



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D19-03**

**Held on August 19, 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)**  
                                 **Jim Abram, Ron Coe**  
                                 **Jeanne Chislett, Carol Hedengerg**

**Regrets:**                      **Cheryl Rines (Treasurer)**  
                                 Karie Papillon, Adult Programs Coordinator

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

**A.S.A. Members:**              Jane & Frank Snape, Charles Sequeira, Don Overington  
                                 Nick Senick, Julia Jackson

**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:**

**D19-03-01 Approval of Agenda**  
                                 Moved by: J.Freedman/J.Abram  
                                 **That the Agenda be approved as distributed.**

Carol Hedenberg requested the addition of **Surveillance Camera in Seniors Centre Lobby** under New Business.

The agenda was approved with the added item.

**CARRIED**

**D19-03-02 Approval of the Minutes**

Moved by J.Scherrer/J.Freedman

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

**CARRIED**

**PRESENTATIONS/DELEGATIONS - NIL**

**BUSINESS FROM PREVIOUS MEETINGS:**

**D19-03-03 a) Conferencing System**

In Bill Hawke's absence – John Scherrer provided an overview of the alternative conference system that he and Bill had researched at the AV Shop in Markham. The system – VOCOPRO – DIGITAL PLAY 16-HYBRID WIRELESS HEADSET LAPEL.MIC SYSTEM – is portable and appears to be a viable alternative for ASA needs. John indicated that Bill is still in discussions with the supplier. Accordingly, it was agreed to defer the matter to the September Board Meeting.

**b) Seniors Centre Temperature issues**

The President reported that given the ongoing requests for temperature adjustments in the Centre, he and Carol had met with Bill Hawke who explained that the temperature in the Centre is controlled by 4 thermostats and that in order to maintain a consistent temperature throughout, he determined that three thermostats should be set at 72F and the one in the West-MacKenzie Room should be maintained at 70F.

Directors agreed that while this may not be ideal for all Centre users, Bill's recommendation should be implemented.

Motion by: J.Freedman/J.Abram

**That the Board approve Bill Hawke's recommendation that 3 thermostats controlling activities rooms in the Seniors Centre be set at 72 degrees F, and the one in the West-MacKenzie Room be**

set at 70F, and that this be communicated to the membership in the monthly newsletter and via an E-Flash.

CARRIED

**D19-03-04 Update re Storage Shed Project**

The President referred to the e-mail communications with Town staff (August 12/19 attached) and added that he had followed up with Doug Bertrand (Aug.13/19) to verify whether the installation of the pad would be done in 2019 should the tender price come in as estimated. Dave is still waiting for a reply to his enquiry.

Ron Coe cautioned that along with pursuing the pad, the existing shed needs to be removed and noted that Shelly Ware had expressed interest in having it for her events if it can be moved in one piece. Dave is to pursue this with D. Bertrand.

**D19-03-05 Donor Recognition – Inheritance Bequests**

Following up on the decision of July 15/19 -

*“That the Board establish a commemorative plaque in appreciation and recognition of deceased members’ estate bequests to ASA” –*

Jan Freedman proposed that the heading on the plaque read:

“The Aurora Seniors Association acknowledges and thanks the following members for their generous bequests”

Jim Abram suggested that the heading include the A.S.A. Logo and that the word “The” be removed from the heading.

Regarding the plaque itself, Carol Hedenberg circulated examples of plaques, which resulted in

Motion by: R.Coe/J.Freedman

**That the Board approve the purchase of plaque #T19-128500B – 10.5” x 13” with 18 plates and blue marble finish;**

**and that the heading include the ASA Logo and the following text:**

**Aurora Seniors Association acknowledges and thanks the following members for their generous bequests.**

CARRIED

**D19-03-06 ASA Website**

The President reported that he, Sylvia Gilchrist, Karie and Andrew had met and discussed potential improvements to the website that

could be implemented immediately to provide more current information of ASA activities. Accordingly, it was agreed that the FaceBook link should be moved to a more prominent location on the website home page, as Karie and Andrew post to FaceBook current and ongoing activities. A meeting will be held with Catherine Willens to effect this update to the website.

**D19-03-07 2019-2020 Committee Memberships (attached)**

Committee memberships, chairs, liaisons were reviewed and confirmed as per the attached listing for 2019-2020 board term.

