



MINUTES

Of The

Regular Board of Directors' Meeting No. D19-05

Held on November 18, 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 Programmer

A.S.A. Members: Jane & Frank Snape, Charles Sequeira,
 Nick Senick, Carol Palmer, Pat & Robert Varney

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:

D19-06-01 Approval of Agenda

Moved by: J.Freedman/C.Rines

That the Agenda be approved as distributed.

Carol Hedenberg requested the addition of cleaning of **Lounge Furniture** under New Business.

The agenda was approved with the added item.

CARRIED

D19-06-02 Approval of the Minutes

Moved by C. Hedenberg/R.Coe

That the Minutes of the Regular Meeting held Oct. 21, 2019 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS

D19-06-03 2019 Holiday Bazaar

Event Chair Carol Palmer presented a detailed report on the successful Holiday Bazaar held Nov. 2nd, 2019 (see attached), noting the following:

- Event takes lots of planning and the support of many, many volunteers
- 899 people attended the event
- Pat Varney has agreed to co-chair the 2020 bazaar
- Starting in 2020, each event area will need two co-ordinators
- June 2020 – a blitz for volunteers for each area will be held
- Silent auction included donations from ASA Activities groups
- Silent auction comprised 244 items and generated \$8,500.
- Sponsors will be thanked in December Newsletter
- Positive feedback from vendors and visitors
- Net income from Bazaar: \$11,711.91
- Carol also noted aspects of the event that need to be addressed: namely: the Friday preceding the event is an extremely busy day with set-ups and deliveries and proposed the closure of the centre to members for the afternoon; as well, the Art Sale area (billiard room) needs to be locked after set up.

The President and all Directors congratulated Carol on the success of the 2019 Holiday Bazaar and thanked her for her ongoing dedication to ensure that these events continue in the future.

D19-06-04 Town of Aurora Christmas Market

Shelly Ware addressed the Board regarding the set-up of the Town and vendors' huts in the parking lot of the Seniors Centre. Shelly

noted that a proactive trial set-up in order to avoid the issues encountered in 2018 with lighting of the parking lot and huts resulted in confirmation that the set-up time required this year will be two days (Thursday, Nov. 28 & Friday, Nov. 29) instead of the anticipated one-day (Fri.Nov.29)

Shelly recognized that this is a big change from the plan originally presented, but as it is a health and safety matter for both staff and visitors, it is the only solution at this stage of preparations.

Shelly noted that to compensate for the disruption to ASA activities, the 31 parking spaces affected will be offset by having Town staff use the 3rd floor parking lot.

In response to Directors' questions, Shelly noted that:

- Overnight security will be in effect throughout the set-up and event itself
- Permitted parking users will be notified to move vehicles to the Town's north lot
- Additional handicapped parking (4 spaces) will be created
- This situation will be resolved for the 2020 Christmas Market

Given the circumstances, the Board agreed to the Town's request for the use of the parking lot for both Nov. 28 and 29.

Karie and Andrew will communicate the changes to the membership via e-flash and notices.

BUSINESS FROM PREVIOUS MEETINGS:

D19-06-05 Conferencing System

Following direction from the Board to purchase the system, Bill Hawke had set up the conferencing system and distributed head-sets and lapel mics to Directors and demonstrated the simplicity of its use. Carol Hedenberg noted that the Computer Club had already tested the equipment and the feedback was positive. Bill noted that the Silver Stars have done so as well and will be using the system for their upcoming performances.

The President thanked Bill for all his work in researching and ensuring that the system is in working order as requested.

D19-06-06 Update re Storage Shed Project

Ron Coe provided a verbal report noting that:

- Meeting with Doug Bertrand, Greg McClenny, D. LeGallais, Joanne Bartholomew, Karie Papillon & Bill Hawke (Oct. 22/19) – the installation of pilings was discussed. Doug to contact contractor
- Bill Hawke noted that the existing shed is empty and scheduled for demolition on Nov.20
- The shed manufacturer confirmed that shed doors can be positioned to align with West-MacKenzie Rm. Exit doors
- Shed size to be 14 ft. x 28 ft. (see attached drawings)
- Total cost of shed is \$13,225. Deposit requirement is 50% and the balance on completion.
- Ron to place shed order by phone – all invoices to come to ASA
- Delivery is expected within 4-5 weeks of order date
- Build-on-site cost is \$1,983.75 – payable directly to contractor

D19-06-07 Donor Recognition Plaque

Carol Hedenberg confirmed that the inscription of the donor’s name had been ordered.

