



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D19-012**

**Held on July 15, 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**

**Regrets:**                      **Ron Coe**

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

**A.S.A. Members:**              Jane Snape, Charles Sequeira, Bob Hedenberg,  
                                 Nick Senick

**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:**

**D19-02-01 Approval of Agenda**

Moved by: C.Rines/J.Freedman

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

**CARRIED.**

**D19-02-02 Approval of the Minutes**

Moved by J.Scherrer/J.Abram

**That the Minutes of the Regular Meeting held June 17, 2019 be approved as distributed.**

**CARRIED**

**PRESENTATIONS/DELEGATIONS**

**D19-02-03 ASA WiFi Service**

Bob Hedenberg, Computer Club Co-Chair informed the Board of the promotional offer from Rogers, current ASA WiFi provider.

Bob noted that the current service, Business 30, provides for 30 megabits/second download speed and 5 mbps upload at a monthly cost of \$92.99+ tax. The new offer is for Business 150 which provides 150 mbps download and 20 mbps upload for \$54.99 with tax for a 2-year contract, which means that ASA would have to pay for any remaining months of contract if service is cancelled prior to the completion of the 2-year term.

Moved by: C.Hedenberg/J.Abram

**That the Board accept Rogers Communications' offer of the Business 150 plan for WiFi service at \$54.99 including taxes for a two-year contract term.**

**CARRIED**

**BUSINESS FROM PREVIOUS MEETINGS:**

**D19-02-04 Update re Storage Shed Project**

The President reported verbally that Ron Coe had a representative from Old Hickory Sheds (shed supplier) visit the proposed site and pad and had confirmed that it will accommodate a 14 x 36 foot shed.

Dave noted that the Town's new Facilities Manager Doug Bertrand is now looking after this project and in an e-mail dated July 5 had indicated that a contractor quote for the work on the pad is expected shortly. The outstanding issue is the financing of the pad, which Robin McDougall was to report on i.e. whether it can be done with 2019 capital budget or postponed for 2020 budget inclusion. Doug is to follow up with Robin.

**D19-02-05 Conferencing System**

The President reported that Bill Hawke is still waiting for details on a less expensive alternative.

**D19-02-06 Donor Recognition – Inheritance Bequests**

The President noted that with the recent bequest received from the estate of Ruth Gilson and potential future donations, a formal recognition in the form of a commemorative plaque should be pursued.

Moved by: J. Abram/C.Hedenberg

**That the Board establish a commemorative plaque in appreciation and recognition of deceased members' estate bequests to ASA.**

**CARRIED**

**D19-02-07 ASA Website**

The President reported that he, Jeanne Chislett and Catherine Willens (website administrator) had met and discussed potential improvements to the website e.g. featuring activities and possibly videos, events, volunteer opportunities, members' comments on a monthly basis that would generate more reader/visitor interest and generally promote the ASA. To that end, Dave and Jeanne will send an e-mail to all ASA activity leaders to request input for the website, and further will meet with Catherine the third Wednesday of each month to provide features for monthly uploading.

In the ensuing discussion, it was noted that the monthly Newsletter that is uploaded to the website provides much of the activities/events information. As well, Karie and Andrew pointed out that the Facebook link on the website provides videos and daily/weekly updates of activities and events. Karie proposed that as a starting point, Dave and Jeanne meet with her and Andrew to review the current marketing tools to determine potential improvements that could be implemented to make the website content current on a monthly basis. This meeting is to take place Wed., July 24 at 10:30 a.m.

**D19-02-08 Directors' Reference Manual June 2019**

Board Secretary John Scherrer distributed update packages for inclusion in the Directors' Manuals, noting that the Contents page

(attached) indicates files (shown in red ink as approved at the June 12/19 AGM) that had been revised/replaced during the 2018-2019 term.

