



MINUTES

Of The

Regular Board of Directors' Meeting No. D19-05

Held on October 21, 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

A.S.A. Members: Frank Snape, Charles Sequeira, Nick Senick
 Joan Brownlow

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:

D19-05-01 Approval of Agenda

Moved by: J.Scherrer/C.Rines

That the Agenda be approved as distributed.

Carol Hedenberg requested the addition of **Update re.ASA 2019 Holiday Charity** under Business from Previous Meetings.

The agenda was approved with the added item.

CARRIED

D19-05-02 Approval of the Minutes

Moved by C. Hedenberg/J.Freedman

That the Minutes of the Regular Meeting held Sept.16, 2019 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS - NIL

BUSINESS FROM PREVIOUS MEETINGS:

D19-05-03 Update re Storage Shed Project

Ron Coe provided a verbal report noting that:

- Quotations from 3 local contractors for the concrete pad resulted in the lowest quote being \$32,000 – the Town had a limit of \$13,000.
- The Town wants the concrete pad
- The Town is willing to contribute \$13,000 for the pad
- The shed manufacturer states that pilings would be sufficient to support the shed
- Robin McDougall agreed to inform Doug Bertrand of this option – Meeting with Doug Bertrand is set for Oct. 22/19
- The shed committee also considered reducing the shed size from 14'x36' (total sq.footage 728) to 14'x24' (sq.footage of 560) which Bill Hawke confirmed would be ample additional storage.
- Larger shed would require 28 pilings
- Smaller shed would require 20 pilings

Discussion: –

who would do pilings installation – to be determined in meeting with Doug Bertrand

Option to move the shed forward

Repositioning of main shed door to align with West-MacKenzie doors

– Ron to check feasibility with manufacturer.

D19-04-03 Conferencing System

Dave LeGallais noted that at the Sept. 16th Board Meeting the following motion had been passed:

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.

Bill Hawke had followed up and distributed an updated costing showing the total cost as **\$4,263.94**.

Bill also noted that the hand-out includes the AVShop returns policy which provides for a restocking fee of up to 25% in the event that the system needs to be returned. Bill is concerned that this represents a substantial cost in that eventuality.

Bill noted that an off-site demonstration of the system is not available; the system must be ordered and can be checked on site in order to avoid the restocking fee.

The system is static-free with a fixed frequency that could potentially result in some interference. However, all reviews he had checked have been positive.

Bill proposed removing the Gator Rack (\$259.) as it can be ordered from AMAZON for \$189.

Discussion:

- Dave suggested that Bill attempt to negotiate the removal of the restocking fee.
- Jeanne enquired whether AMAZON carries the same system; Bill confirmed that AMAZON carries the 12-headset system. Bill will check re availability of the 16-headset system.
- Ron enquired whether the current “rack” could be used – Bill confirmed it can.
- Ron noted that the accessibility of local service if required is a positive aspect of dealing with AVShop.
- Dave proposed the order be postponed pending Bill’s further research of the issues.
- Bill is willing to contact other suppliers – e.g. AMAZON – and will try to get a demonstration unit.

The discussion concluded with the following motion:

Moved by: R.Coe/J.Freedman

THAT the Board approve proceeding with ordering the VOCOPRO – DIGITAL PLAY 16-HYBRID WIRELESS HEADSET LAPEL.MIC SYSTEM from AVShop.ca, subject to Bill Hawke checking at source to ensure that all components meet expectations.

CARRIED

Dave thanked Bill Hawke for all his work on this project.

D19-05-05 Donor Recognition Plaque

Carol Hedenberg showed the donor recognition plaque, complete with engraved inscription. The plaque provides for 12 name plates. Engraving of name plates is free for one year. Carol requested Board direction re. contents of name plates – the first one being for D. Ruth Gilson.

Motion by: J.Scherrer/R.Coe

That the Donor Recognition Plaque name plates show the donor's name only. **CARRIED**

Once the name plate is engraved, the donor's executors will be appropriately notified

D19-05-06 Meeting with Robin McDougall (Notes attached)

The notes from the October 3rd meeting with Robin McDougall had been distributed and reviewed. There being no further discussion,

C.Hedenberg moved, seconded by J. Chislett

That the Board accept the report of the October 3/19 meeting with Robin Mcdougall, Director of Community Services, as presented. **CARRIED**

D19-05-07 Membership of Ad-Hoc Committee

The President noted that the recently appointed Ad-Hoc Committee for the Renewal of the Town/ASA Agreement requires a change in membership as Lydia Schuster had resigned. Accordingly, Dave proposed filling the vacancy by appointing John Scherrer.