D19-06-08 Appointment of 2020 Nominations/Elections Chair

Dave LeGallais advised that Cheryl Rines had accepted the appointment as Chair of the 2020 Nominations/Elections Committee. Cheryl advised that the Committee consists of John Scherrer, Carol Hayes and Joanne Keates.

Moved by: C.Hedenberg/R.Coe

That the Board confirm Cheryl Rines as Chair and John Scherrer, Carol Hayes and Joanne Keates as members of the 2020 Nominations and Elections Committee.

CARRIED

D19-06-09 Standing Committees Responsibilities

The President reminded Board Liaison Directors that any changes to Standing Committees mandates are to be reported through their respective monthly reports to the Board. If there are no changes, that should be reported as well in order to provide/post a current succinct description of the responsibilities of each committee.

D19-06-10 Seniors Adult Programs Coordinator's Report (attached)

Karie Papillon reviewed the report which focused on the following:

- December 2019 Holiday Hours

- Decision Items:

- a) ASA Spring and Holiday Bazaars

Staff recommended the Centre close the Friday before each of these events at noon

Moved by C.Hedenberg/J.Chislett

That the Board approve the closure of the Seniors Centre at 12:00 noon on the Friday preceding both the Spring Sale and the Holiday Bazaar.

CARRIED

- b) Royal Canadian Legion Request for support of their annual Military Service Recognition Publication

In previous years the ASA has supported this by purchasing space for a business card ad. This year's rate for this is \$290.

Moved by: J.Chislett/J.Abram

That the Board support the Royal Canadian Legion Military Service Recognition Publication with a business card ad at a cost of \$290.

CARRIED

D19-06-11 Treasurer's Financial Report to October 31, 2019 (attached)

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

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

Cheryl pointed out item 6100 – Charitable Donations – stating that the \$2,204.75 shown completes the 2019 donations limit.

Motion by: J.Scherrer/J.Abram

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

CARRIED

D19-06-12 COMMITTEE REPORTS -

The following committees had Nil reports:

- Executive Committee
- Social Committee

Ad-hoc Committees

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

D19-06-13 By-Law Review Committee Report (Attached)

John Scherrer presented and reviewed the report and recommendations of the By-Law Review Committee from the meeting held November 12, 2019:

- a) Review of Reimbursement Policy – referred back to Finance Committee with no changes

- b) By-Law Review Committee Updated Mandate

Moved by: C.Hedenberg/J.Freedman

That the By-Law Review Committee mandate be updated to:

The mandate of this committee is to review, develop and draft all By-Laws, Regulations, Policies, Procedures and Directives of the Aurora Seniors Association.

The committee shall report its recommendations for all amendments and/or additional By-Laws, Regulations, Policies, Procedures and Directives of the Association, to the Board for their approval.

CARRIED

- c) By-Law 1.03.00 – Board of Directors Management and By-Law 1.11.00 – Duties of Principal Officers (Executive)

Moved by: J.Abram/C.Rines

That the following amendments to the above By-Law #1 clauses be approved:

- i) ***By-Law 1.03.01 – Management***

The affairs of the Association shall be managed by a Board of voting Directors and (ex-officio) non-voting Directors, hereinafter called 'The Board'

a) Voting Directors

The Board shall have nine (9) elected voting Directors and each voting Director shall be a member of the Association in good standing.

b) Ex-officio Directors

The ex-officio non-voting Directors of the Board shall be the immediate Past-President, at their discretion and the Adult Programs Co-ordinator or such other persons the Town of Aurora may designate. Ex-officio Directors shall fully participate in the proceedings of all regular, in-camera and caucus meetings, however are not permitted to move or second a motion.

ii) Delete current By-Law 1.11.06 – Past President and replace with 1.11.06: Executive Committee Meetings

The committee meets only when required to address an urgent matter that cannot be delayed or deferred to a full Board meeting.