**D19-03-08 2019-2020 Board Photo – Carol Hedenberg to arrange.**

**D19-03-09 Seniors Adult Programs Coordinator’s Report (attached)**

Andrew Bailey reviewed the report which primarily focused on the date of the Town’s Emergency Operations Exercise – that being Wednesday, October 30<sup>th</sup> – and the areas and activities that will be cancelled for that day.

Motion by: J.Freedmn/C.Hedenberg

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

**CARRIED**

**D19-03-10 Treasurer’s Financial Report to July 31, 2019 (attached)**

John Scherrer presented the financial report on Cheryl Rines’ behalf: The report consists of:

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

John provided the following clarifications regarding the July Financial Report:

1. **Page 1 of the Balance Sheet.** Two BMO investments matured in July, valued at approx. \$120,700. On July 29, we purchased a Meridian 3-year GIC valued at \$80,000. (Acct #1045). On July 30, we purchased an 18-month BMO Trust GIC, valued at \$40,000. (Acct #1040).

2. **Page 2 of the Statement of Operations July 2019.** Acct #4142 Spring Sales shows revenue of \$605. This amount represents several pieces of jewellery left over from the Spring Sale. The Association sold these pieces for Gold and Silver.

3. **Page 3,** Acct # 5030. \$3.353. most represents repairs to 2 pool tables.

Motion by:R.Coe/J.Chislett

**That the Financial Report for the period ended July 31, 2019 be received.**

**CARRIED**

#### **D19-03-11 COMMITTEE REPORTS -**

The following committees had Nil reports:

- Executive Committee
- Finance Committee
- Seniors Affairs & Grants Committee
- Social Committee
- Membership & Volunteer Committee
- Special Events Committee

#### **Ad-hoc Committees**

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

#### **D19-03-12 By-Law Review Committee; Report - Attached**

Committee Chair and Board Liaison John Scherrer reviewed the report of the meeting held Aug. 13<sup>th</sup> at which By-Law 1.03.03 – Director Elections and the corresponding Procedures for Election of Directors were discussed. The committee is recommending the following changes (in italics) to both documents.

**D) Motion** by: J.Abram/J. Freedman

**That the Board approve amending Section 1.03.03 (Elections) of By-Law #1 as follows:**

**By-law 1.03.03 Elections**

- a) Elections will be held to replace the THREE (3) Directors who will be completing their terms of office, plus other vacancies however caused. The election of Directors to fill appropriate positions shall be by ballot unless the number of nominees for each position is only ONE (1) , in which instance all the nominees shall be acclaimed and seated as Directors, if otherwise qualified to be such. (Unchanged)
- b) *Candidates seeking election to the Board of Directors may only stand for election to one of the terms of office available in an election. The candidate has the option to change their selected term only within the nomination period. (NEW)*
- c) The Board shall appoint an Ad-Hoc Nominations and Elections Committee Chairperson *within six (6) months of the call for elections in each year. (former Par. a, modified)*

**CARRIED**

II) Motion by: J.Scherrer/C.Hedenberg

**That the Board approve the changes to the Procedures for the Election of Directors (attached) as shown in Paragraphs 2, 4 and 5.**

**CARRIED**

**D19-03-13 Community Development Committee (Attached)**

Board Liaison Dave LeGallais presented and reviewed the report of the committee meeting held July 30, 2019 covering:

- Updates and Ongoing Events
- September 18 & October 9 Seminars
- Table displays
- Updates and Possible Seminars

Motion by: J.Abram/J.Freedman

**That the report of the Community Development Committee be received.**

**CARRIED**

**D19-03-14 Membership & Volunteers Committee**

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

- Donna Jewell thanked the Board for arranging to have deck accessible for use during day-time hours
- Re: ASA Dances & Ballroom Dance Pgms. Request re. providing service for singles to match up as dance partners.  
Board response: ASA dances are social activities that do not require partners. Ballroom Dance Pgms. are Town-organized instruction programs.

**D19-03-15 Operations & Activities Committee (Attached)**

Board Liaison Ron Coe reviewed the report of the meeting held August 13/19 at which the following matters were discussed:

- a) Updates re. current/on-going activities
- b) **International Singing Group:** A brochure is being printed in Mandarin for easier understanding of the times and rules of the Centre. To accommodate the larger participation group, the craft room would be available on Thursday mornings from 8:30 to 10:00 a.m.