Motion by: J.Abram/J.Chislett

That John Scherrer be appointed to the Ad-Hoc Committee for the Renewal of the Town/ASA Agreement, replacing Lydia Schuster. **CARRIED**

D19-05-08 Update re. ASA 2019 Annual Charity

Carol Hedenberg distributed the posters to be circulated throughout the Centre and in the November Newsletter announcing the ASA 2019 Annual Charity in support of the Aurora Food Pantry – the contribution period for food donations being Nov. 4 – Dec. 6.

D19-05-09 Seniors Adult Programs Coordinator’s Report (attached)

Karie Papillon reviewed the report which focused on the following:

- Painting of Seniors Centre – December
- December 2019 Holiday Hours
- Suggestions for paper efficiencies
- Updates from meeting with Robin McDougall

Reduction of speed limit on John West Way from 50 to 40 km approved

Bus Stop hours – to remain unchanged

3-Way Stop at Amberhill – to be presented to Council on Nov.19/19.

Next quarterly meeting with Robin McDougall – January 9, 2020 at 11:00 a.m. – Town Hall, Leksand Room

Moved by: J.Chislett/J.Freedman

**That the Report of the Adult Programs Coordinator be received.
CARRIED**

D19-05-10 Treasurer’s Financial Report to September 30, 2019 (attached)

Cheryl Rines presented the financial report as vetted by Finance Committee, consisting of:

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

Motion by: J.Chislett/J.Scherrer
That the Financial Report for the period ended September 30, 2019 be received.

CARRIED

D19-05-11 COMMITTEE REPORTS -

The following committees had Nil reports:

- Community Development Committee
- Executive Committee
- Social Committee

Ad-hoc Committees

- Conduct Review Ad-Hoc Committee
- ASA Current & Future Space Needs
- Renewal of Town/ASA Agreement

D19-05-12 Special Events Committee Report (Attached)

Dave LeGallais requested this report be addressed to enable participation by Silver Stars co-ordinator Joan Brownlow

Committee Chair/Board Liaison Jan Freedman referred to **Item 6 of the October 3/19 Committee Report** and requested clarification of which activities are deemed to be Special Events.

Jan noted that the Silver Stars and Evergreen Choir organize their own presentation events and request help from Special Events Committee for specific tasks associated with their events.

Other examples of similar ASA groups activities-generated events are: the ASA Annual Charity organized by the Let's Create group; Staff-organized events such as the Ice Cream and Holiday Socials; and the Friday Dances New Year's Eve Party.

These groups set their own fees for their events. Joan Brownlow noted that the Silver Stars upcoming performance had been advertised at member and non-member fees and that the non-member fee should not apply in their case.

In order to address the recommendations of the Special Events Committee, the following motions were tabled:

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

That “Special Events” are those events that are generated, organized and executed by the Social Events Committee.

CARRIED

b) Moved by: J.Freedman/C.Hedenberg

THAT Non-members would pay a little more than Members for Special Events.

CARRIED

Accordingly, the Silver Stars performance will be re-published at one fee.

On the matter of door prizes – the Board reaffirmed that ASA does not solicit donations EXCEPT for the silent auction items offered at the Annual Holiday Bazaar.

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

That the Report of the Special Events Committee be received.

CARRIED

D19-05-13 By-Law Review Committee Report (Attached)

John Scherrer presented and reviewed the report and recommendations of the By-Law Review Committee:

a) Financial Assistance Policy

Moved by: J.Scherrer/C.Hedenberg

That the second paragraph of the Financial Assistance Policy be amended to read: *“The Board has designated the Adult Programs Coordinator as the person to receive such requests, and shall report to the Board **the number of requests actioned** without divulging any personal information with respect to the individuals.”;*

And that the following sentence be removed from the Policy:

“The Board will consider the request and recommended action and render a decision by a vote of the Directors”.

CARRIED

- b) By-Law 1.06.00 – Absences of Directors – recommendation to increase notice to 48 hours

Moved by: J.Scherrer/C.Hedenberg

That By-Law 1.06.00 – Absences of Directors – be amended to read:

*“Directors who cannot attend a scheduled meeting of the BOD and/or the Standing Committees on which they serve as the BOD representative are expected to give, **whenever possible, at least 48 hours recordable notice in advance** of their pending absences. Full details of the reason for not attending need not be disclosed, indicating the reason as being either personal or because of participation in another ASA recognized event Procedures to be followed by the BOD in the event of non-compliance are detailed in the Operating Procedures Manual.”* **CARRIED**

The following procedures have also been updated to reflect the 48-hour notice of absence: Meeting Guidelines for Board Directors, Guidelines for Board of Directors Committee Liaison and Committee Operating Principles.

- c) Reminder to Board Liaisons to review their respective Committee responsibilities and provide the By-Law Review Committee with a succinct description of their standing committee mandate.