CARRIED

D19-06-14 Community Development Committee Report (Attached)

Board Liaison Dave LeGallais reviewed the report of the Committee meeting held Nov. 13, 2019 at which the following matters were discussed:

- Updates re. ongoing events
- Scheduled events/seminars and tables
- Updates re: possible future seminars
- Review and proposed change to Committee Mandate to read:

This committee is responsible for organizing seminars and interacting with local groups and businesses to help improve seniors lives through knowledge and socializing with others in the community.

Information related to health, wealth, information from Service Canada, safety and housing is arranged to be delivered in various methods at the Centre.

We ensure that our policy guidelines are followed and approved by the Board of Directors.

Moved by: R.Coe/J.Chislett

That the Report and Mandate of the Community Development Committee be received.

CARRIED

D19-06-15 Finance Committee Report (Attached)

Treasurer Cheryl Rines presented and reviewed the report of the meeting held November 8/19, at which the following matters were addressed:

- Review of Financial Statements to October 31, 2019
- Renewal of ASA Insurance Policies:

Moved by: J.Abram/J.Chislett

That the Board approve the renewal of ASA Insurance Policies with Law Insurance Brokers Ltd., the annual premiums for which are:

Contents & Liability Commercial Package \$4,112.64 (includes Tax)

Directors & Officers Package \$1,399.68 (includes Tax)

CARRIED

- Charitable Contributions for 2019
- Investments – BMO Cert.#50 (\$\$41,518.18) renewed for 1 year at 1.45%

Moved by: J.Scherrer/J.Freedman

That the Finance Committee Report be received.

CARRIED

D19-06-16 Membership & Volunteers Committee Report

Board Liaison Carol Hedenberg provided a verbal report noting that the Annual Membership Renewal process will begin as of December 1st. Membership & Volunteers Committee have appropriate volunteer complement to handle the two-week renewals in Dec. and January.

Motion by: J.Chislett/C.Rines

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

CARRIED

D19-06-17 Operations & Activities Committee (Attached)

Board Liaison Ron Coe reviewed the report of the meeting held November 12/19 at which the following matters were discussed:

- a) Business from previous meeting
- b) Holiday Hours and December room closures due to painting of Seniors Centre.
- c) Replacement of Blue-ray player at \$112.00
- d) Review of current O&A mandate – no changes required
- e) Computer Group reconfiguring computer room – recommendations to come
- f) Purchase of smaller snooker balls @ \$180.79 previously approved
- g) Proposal re starting a photography reporters group to capture photos of various events for sharing on ASA website, Facebook, etc.
- h) Rummikub – purchase of 3 new boards @ \$68.14
- i) Bid Euchre request to purchase 30 decks of cards @ \$300. + tax

Carol Hedenberg provided an update stating that the Casino had provided 82 decks of cards, but the request for the purchase still stands as Casinos cannot guarantee that practice.

Motion by: J.Abram/J.Freedman

That the Bid Euchre request for the purchase of 30 decks of Bicycle Cards at \$300. Plus tax be approved.

CARRIED

- j) New member with service dog – reminder this is a working dog and not a pet – so do not approach.
- k) **Purchase of Uninterruptible Power System (UPS) for sign-in at front desk @ \$83.99** – approved by D. LeGallais at Bob Hedenberg request after O&A Committee had met. (Rationale attached)

The recent power outage at the Seniors Centre brought to light that the sign-in system is not supported by the above UPS to avoid disruption in the event of occasional power interruptions.

Motion by: C.Hedenberg/J.Chislett

That the purchase of the Uninterruptible Power System (UPS) at \$83.99 be approved.

CARRIED

D19-06-18 Seniors Affairs & Grants Committee (Attached)

Board Liaison Jim Abram reviewed the report of the meeting held October 28/19. The report generated discussion regarding:

- a) Purchase of Annual Remembrance Day wreath and Attendance at Annual Prayer Breakfast - added to Scheduled list of annual tasks for Board decision in October
- b) Committee mandate – succinct description (50 words or less) required for inclusion in Standing Committees Responsibilities
- c) Review of matters discussed at meeting with Robin Mcdougall
- d) Recommendation re. \$500. donation to Southlake confirmed
- e) Visits to Centre from politicians
- f) Sport Aurora current issue – Jim needs suggestion for column on featured activity
- g) “Hero of the Month” (Sport Aurora initiative?) – **ASA does not single out individuals for recognition**
- h) Next Meeting – Nov. 25/19

