



MINUTES

Of The

Regular Board of Directors' Meeting No. D19-05

Held on December 16, 2019

At the Aurora Town Hall, Holland 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: Andrew Bailey, Assistant Programmer

A.S.A. Members: Jane Snape, Charles Sequeira,
 Nick Senick, Don Overington

Regrets: Karie Papillon, Adult Programs Coordinator

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:

D19-07-01 Approval of Agenda

Moved by: J.Scgerrer/J.Freedman/

That the Agenda be approved as distributed.

The President noted he had an additional item to add to his report – i.e. Cultural Central Project for Dec. 17 Council meeting

The agenda was approved with the added item.

CARRIED

D19-07-02 Approval of the Minutes

Moved by C. Hedenberg/C.Rines

That the Minutes of the Regular Meeting held Nov.18, 2019 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS - NIL

BUSINESS FROM PREVIOUS MEETINGS

D19-07-03 Update re Storage Shed Project

Ron Coe provided a verbal report noting that:

- The order for the shed had been placed with Old Hickory as of Nov. 19th; invoices to ASA had been received and a cheque for 50% of the cost had been issued.
- Drawings showing the doors positions had been provided to the Town as requested for final approval of building permit. Doug Bertrand has the permit.
- Piers have been installed without tie-downs as specified by Old Hickory, despite Bill Hawke having stated that he would get the tie-downs.

Dave LeGallais noted that he has spoken with Jacob – installation contractor for Old Hickory – still waiting for supplier to approve installation. Jacob advised that the piers are OK but will need saddles to hold the 4x4's on which the shed will sit.

Directors agreed that ASA will purchase the saddles (approx. cost between \$4. & \$5. each).

Ron noted he will continue to liaise with Old Hickory to ensure the project is not delayed.

D19-07-04 Donor Recognition Plaque – Carol Hedenberg confirmed that the plaque is displayed in the Seniors Centre next to the glass display cases.

D19-07-05 Destruction of Hard Copies of Minutes Saved to Server

At the November 18 Board Meeting, John Scherrer had advised that hard copies of Minutes have been stored in the ASA Office since the inception of the organization (2004). With the availability of the server in the computer room (2010), Board files and Minutes have been stored on the server. John proposed retaining the binder containing the 2018-19 Minutes as well as the binders prior to 2010 and destroying those for the years between 2010-11 and 2017-18.

John Scherrer reported that following that discussion, he had ascertained that the server has two drives to ensure that there is back-up for files stored on the server.

Moved by: J.Abram/C.Rines

That the Board approve shredding the hard copies of ASA Board Meetings Minutes stored on the ASA Server covering the board terms from 2010-2011 through 2017-2018. CARRIED

D19-07-06 Seniors Adult Programs Coordinator's Report (attached)

In Karie's absence, Andrew reviewed the report which focused on the following:

- Decision Items:

a) Seniors Active Living Fair – Saturday, March 28, 2020

Moved by C.Hedenberg/R.Coe

That the Board approve partnering with the Town for the 2020 Seniors Active Living Fair to be held March 28, 2020.

CARRIED

b) 2020 Memorial Service

Moved by: J. Freedman/J.Chislett

That the Board approve \$300. for the 2020 Memorial Service to be held January 29, 2020 at 2:00 p.m.

CARRIED

c) Alzheimer's Society of York Region – Coffee Break

Moved by: J.Abram/C.Rines

That ASA support the Alzheimer's Society of York Region with another Coffee Break fundraising event to be scheduled in October 2020, and

That the Board match the total funds contributed by members.

CARRIED

D19-07-07 Treasurer's Financial Report to November 30, 2019 (attached)

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

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

Cheryl pointed out item 4075 on the Statement of Operations – New Years Ticket Sales – which erroneously shows a 0 amount, stating that the actual ticket sales of \$1990. are reported under Item 4187.

Motion by: J.Abram/J.Chislett

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

CARRIED

D19-07-08 COMMITTEE REPORTS -

The following committees had Nil reports:

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

Ad-hoc Committees

- Conduct Review Ad-Hoc Committee
- ASA Current & Future Space Needs
- 2020 Director Elections Nominating Committee

D19-07-09 Finance Committee Report (Attached)

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

- Review of Financial Statements to November 30, 2019
- Inventory Control
Cheryl reviewed the item as covered in the Finance Committee Report and noted the addition of the Summary Page to Appendix A, Contents Inventory which shows the ten categories making up the current ASA inventory.

Given that the total value of the contents is assessed at 338,938. And that the current contents insurance coverage is at \$249,000. The members attending the Dec. 6th Finance meeting support the increase in the ASA insurance coverage to \$400,000.

Moved by: J.Scherrer/J.Abram/

That the Board approve increasing the contents insurance coverage from \$249,000. to \$400,000. as per the Appendix A Contents Inventory Summary Page.

CARRIED

- 2020 First Quarter Schedule – no meetings in March, but monthly Financial Reports will be provided as usual.

Moved by: J.Scherrer/J.Freedman

That the Finance Committee Report be received.

