



MINUTES

Of The

**Regular Board of Directors' Meeting No. D19-04
Held on September 16, 2019
At the Aurora Town Hall, Leksand Room**

Presiding: Dave LeGallais, President

**Directors Present: Dave LeGallais (President)
Jan Freedman (Vice President)
John Scherrer (Secretary)
Cheryl Rines (Treasurer)**

**Jim Abram, Ron Coe
Jeanne Chislett, Carol Hedenberg**

**Staff Members: Karie Papillon, Adult Programs Coordinator
Andrew Bailey, Assistant Adult Programmer**

A.S.A. Members: Frank Snape, Charles Sequeira, 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 12:58 hours.

On motion duly moved, seconded and carried it was resolved that:

D19-04-01 Approval of Agenda

Moved by: C.Hedenberg/J.Chislett

That the Agenda be approved as distributed.

Carol Hedenberg requested the addition of **ASA 2019 Holiday Charity** under New Business.

The agenda was approved with the added item.

CARRIED

D19-04-02 Approval of the Minutes

Moved by J.Scherrer/J.Freedman

That the Minutes of the Regular Meeting held Aug.19, 2019 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS - NIL

BUSINESS FROM PREVIOUS MEETINGS:

D19-04-03 Update re Storage Shed Project

Ron Coe provided a verbal report noting that a constructive meeting had taken place with Doug Bertrand on Sept. 4th. Doug Bertrand reported that the foundation drawings had to be re-done, and the next step was to obtain quotes from 3 local contractors. The Town will look after removal of the existing shed.

Regarding the shed itself, Ron noted that the following additional needs:

- *the loft area will need two small windows to provide some natural light – cost: \$150.

- *a small window (2'x3', double pane) is needed in the lower level of the structure – cost: \$230.

- *the shed comes with one door at the front. Bill Hawke checked fire regulations and was informed that one door is sufficient. However, upon questioning by directors, Bill agreed a second door may be needed in future. The cost of adding a door is \$345.

Ron noted that the approved budget (\$30,000.) allows for the added features.

Ron also reported that the supplier – Old Hickory – had vacated their Industrial Parkway location – Ron had contacted them and was assured there would be no additional delivery charges.

Re. Winter construction – supplier confirmed that they will work as long as the ground is free of snow/ice.

As well, the contract with Old Hickory can be finalized via the internet.

Electrical service (200 AMP) to be installed by Town.

Dave LeGallais noted he had received an e-mail from Doug Bertrand (Sept.11) advising that the request for quotes on the pad had been sent to eight contractors with a response due date of Sept. 24

a) Motion by: C.Hedenberg/J.Freedman

That the Board approve the addition of a second door to the shed at a cost of \$345. CARRIED

D19-04-03 A) Seniors Centre Temperature issues

Bill Hawke reported that for the most part the temperature settings in the Centre are stabilizing. The Craft Room and Priestly Room continue to have issues. Bill explained he has been able to alleviate these by switching the thermostat control to “heat” to reduce the influx of cold air and reset once the temperature normalizes. He also noted that additional sensors are needed in Activity Rm. C and the Craft Room. Karie advised that the Town will be conducting an energy audit and the additional sensors could be provided through that process.

B) Conferencing System

Bill Hawke distributed information regarding the alternative conferencing system that he had researched to better serve ASA needs. The system – VOCOPRO – DIGITAL PLAY 16-HYBRID WIRELESS HEADSET LAPEL.MIC SYSTEM – is portable and would suit various ASA user groups – Board, Computer Club, Silver Stars as it can easily be added to the West-MacKenzie sound system.

The supplier is AV Shop.ca and the t cost of the system is \$3,972. plus taxes of \$516.36 for a total cost of 4,488.36.

Bill advised that he will personally visit the supplier to determine the viability of the system and if possible arrange for a demonstration.

Motion by: J. Abram/J.Freedman

That the Board approve the purchase of the VOCOPRO – DIGITAL PLAY 16-HYBRID WIRELESS HEADSET LAPEL.MIC SYSTEM at a total cost of \$4,488.36 including taxes, pending Bill Hawke’s investigation of the system.

CARRIED

D19-04-05 Donor Recognition Plaque

Carol Hedenberg reported that she will have the plaque available for the October Board Meeting.

D19-04-06 ASA Website

Jeanne Chislett reported that the Website committee consisting of Jeanne, Sylvia Gilchrist, Dave LeGallais, and Andrew had met with Catherine Willens on Sept. 5th and discussed improvements to the website that could be implemented immediately to make the website more user friendly.

