates to:

- Karie Papillon – for chairing the Older Adults Network and initiating the Seniors Centre Without Walls
- Jim Abram – for serving on the Activate Aurora Steering Committee through its 3-year term
- ASA for its significant support of Activate Aurora.

Ron noted that the work done in Aurora has had an impact across the Country and Sport for Life will continue to work with Sport Aurora.

Dave in turn thanked Ron on behalf of the Board. He also took the opportunity to ask clarification of the proposed Organizing Partner in the Community Better Challenge. Ron explained that by agreeing to partner with Activate Aurora and Sport Aurora ASA would be added as a partner in the promotion of this Canada-wide challenge for title of “Canada’s most active community” and a grant of \$150,000. This involves having ASA report the total minutes for all ASA active sport activities for the period May 31-June 16 reported through downloading the ParticipaACTION app, as a group total, and promoting to members that they can do so for individual activities as well.

Jim Abram also noted that Ron is the editor for Sport Aurora and that ASA had contributed articles to the publication.

The President thanked Ron for his input.

BUSINESS FROM PREVIOUS MEETINGS:

D18-12-06 Update re Additional Storage Space Project

The President reported that following the decision taken at the April 15 Board Meeting, the ASA Current & Future Space Needs Committee had met on May 14, followed by a meeting with Town staff on May 23rd. Dave reviewed both reports (ATTACHED).

In the ensuing discussion, Jim Abram noted that a Seniors Community Grant is available that could be pursued for this project. Karie noted she has the grant particulars and would make same available to Jim.

Re. meeting with Town staff, Robin confirmed the following:

- Town is in favour of the shed concept and location on a concrete pad.
- Regarding the existing shed - Shelly Ware is interested in having it for the Christmas Market, provided it can be moved in one piece.
- re site drawings - Robin has also checked with Bill Jean and was informed these must be done by a certified architect which will have an additional cost.
- budget issues – cost of cement pad - are being addressed by the Town and a response will be provided to ASA.

The President thanked Robin for taking part in the discussion and updating the Board on developments since the May 23rd meeting. He also noted that once the details as outlined in both reports have been completed, the Space Planning Committee will report to the Board with a recommendation to enable completion of the project.

Motion by: J.Scherrer/C.Rines

That the Reports of the Space Planning Committee regarding the proposed storage shed project be received. CARRIED

D18-12-07 Conferencing System TS-770 – deferred pending receipt of additional information

D18-12-08 Seniors Adult Programs Coordinator's Report (attached)

Karie Papillon reviewed the report and respective topics:

- **Seniors Information and Active Living Fair- June1/19**
- **Fall Prevention Strategy Committee – results of engagement project**
- **Prevention of Elder Abuse Committee**

Motion by: C.Sequeira/J.Freedman

That the Board support the Elder Abuse Committee of York Region's Hello Beautiful Fashion Show and Silent

Auction by purchasing a one-quarter (1/4) page ad in the Program Catalogue at at cost of \$100. CARRIED

- **Welcome Wagon request**

Motion by C.Rines/J.Freedman

That the Board not agree to the Welcome Wagon request to Advertise employment positions to ASA members.

CARRIED

- **Parking update** - communication with Town staff confirms that parking lot cannot be reconfigured to increase parking spaces, nor will street parking be marked.
In response to the President's question regarding changing the West side bus stop times restrictions to enable parking on the road, Robin McDougall suggested that ASA write to YRT requesting consideration given the change in bus route, as well as other transportation concerns.

The President noted that with the move of By-Law Services and Parks & Recreation Departments to Operations Centre in the fall, parking congestion may be alleviated.

- **Security Camneras update** – ASA can proceed with installation of the two recording cameras that are part of the Woodshop system – one in the lobby and the other in the kitchen per Town guidelines. Bill Hawke will undertake installation. Directors noted that the system can support additional cameras that could be used to monitor the parking lot. Karie is to pursue this with Town and report at the next Board meeting.
- **New Horizons Grant and Seniors Community Grant**
Karie advised she would be applying for both grants to for funds associated with the Seniors Centre Without Walls program – namely to provide home-bound users of the program

periodic opportunities to meet as a group. Karie requested the Board's support for these applications.