CARRIED

D19-07-10 Membership & Volunteers Committee Report

Board Liaison Carol Hedenberg provided a verbal report on the status of membership renewals during the first two weeks of December which had produced 550 renewals. Carol distributed a summary for the one-year period from Nov.30, 2018 through Nov. 30, 2019 showing that of the total active membership of 1560, 1102 are Resident members and 459 are Non-Resident members. The ratio of Resident-to-Non-Resident members is 29.4%

Carol also noted that since ASA had not purchased a supply of Seniors Calendars there had been several Let-Us-Know requests for the provision of these calendars at the Centre. Seniors calendars are

available free of charge at local fire halls and the Police Station.

Motion by: C.Hedenberg/J.Chislett

That ASA not provide the Seniors Calendar. CARRIED

Motion by: J.Chislett/J.Scherrer

That the verbal report of the Membership & Volunteers Committee be received. CARRIED

D19-07-11 Operations & Activities Committee (Attached)

Board Liaison Ron Coe reviewed the report and the recommendations from the meeting held December 10/19.

Decision items

a) Reconfiguration of Computer Room:

Moved by: C.Hedenberg/J.Chislett

That the Board approve up to \$800. for the purchase of two lockable cabinets from Staples. CARRIED

b) Woodshop

Moved by: C.Hedenberg/C.Rines

That the Board approve \$314. for the replacement of the dado set and a new poket hole jig. CARRIED

c) Storage cabinet for new PA System to be built by Woodshop

Moved by: C.Hedenberg/J.Chislett

That the Board approve \$320. For the materials for the storage cabinet for the new PA System. CARRIED

Information items:

- Photography reporters – only one response to date
- Painting of Seniors Centre – room closures

- Request from external group re loan of carpet bowling equipment – denied
- Duplicate Bridge replacement purchases totaling \$152.35
- UPS for Reception Desk computer purchased at \$143.50
- Petition for 3-way stop at Amberhill & John West Way
- Purchase of Budget Bistro supplies totaling \$89.77 & \$46.31

Moved by: J.Chislett/J.Scherrer

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

D19-07-12 Seniors Affairs & Grants Committee

The Committee did not have a report; however, Dave LeGallais noted that there had been discussion regarding future meetings with local MP's and MPP's regarding matters affecting/of interest to seniors.

It was ultimately agreed that the Seniors Affairs Committee is to determine the need for any such meetings – i.e. should there be any policy changes - either federal or provincial - that directly affect seniors.

D19-07/13 Renewal of Town/ASA Agreement Ad-Hoc Committee

The President asked Charles Sequeira, Committee Chair to present the report of the Committee's meeting held December 5/19 (see attached) Charles reviewed the report and noted the Committee's recommendation to retain legal opinion of the proposed recommendations prior to presentation to the Town.

The resulting discussion concluded with Ron Coe offering to check with his spouse Jan regarding a potential referral to a York Region lawyer.

Moved by: J.Abram/J.Freedman

That the Report of the Ad-Hoc Committee for the Renewal of the ASA/Town Agreement be received.

CARRIED

Vice-President's Report – Nil Report

D19-07-14 President's Report

In his report, the President addressed the following matters:

a) **Draft agenda for Jan. 9/20 Meeting with Robin McDougall**

Dave had distributed the draft agenda (attached) and following a review it was agreed that the agenda should be forwarded to Robin McDougall, with the exception of 6(b) – re. bus stop parking sign.

b) **Petition re. 3-Way Stop at Amberhill**

Dave presented and reviewed the draft petition (attached) to be included in the ASA Newsletter and circulated via ASA E-Flash, e-mails to activity co-ordinators, posted on bulletin boards in condominium buildings on John West Way and to have a sign-up binder available at the Seniors Centre reception desk as of January 2, 2020.

Discussion regarding the petition resulted in the suggestion to change the last sentence in the first paragraph to read:

“We are concerned that this poses a high risk for a serious accident”

Motion by: C.Rines/J.Freedman

That the petition for a 3-way Stop at Amberhill and John West Way be approved.

CARRIED

c) **Cultural Centre Presentation to Dec. 17/19 Council**

Dave advised that he had received an e-mail from Phil Rose Donahue – new Manager of the Library Square project – noting that the project is to be presented to Council at the Dec. 17.

Dave noted that he had informed Phil he would not be attending, but would encourage other ASA Directors to do so.

Dave also noted he had an informal meeting scheduled with Phil on January 13th/20 at the local Tim Horton's and invited interested members to attend.

Moved by: C.Rines/J.Freedman

That the President's report be received.

CARRIED

NEW BUSINESS:

D19-07-15 a) JANUARY Newsletter – Board Page – Carol Hedenberg to provide content

b) ASA Annual Fundraisers

Dave reported that he had received an e-mail from Carol Palmer advising that she is withdrawing from chairing the Giant Garage Sale and that Carol Hedenberg and Glenn Reid had agreed to co-chair the event.

Carol also advised that she would co-chair the Holiday Bazaar for 2020 with Pat Varney.

D19-07-16 Adjournment: the meeting was declared adjourned at 14:40 hrs.