Moved by: R.Coe/C.Rines

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

CARRIED

D19-05-14 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:

- Review of Financial Statements to September 30, 2019
- Review of Appendix A – ASA Asset listing
- Inventory Control – Nick Senick to undertake role and develop procedures for board approval
- Investments – BMO Cert.#50 renewed for 1 year at 1.45%

Moved by: J.Freedman/J.Abram

That the Finance Committee Report be received. CARRIED

D19-05-15 Membership & Volunteers Committee Report

Board Liaison Carol Hedenberg presented two Let-Us-Know comments:

a) Request that A/V equipment be in working order for presentations.

Board/staff response: every attempt is made to have ASA equipment ready. Presenters also need to check own equipment.

b) Request for notices in Seniors Centre re. Scent-Free Zone

Karie's Response: The Seniors Center has been designated as a scent-free zone and reminders are posted throughout the Centre.

Motion by: C.Hedenberg/J.Chislett

That the Let-Us-Know comments be received. CARRIED

D19-05-16 Operations & Activities Committee (Attached)

Board Liaison Ron Coe reviewed the report of the meeting held October 8/19 at which the following matters were discussed:

a) Correction to Minutes of Sept.10/19

b) International Singing Group: - moved to Thursday mornings from 8:30-10:00 a.m. in the Craft Room.

c) On-going activities' requests

d) New Business Items:

Policy for Activity Coordinator Expense Reimbursement

Routine Replacement of Items for Activities costing \$200. or less

Purchase of New Items or items costing over \$200.

Emergency Purchases of items over \$200. – activity co-ordinator to contact ASA Treasurer; in the event Treasurer is not available, activity co-ordinator to contact a Board member.

Woodshop Acoustics – Agreement to purchase two additional sets of ear muffs. Current number is 7 sets.

New mugs for kitchen – 90 purchased at cost of \$253.

2019 Christmas Dinner (added at Board Meeting by Carol Hedenber)

Carol noted that the date of the Christmas Dinner is December 12th - to be held at the Aurora Legion. Carol distributed a costing outline for the 2019 event which shows a cost overage of \$840.

Carol noted that the Board had absorbed the \$546. of the 2018 cost overrun, and requested that the board absorb the \$840. anticipated for the 2019 event.

Motion by: R.Coe/J.Chislett

That the Board ontribute \$900. to the 2019 ASA Christmas Dinner Event. CARRIED

Motion by: J. Scherrer/J.Abram

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

D19-05-17 Seniors Affairs & Grants Committee (Attached)

Board Liaison Jim Abram reviewed the report of the meeting held September 23/19 at which the following matters were discussed:

- a) Larry Talor has joined committee membership
- b) Committee to check ASA Website to ensure current information
- c) Review of matters discussed at meeting with Robin Mcdougall
- d) Recommendation re. \$500. donation to Southlake as requested:

Moved by: J. Scherrer/J.Abram

That the Board approve a donation of \$500. to Southlake as requested. CARRIED

- e) 2018 donations to Alzhimers Society
- f) Informal (Budget Bistro) discussion with Mayor Mrakas
- g) Federal Elections 2019 – no campaigning at Seniors Centre

- h) J. Scherrer to be added to Ad-Hoc Committee re. Renewal of Town Agreement
- i) Next Meeting – Oct. 28/19

Motion by: J.Chislett/J. Freedman

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

D19-05-18 Vice-President’s Report –

Jan Freedman noted that the CHATS & Southlake Health Team Information Session re. new Ontario Guidelines emphasizing coordinated patient care (less duplication) – held Sept. 18th had been well attended and generated input and concerns regarding proposed cuts to health care.

Motion by: J.Abram/J.Scherrer

That the Vice-President’s report be received. CARRIED

D19-05-19 President’s Report

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

a) Appointment of 2020 Nominations/Elections Chair

Dave proposed that Diectors take an active role in seeking out potential members to undertake this responsibility, noting this should be in place at the November Board Meeting. J. Scherrer offered to work with interested candidates.

b) ASA Charitable Donations – Remaining 2019 Budget

Dave noted that the Charitable Donations allowance for 2019 was set at \$2,430. Of that amount,

St. John’s Ambulance had received \$500.

Southlake Hospital was given \$500. (March/19)

CHATS received \$250.

Current Southlake donation \$500.

Cheryl noted that member-donations to the Oct. 24th Alzheimer’s Coffee Break will need to be matched as well (\$500. in 2018).

Motion by: J.Freedman/J.Chislett

That the President’s Report be received. CARRIED

NEW BUSINESS:

D19-05-20 a) November Newsletter – Board Page – Carol Hedenberg to provide content.

c) Sport Aurora Volunteer Recognition

Jim Abram noted that this is an annual request for ASA to nominate a Volunteer. Jim also noted that the Board had agreed not to nominate individuals for recognition.

Motion by: C.Hedenberg/R.Coe

That the Board not participate in the Sport Aurora Volunteer Recognition program. **CARRIED**

D19-05-21 Adjournment: the meeting was declared adjourned at 15:30 hrs.