**D19-02-09 Seniors Adult Programs Coordinator's Report (attached)**

Karie Papillon reviewed the report and respective topics:

**a) Let Us Know May/19 updates**

Accessible entrance to the craft room: button in place project completed July 9<sup>th</sup>

Water in the West McKenzie: Bill Hawke has repaired the faulty valve and water flow is now adequate to users' needs

"Deep" cleaning of the kitchen: Karie reported that the quote for services requested is still to come. Carol Hedenberg noted that since the cleaning concerns have been communicated, the kitchen is cleaner. Karie noted that kitchen cleanliness has never been identified by the twice/yearly Health and Safety inspections.

**b) First Aid Kit – Woodshop**

Karie reported that the Woodshop first aid kit needs updating and requested \$100. annually for this purpose.

Moved by: J.Freedman/C.Rine4s

**That \$100. Annually be approved to update contents of the Woodshop First Aid Kit.**

**CARRIED**

**c) Non Member Access to Seniors Centre**

Karie proposed that the Board update the information to be provided by Reception volunteers to non-members (including visitors who have previously held a guest pass) accessing the Seniors Centre during ASA hours of operation, and distributed a copy showing the information on record. i.e.

- Areas visitors can access: Washrooms, Lounge, Lobby
- ASA hours of Operation

Moved by: C.Hedenberg/C.Rines

**That the Board approve updating the notice for non-member visitors to the Seniors Centre during ASA hours of operation.**

**CARRIED**

**d) Computer Room lock-up at 5:00 p.m.**

In conjunction with the Non-Member Access decision, Karie proposed that on Tuesdays and Fridays when ASA hours extend beyond 5:00 p.m., the Computer Room doors be open from 8:30 a.m. to 5:00 p.m. and locked at all other times. Karie had confirmed with Computer Club Co-Chair Bob Hedenberg that this would not limit members' access as a computer is still available in the ASC book room/library.

Moved by: C.Hedenberg/J. Abram

**That on Tuesdays and Fridays the Computer Room doors be open from 8:30 a.m. to 5:00 p.m. and locked at all other times.**

**CARRIED**

Moved by: J. Abram/J.Freedman

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

**CARRIED**

**D19-02-10 Treasurer's Financial Report to June 30, 2019 (attached)**

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

The report consists of:

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

Motion by:C.Rines/C.Hedenberg

**That the Financial Report for the period ended June 30, 2019 be received.**

**CARRIED**

**D19-02-11 COMMITTEE REPORTS -**

The following committees had Nil reports:

- Community Development Committee

- Executive Committee
- Social Committee
- Membership & Volunteer Committee
- Operations & Activities Committee
- Special Events Committee

**Ad-hoc Committees**

- Conduct Review Ad-Hoc Committee
- ASA Current & Future Space Needs

**D19-02-12 By-Law Review Committee; Report Attached**

Committee Chair and Board Liaison John Scherrer distributed for **discussion** the report of the meeting held July 9<sup>th</sup> at which the feasibility of 2-year terms for Board members was deliberated as directed by the Board at the June 17/19 meeting.

John noted that the Committee’s options were: a) no change to the current By-Law #1 Sec’n. 1.03 which provides for directors to serve two consecutive three (3) year terms

b) convert some positions to a two (2) year term to ensure continuity as well as providing opportunity for a shorter commitment (John had provided an example of how this model could be incorporated in upcoming elections in 2020-2022)

c) increase the one-year hiatus to two years (to provide opportunity for new nominees)

A discussion ensued and resulted in:

Motion by: C.Hedenberg/J.Freedman

**That the current provision in By-Law #1 Section 1.03 for two three (3) year terms of office be retained.**

**CARRIED**

Moved by: C.Rines/J.Abram

**That the Report of the By-Law Review Committee be received.**

**CARRIED**

### **D19-02-13 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 June 2019
- Investment Strategy to minimize credit risk re. the two Bank of Montreal GIC's maturing July 28/19. The Treasurer has been working with all three Financial Institutions to this end.
- Treasurer's vacation dates Aug. 12 – 26<sup>th</sup>. Ruth Church also away Aug.12-16 – so no bills/cheques will be accepted/issued during that period.
- Charitable Donation tax receipt and letter has been mailed to the Executors of the estate of D.Ruth Gilson
- Committee membership for 2019-20 confirmed: Virginia Bodnar, Charles Sequeira, Ruth Church, Anita Freedland and Nick Senick.