Motion by: C.Rines/C.Hedenberg

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

CARRIED

D19-06-19 Special Events Committee Report (Attached)

Board Liaison Jan Freedman presented and reviewed the Report of the meeting held November 7, 2019 at which the following topics were discussed:

- Committee agreed that non-members taking part in activities organized by Special Events committee should pay more than members (as approved at Oct.21/19 Board Meeting)
- Acceptance of Special Events Committee definition

- Potential future events
snooker demonstration with championship player;
talent show; “chocolate” event (February?); tea event in March with
tea sommalier
- Clarification of “free coffee” for volunteers – Directors clarified that
this is no longer the practice
- 2019 New Year’s Eve Event - help requested by Friday Dances
Committee is now in place.

Moved by: J.Freedman/C.rines

That the Report of the Special Events Committee be received.

CARRIED

D19-06-20 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 November 14/19 (see
attached)

Charles reported that the first meeting focussed on the review of the
current agreement and did not result in any recommendations.

Charles also noted that the next meeting (Nov. 28) would have to be
rescheduled.

Moved by: R.Coe/J.Scherrer

**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

D19-06-21 President’s Report

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

- a) Date for 2020 AGM – Wednesday, June 10, 2020 at 1:00 p.m.**
The usual BBQ with bar service to follow at the conclusion of the
meeting.

b) 3-Way Stop at Amberhill

Dave noted that the 3-way stop should still be pursued as it would
provide for safer parking on John West Way and it would also be
safer for cars turning into and exiting the Seniors Centre driveway
onto John West Way.

Dave reported on his discussion with Michael Bat –Analyst, Traffic/Transportation Engineering Division of the Town of Aurora and head of the Advisory Committee looking into the 3-way stop sign. Michael Bat will be making his report to Council in February/March, but indicated that the finished study/report would probably not favour the 3-way stop.

Dave has spoken with the Mayor who did not think Engineering Dept. will agree on the need for the 3-way stop.

Dave has also spoken with Councillor Gilliland regarding this matter and is also proposing to lobby all Town Councillors in advance of Michael Bat’s report being presented to council.

Dave proposed that in the meantime ASA generate a petition to members and community residents.

Discussion regarding potential alternatives resulted in:

Motion by: C.Hedenberg/J.Abram

That ASA proceed with a petition for a 3-way stop at Amberhill, to be circulated to members and residents of the area.

CARRIED

NEW BUSINESS:

D19-06-22 a) December Newsletter – Board Page – Dave LeGallais to provide content.

Carol Hedenberg offered to provide January Board Page

b) Destruction of Hard Copies of Minutes Saved to Server

John Scherrer 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.

The ensuing discussion raised suggestions for potential alternatives e.g. offsite storage, scanning of Minutes not saved to the server, checking to ensure server has back-up. Ultimately it was agreed to defer a decision to the Dec. Board Meeting.

c) **2020 PIC Declaration Forms** – John Scherrer distributed the PIC forms for Directors to update as required by Regulations for Directors.

d) Reimbursement Policy (Attached)

Treasurer Cheryl Rines noted that the draft policy had been referred to By-Law Review Committee for comment and their confirmation had been received after the Finance Committee had met.

Cheryl noted that the first two provisions of the policy - ROUTINE REPLACEMENT OF ITEMS COSTING \$200 OR LESS PER ITEM and ITEMS (NEW or REPLACEMENT) COSTING OVER \$200 had been in place for some time. The third section - EMERGENCY REPLACEMENT PURCHASES COSTING OVER \$200 - is the new addition.

Moved by: C.Hedenberg/J.Abram

That the Reimbursement Policy be approved as presented.

CARRIED

Dave LeGallais will ensure that all O&A Activities Groups leaders receive the policy.

e) Cleaning of Lounge Furniture

Carol noted that while the Lounge furniture is cleaned twice yearly, the increased use requires more frequent cleaning and recommended that this be done quarterly. The cost per cleaning session is \$800.

Motion by: J.Abram/J.Freedman

That the Board approve the cleaning of the Lounge furniture on a quarterly basis.

CARRIED

D19-06-23 Adjournment: the meeting was declared adjourned at 15:35 hrs.