Motion by: J.Scherrer/J.Abram

That the Board provide letters of support for the Adult Programs Co-ordinator's New Horizons & Seniors Community Grants applications. CARRIED

Moved by: J.Freedman/R.Coe

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

D18-12-09 Treasurer's Financial Report to April 30, 2019 (attached)

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

The report consists of:

- Balance Sheet as of 30 April 2019
- Statement of Operations April 2019 -
- Statement of Operations January through April 2019

Motion by: J.Freedman/J.Scherrer

That the Financial Report for April 2019 be received. CARRIED

D18-12-10 COMMITTEE REPORTS -

The following committees had Nil reports:

- Community Development Committee
- Social Committee
- Membership & Volunteer Committee
- Seniors Related Issues & Grants
- Transportation Ad-Hoc Committee

D18-12-11 By-Law Review Committee – Verbal Report

Committee Chair John Scherrer reported that the Committee had met on May 14 and reviewed the By-Law report for the 2019 AGM. John thanked Committee members Ron Coe, Nick Senick and Lydia Schuster for their contributions, and noted that Ron who had served for the past 3 terms would not be continuing in order to enjoy time with Jan and personal pursuits.

John also circulated a sample of the ASA presentation pen-set that had been approved at the April board meeting and produced in the Woodshop with Don Overington. Karie suggested that the Board consider presenting the set to Joan Levert who is retiring after 14 years as co-ordinator of the Sew Much Fun Activity.

Motion by: J.Freedman/C.Rines

That the Board present Joan Levert with the ASA pen-set in recognition of her long-time leadership of the Sew Much Fun Activity.

CARRIED

D18-12-12 Executive Committee – Report Attached

The President reviewed the report of the meeting held April 22/19 called to address concerns raised by Social Committee Chair Bob Palmer.

Motion by: C.Rines/C.Sequeira

That the Board receive the report and ratify the Executive Committee decisions.

CARRIED

D18-12-13 Finance Committee – Report attached

Committee Liaison Charles Sequeira presented and reviewed the report of the meeting held May 10, 2019:

- Review of Financial Statements for April 2019
- BDO Canada Review Engagement - auditors' initial draft of ASA's unaudited Financial Statements for Y/E Dec. 31, 2018 was reviewed
- Spring Sale Report – net income \$9,924.30.
- Charitable Donations for the 2019 calendar year
- Sponsorship of ASA Memberships & Gold Cards – deferred to June Board Meeting

Motion by: J.Freedman/R.Coe

That the Report of the Finance Committee be received.

CARRIED

D-18-12-14 Membership & Volunteers – Verbal report

Board Liaison Carol Hedenberg presented the following Let-Us-Know comments:

- **Request for regularly-scheduled industrial cleaning of kitchen:**
Karie offered to explore this with the Town’s Operations Supervisor
- **West-MacKenzie Room Water Fountain Reserve – too small for number of users –** Karie again offered to pursue this with Operations Supervisor
- **Book Club proposal that ASA purchase a copy of Book Club selections for ASA Library –** Board agreed that this would be added task for library volunteers, so not viable
- **Thank you to Food Services Volunteers for Italian Lunch**
- **Yearly card for coffee –** Board determined this is not feasible
- **Request for small microwave oven in lounge – also not feasible**
- **Request for accessibility button for Craft Room –** Karie again offered to pursue this with Operations Supervisor

D18-12-15 Operations & Activities Committee (Attached)

Committee Liaison Ron Coe presented and reviewed the report and recommendations of the committee meeting held May 14, 2019:

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

That the Board approve \$1008.75. to purchase a 4x8 ft. section of the stage. **CARRIED**