Andrew advised that following that meeting, the website has been updated to show daily activities and photos of recent events. The FaceBook link will be moved to a more prominent location on the Home page.

Jeanne advised that Linda LeGallais will liaise with activity groups for feature stories and testimonials.

The Committee will meet each month on the third Wednesday to provide direction to Catherine Willens for new updates.

D19-04-07 2019-2020 Board Photo – Carol Hedenberg reported that she had arranged with Tom Yates for a board photo to be taken at the October 21st Board Meeting at 2:00 p.m.

D19-04-08 Lawyer's Request – The President noted that a copy of the response letter was included in the agenda package. The letter was mailed on Sept. 10.

D19-04-09 Budget Bistro – Kitchen Co-ordinator Carol Hedenberg reported that the two Budget Bistro volunteer teams are all set to resume lunch service as of Oct. 9th.

D19-04-10 Seniors Adult Programs Coordinator's Report (attached)
Karie Papillon reviewed the report which focused on the following:

- CHATS & Ontario Health Team Information Session – Wed., Sept. 18th from 9:30-10:30 a.m. in Priestly Rooms. Purpose – to hear from seniors regarding proposed health delivery structure.

- Volunteer Appreciation Event for 2020

Moved by: C.Hedenberg/R.Coe

That the Board approve financial support for 50% of associated costs – up to \$2,500. as in previous years.

CARRIED

*Town’s Emergency Operations Exercise –Wednesday, October 30th
 – 8:00 a.m. – 5:00 p.m. – West-MacKenzie Room; 8:00 a.m.-2:00 p.m. in Craft Room. Programs & Activities to be cancelled: Tai-Chi; Chair Tai Chi; Let’s Create, Budget Bistro, Evergreen Choir (moved to AFLC).

Motion by: J.Scherrer/C.Rines

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

CARRIED

D19-04-11 Treasurer’s Financial Report to August 31, 2019 (attached)
 Cheryl Rines presented the financial report as vetted by Finance Committee, consisting of:

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

Motion by: C.Rines/C.Hedenberg

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

CARRIED

D19-04-12 COMMITTEE REPORTS -

The following committees had Nil reports:

- By-Law Review Committee
- Community Development Committee
- Executive Committee
- Social Committee

Ad-hoc Committees

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

D19-04-13 Finance Committee Report (Attached)

Treasurer Cheryl Rines presented and reviewed the report of the meeting held September 6/19, at which the following matters were addressed:

- ASA Policy for Financial Assistance and new Fee Assistance Application Form to be implemented by November.
- Review of Financial Statements to August 31, 2019
- Review of Investments Spreadsheet – listing current GIC’s with BMO, Meridian and Pace

Moved by: J.Scherrer/J.Freedman

That the Finance Committee Report be received. CARRIED

D19-04-14 Membership & Volunteers Committee Report (Attached)

Board Liaison Carol Hedenberg presented and reviewed the report of the committee meeting held August 27 2019 covering:

- Phone contact responsibilities for Let’s Get Acquainted
- 2020 Volunteer Appreciation Event rescheduled to Sunday, October 18/20
- Approval of Volunteer Application form (revised)
- New Member Welcome Package – remains unchanged
- Translation of ASA Information Pamphlet to Mandarin
- **Mediator Passes** – the intent of the pass being:

*A mediator pass is a pass that allows a member to enter any of the Aurora Seniors Association activities with a mediator – i.e. an individual who is providing support and assistance to a member who is unable to participate in the activities on **their** own. The mediator pass will be associated with the ASA member, allowing different mediators to attend with the member. The mediator can enter into any ASA activity without admission charges or fees.*

The Committee's recommendation that the Board approve the mediator pass system as proposed by Karie Papillon generated discussion for clarification of implementation and ultimately resulted in:

Motion by: J.Scherrer/J.Abram

That the Board approve the implementation of the Mediator Pass System. CARRIED

- Carol also presented two LET-US-KNOW COMMENTS proposing ASA assistance to reduce bus trips costs for members and research alternative travel services to reduce trip costs in general.

Karie and Andrew clarified that whereas Town Programs are considered essential health and safety benefits to participants, bus trips as organized – providing staff to ensure safe and secure outcomes, as well as inclusion of all gratuities and fees for use of Hwy.407 - are considered a premium level of service. Andrew is willing to research alternatives that may result in reduced trip costs.

The President also requested that members be given a two-week lead for purchase of bus trips. Andrew noted that there is a relatively low participation by non-members . Andrew will monitor this aspect of bus trips.