Moved by: J.Abram/J.Scherrer

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

**CARRIED**

### **D19-02-14 Membership & Volunteers Committee**

Board Liaison Carol Hedenberg noted that the committee did not have a meeting, but three Let-Us-Know comments had **been** posted:

- Bocce request for shade umbrellas Carol reported that she and Dave LeGallais had met with the Bocce group and proposed that 3 existing umbrellas (from deck) will be placed at the north and score-board ends of the bocce courts. Once the storage shed is in place the matter will be reviewed.
- Request for small table/wall hooks/shelf in ladies' washrooms Carol reported that she had discussed this with Bill Hawke and he had agreed to determine the most-doable option to address concerns.
- Request for additional roll-out awnings for deck there are four umbrellas on deck and two roll-out awnings currently available. Deck users also have access to cool areas inside the centre. Awnings in the peak area are structurally not viable.

Moved by: J.Chislett/J.Scherrer  
**That the Let-Us-Know comments be received.**

**CARRIED**

**D19-02-15 Seniors Affairs and Grants Committee – Report Attached**

Board Liaison Jim Abram presented and reviewed the Committee’s updated list of responsibilities which now includes the processing of donation requests formerly reported through the Community Development Committee.

Carol questioned the use of the phrases: “Acting as ASA liaison” and “Representing ASA”. Jim confirmed in all cases the Committee represents ASA.

Moved by: C.Hedenberg/J.Chislett

**That the Report of the Seniors Affairs and Grants Committee be received and that the Committee’s Responsibilities be approved.**

**CARRIED**

**D19-02-16 Vice-President’s Report**

Jan Freedman reported that she had contacted Tracy Abel and would arrange to deliver the John’s ASA certificate and gift in person.

**D19-02-17 President’s Report**

In his report, the President addressed the following matters:

a) **Reminder to Board Liaison Directors** to contact respective Committee Chairs re. committee voting members for confirmation at the August Board Meeting.

**b) Library Square**

Dave reported he had attended the June 24<sup>th</sup> open house presentation of the project and distributed the information pamphlet from that meeting. He also noted that the Town website includes weekly updates on the project status. At the July 16 Council meeting, staff will seek council approval to move the project to the next stage. Dave noted that project estimated cost is \$42 million.

**c) Town Aquatics Facilities**

Dave reported that he had attended the public consultation meeting regarding current and future aquatics facilities. The Town has hired a consultant to undertake this study.

**d) International Singing Group**

The President reported on the recent introduction of the International Singing Group activity, noting that Karie had been approached on June 3<sup>rd</sup> for space for the activity. At that time, the request was to accommodate 8-9 people. Karie offered the Wycliffe Room , which has a maximum capacity of 12 people, for a Tuesday morning session since the start of the activity, the participating group has grown to well beyond the room capacity and has the potential to have 30-40 members.

As a result, Dave, Carol and Andrew met with the group organizers and proposed that:

- they attend the next Operations & Activities Committee meeting and present their request for space for this activity in accordance with the ASA Procedure re. New ASA Activities
- Suggested another venue that can accommodate their group size
- Group members who have recently paid for ASA membership in order to participate in this activity could have their membership fees reimbursed.

The group organizers advised they will attend the O&A Committee meeting in August.

**NEW BUSINESS:**

**D19-02-18 a) – August Newsletter – Board Page – Dave to provide content**

**D19-02-19 Adjournment: the meeting was declared adjourned at 15:27 hrs**