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

That the Board approve \$299. plus applicable tax for the purchase of a butcher block for the kitchen from Home Hardware. **CARRIED**

c) Moved by: J.Scherrer/C.Rines

That the following recommendations of Operations & Activities Committee be approved:

- **\$176. + taxes to purchase a cabinet for the Stamp Group**
- **\$400. for the purchase of supplies by the Garden Club**
- **\$200. and 8 Activity Cards for Poker group tournaments**
- **\$3,500. to repair two snooker tables**
- **\$700.US for the purchase of 600 My Seniors Centre ID tags.**

CARRIED

d)Moved by: J.Scherrer/R.Coe

That the Report of Operations and Activities Committee be received.

CARRIED

Ron also advised that he is resigning from his responsibilities as Woodshop co-ordinator and that Don Overington will be taking over those responsibilities

The President and all Directors thanked Ron for his long-time dedication to the Woodshop and thanked Don for accepting the role.

D18-12-16 Special Events Committee (Attached)

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

- a) Committee Membership – voting group
- b) Review of recent and upcoming events

Moved by: J.Freedman/C.Sequeira

That the Report of Special Events Committee be received.

CARRIED

D18-12-16 Transportation Ad-Hoc Committee

John Scherrer reported verbally that following the results of the recent survey, the committee had met and discussed possible options for approaching YRT re. improving transportation service to the Centre. Karie pointed out that the transportation issue had been addressed by previous committees with no measurable improvement..The ensuing discussion resulted in

Motion by: J.Abram/C.Rines

That the Transportation Ad-Hoc Committee be dissolved.

CARRIED

D18-12-17 ASA Current and Future Space Needs Ad-Hoc Committee

The President noted that the reports (attached) were discussed in conjunction with the update regarding the ASA storage project.

D18-12-18 Conduct Review Ad-Hoc Committee

The President reported that a complaint had been received on April 20th and that the Committee had met and resolved the issue with the participants on May 9th.

Motion by: J.Scheerrer/C.Sequeira

That the verbal report of the Conduct Review Ad-Hoc Committee be received.

CARRIED

D18-12-19 Vice-President's Report – Nil Report

D18-12-20 President's Report –

In his report, the President addressed the following matters:

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

The President reported that his presentation had been well received.

b) Reminder re. Directors' Caucus Meeting for 2019:

c) **ASA Website** – the website has been updated to reflect current status. Dave proposed that Directors check and review Board information provided on the website for discussion once the new board is constituted.

d) Sports Aurora – re. Organizing Partner in “Community Better Challenge”

The President noted that he had received an e-mail request for ASA to join the above campaign as an organizing partner. Dave noted that Ron Wiese had provided the details which would mean that ASA

would be added in the promotion of the project should ASA decide to join as a partner. Karie noted that it would involve monitoring the ASA sports groups and recording group participation minutes and reporting totals to Sport Aurora for the duration of the May31-June 16 period.

Motion by: J.Freedman/J.Abram

That ASA participate as an Organizing Partner in the Sport Aurora Community Better Challenge. CARRIED

e) Presentation of Committee Chairs and Members at 2019 AGM
The President proposed that in recognition of the service that the standing committees provide to ASA and its members, the Chairs and Members should be asked to stand for recognition by the membership.

D18-21-21 Past-President's Report – Nil report

NEW BUSINESS:

**D18-12-22 a) – June Newsletter – Board Page –
Notice re.2019 Annual General Meeting - attached**

**b) Draft Agenda for 2019 AGM for Directors' review
(attached)**

c) Computer Club Strategy

Cheryl Rines presented and reviewed the report (attached), advising that after May formal computer instruction would no longer be provided at the Centre, and that the Club would focus on the Cyper Seniors product supported by volunteers during the Tuesday afternoon drop-in sessions.

Motion by: C.Rines/J.Scherrer

That the Computer Club Strategy report be received. CARRIED

D18-12-22 Adjournment: the meeting was declared adjourned at 15:10 hrs