Motion by: C.Rines/J.Chislett

That the report of the Membership & Volunteer Committee be received. CARRIED

D19-04-15 Operations & Activities Committee (Attached)

Board Liaison Ron Coe reviewed the report of the meeting held September 10/19 at which the following matters were discussed:

a) Updates re. current/on-going activities

b) International Singing Group: Since being offered the 8:30-10:00 a.m. spot in the Craft Room on Thursdays, the International Singing Group have decided to remain in the Wycliffe Room from

9:30-11:00 a.m. Tuesday mornings with a maximum attendance of 12 in the Wycliffe Room.

- c) Updates re. 43 ASA Activities
- d) Activity Leaders' Responsibilities to be e-mailed to all O&A activity co-ordinators along with **Reporting Incidents & Accidents** procedure.
- e) Bidding boxes for Wed. afternoon Bridge
- f) Budget Bistro teams for 2019-20
- g) MahJongg request for 3 new tile sets:

Motion by C.Hedenberg/J.Chislett

That Board approve up to \$400. for the purchase of 3 additional MahJongg sets. CARRIED

- h) Evergreen Choir:

Moved by: C.Hedenberg/J.Freedman

That \$350. be approved to provide Evergreen Choir members bus transportation to the Richmond Hill Centre for Performing Arts, to participate in a concert with the Police Community Chorus. CARRIED

Motion by: C.Rines/J.Abram

That \$1,000. be approved to purchase music for 2020. CARRIED

- i) Kitchen Equipment needs
- j) Silver Stars upcoming Performance "The Travelling Sisters" stage sets needs
- k) Holiday Bazaar – Nov. 2/19
- l) 2019 ASA Holiday Charity – food drive for local food bank

Motion by: J. Scherrer/J.Abram

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

D19-04-16 Seniors Affairs & Grants Committee

Board Liaison Jim Abram provided a verbal report re:

a) Committee Membership – Jan Freedman has resigned and Larry Taylor has been added as a member of the committee

b) Lunches during Election Campaign period – candidates attending are to follow rules as set for members. Jim will inform any candidates that may wish to attend

c) Sport Aurora request for ASA participation in raffle –

Motion by: J.Scherrer/C.Hedenberg

That ASA not participate in the Sport Aurora raffle as the sale of raffle tickets on behalf of a third party is not permitted by ASA policy.

CARRIED

d) Renewal of Town/ASA Operating Agreement

President Dave LeGallais proposed establishing an Ad-Hoc

Committee to undertake the deliberations and report

recommendations to the Board. Dave proposed Charles Sequeira as Committee Chair and other members to be Dave LeGallais, Jim Abram, Cheryl Rines and Lydia Schuster.

Motion by: J. Abram/R.Coe

That the Ad-Hoc Committee for the Renewal of the Town/ASA Operating Agreement be constituted as proposed.

CARRIED

Karie to attend first committee meeting.

Motion by: J.Abram/J.Chislett

That the Report of the Seniors Affairs & Grants Committee be received. CARRIED

D19-04-17 Special Events Committee

Board Liaison Jan Freedman noted that the committee had met on Sept. 5th. Regrettably, the Minutes of the meeting were not

forwarded for inclusion with the agenda. These will follow as part of the Board Meeting Minutes. Jan reported that the meeting had generated a long list of potential future special events.

Motion by: J.Abram/J.Scherrer

That the verbal report of Special Events Committee be received.

CARRIED

D19-04-18 Vice-President's Report – Nil Report

D19-04-19 President's Report

In his verbal report, the President addressed the following matters:

a) Agenda Items for Quarterly Meeting with Robin McDougall.

The meeting has been rescheduled to **October 3rd at 10:00 a.m.**

Dave requested input from Directors re. agenda items by Sept. 24th.

To date proposed agenda include updates re:

a) lighting and security cameras audit and

b) Storage Shed status

Dave proposed adding

*request for first floor Town staff to park in the North lot

*change in no parking sign to read No Parking bet. 8:00 &

10:00 a.m. at the bus stop on John West Way

* inclusion of Computer Room carpet replacement in 2020 budget.

NEW BUSINESS:

D19-04-20 a) September Newsletter – Board Page – Dave to provide content.

b) Southlake Donation Request – referred to Seniors Affairs & Grants Committee

c) 2019 ASA Holiday Charity

Motion by: R.Coe/J.Chislett

That the 2019 ASA Holiday Charity be in support of the Aurora Food Pantry and Aurora Firehall.

CARRIED

D19-04-21 Adjournment: the meeting was declared adjourned at 14:55 hrs.