Motion by: J.Scherrer/J.Abram

**That the International Singing Group activity be offered the use of the Craft Room on Thursday mornings from 8:30 to 10:00 a.m.**

**CARRIED**

- c) **Wood Carver Beginner Classes – Tuesday evenings**

Motion by: J.Abram/J.Chislett

**That the Board approve \$370. to purchase 3 sets of wood carving kits for beginner classes to be held Tuesday evenings.**

**CARRIED**

- d) Motion by: J. Scherrer/J.Abram

**That the report of Operations & Activities Committee be received.**

**CARRIED**

## **D19-03-16 Vice-President's Report – Nil Report**

## **D19-03-17 President's Report**

In his report, the President addressed the following matters:

a) **Agenda Items for Quarterly Meeting with Robin McDougall.**

The meeting is scheduled for Friday, September 20<sup>th</sup> at 10:00 a.m.

Dave requested input from Directors re. agenda items.

Jim suggested that the agenda include updates re:

- a) lighting and security cameras audit and
- b) Storage Shed status

b) **ASA Monthly Board Meetings**

Dave reported that the Monday afternoon Mahjong group that up until the present had been relocated from Activity Room C to the Wycliffe Room on the third Monday/month to free up Rm.C for Board Meetings, has outgrown the limited space in the Wycliffe Room. Therefore, with no other space available, the only option is to move Board Meetings to the Town Hall in the Leksand Room starting in September and continuing through December.

Motion by: J. Abram/R.Coe

**That monthly Board Meetings be held at Town Hall in the Leksand Room commencing September 16 and continuing through December 2019.**

**CARRIED**

c) **Budget Bistro – Team 2**

Dave reported that Team 2 still needs a co-ordinator in order to maintain the weekly budget bistro lunches that are to resume in October. Dave reported that 3 members of Team 2 have indicated they may work together to fill that responsibility. A meeting will be held with the team to discuss options.

Carol Hedenberg noted that another member has also offered to consider the role.

d) **Lawyer's Request**

The President referred to the request letter and member's consent form for the provision of information regarding the member's participation in Seniors Centre activities. John Scherrer noted that the request as presented does not contravene ASA's Privacy Policy.

Motion by: C. Hedenberg/J.Scherrer

**That the Board approve releasing available information as requested.**

In the ensuing discussion Carol Hedenberg noted that the member had joined ASA as of March 20, 2019 and that the member had taken part in Town Programs only - there is no record of participation in ASA volunteer activities. Directors also noted that the request is not addressed to A.S.A. specifically

Accordingly the motion on the floor ws not voted on and was replaced with:

Motion by: C. Hedenberg/J.Chislett

**That ASA inform Charlene Lewin of Will Davidson LLP that their client has been a member of ASA since March 20, 2019 and there are no records of participation in ASA volunteer-organized activities at the Seniors Centre.** **CARRIED**

## **NEW BUSINESS:**

### **D19-03-18 a) – CHATS Request for ASA participation/support of Richmond Hill Road Rally and Golf Tournament**

The President reviewed the two events and CHATS' request for participation and sponsorship. Dave also noted that the details of both events had been circulated to members by E-Flash and that ASA had participated in the 2019 CHATS Walk for Wellness and donated \$250. to that event.

### **b) Town of Aurora Cultural Directory**

The Town of Aurora is inviting local cultural organizations, business and individuals to apply for a free listing in Aurora's 2020 Cultural Diectory.

Motion by: J.Freedman/J.Abram

**That AS.A. participate in Aurora's 2020 Cultural Directory.** **CARRIED**

**c) September Newsletter – Board Page – Dave to provide content.**

**d) February & May 2020 Board Meeting Dates**

John Scherrer noted that the Family Day (Feb.) and Victoria Day (May) statutory holidays fall on Mondays that would normally be Board Meeting Dates.

The options for rescheduling are to either move the board meetings to one week earlier or one week later.

It was agreed by general consensus that the preference is for one week later.

**Accordingly – the February 2020 Board meeting will be on February 24 and the May Board Meeting will be on May 25.**

**e) Surveillance Camera in Lobby and Woodshop**

Carol Hedenberg reported that the the cameras covering the Woodshop and Seniors Centre Lobby are now operational. Andrew and Allie noted that a notice to this effect is posted on the entrance doors.

**D19-03-19 Adjournment: the meeting was declared adjourned at 14:58 hrs.**