



MINUTES

Of The

Regular Board of Directors' Meeting No. D19-08

Held on January 20, 2020

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: Karie Papillon, Adult Programs Co-ordinator
 Andrew Bailey, Assistant Programmer
 Madison Simpson, Seneca Co-op Student

A.S.A. Members: Jane Snape, Jo-Anne Bartholomew, Nick Senick
 Jeffrey Stone

Regrets:

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:

D19-08-01 Approval of Agenda

Moved by: J.Scherrer/J.Freedman/

That the Agenda be approved as distributed.

Carol Hedenberg requested the addition of “2020 ASA Charity Purse Sale Event” as Item 11 (c)

The President noted that Agenda Item 11(b) should be deleted as it was addressed in the Operations & Activities Committee Report.

The agenda was approved as amended.

CARRIED

D19-08-02 Approval of the Minutes

Moved by C. Hedenberg/C.Rines

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

CARRIED

PRESENTATIONS/DELEGATIONS –

D19-08-03 Library Square & Cultural Plan

The President welcomed Project Manager Phil Rose-Donahoe, who noted that he had met with Dave LeGallais and would continue to do so as the project evolved to ensure that ASA’s input regarding use of space in the venue is positively reflected.

Phil Rose-Donahoe then gave a slide presentation of the Library Square Project noting that Library Square has been in various stages of discussion, consultation, planning since the early 2000’s as part of the Town’s Official Plan and essential for Aurora Downtown revitalization.

The Project comprises the existing Library, Church Street School and 32,000 s.f. Cultural Centre addition that will comprise a Visual Arts Studio, Dance Studio, Café, Multi-purpose Performing Arts Hall with retractable seating for 250; a covered bridge connecting to the Library,. The current Library parking lot will be converted to a gathering place for all-season activities with amphitheatre seating.

Phil noted that the facilities in the Cultural Centre addition will lend themselves for use by ASA activities such as the Evergreen Choir and Silver Stars.

In response to questions from Directors, Phil noted that Town Planning Staff is overseeing parking in the area as part of the overall Cultural Precinct and conducting traffic studies to identify stressors so as to develop solutions.

The anticipated construction start is May 2020 with project completion in the summer of 2022.

Phil noted that while the Museum and Cultural Centre will be moved, the Library will remain open during the construction period. Phil also noted that the Review and updating of the Official Plan will focus on the Cultural Precinct.

Phil provided contact information and encouraged enquiries from ASA.

The President thanked Phil for his presentation.

BUSINESS FROM PREVIOUS MEETINGS

D19-08-04 Update re Storage Shed Project

Ron Coe provided a verbal report noting that the lofted-barn storage shed is now completed and is undergoing fire-proofing. Ron read an e-mail that he had sent to Doug Bertrand thanking him, on behalf of the Board, for his help in getting the project done.

In response to a question regarding the building warranty – Ron noted that the roof has a 30-year warranty and the rest of the building has a 5-year warranty.

Carol Hedenberg noted that Bill Hawke is in the process of assigning storage space and noted that 80% of the shed will be for ASA activities.

The Board thanked Ron for shepherding this project over the many months from concept to completion

D19-08-05 Notes from Jan. 9/20 Meeting with Robin McDougall Robin's follow-up e-mail of Jan.13 (Attached)

The President referred to the Notes of the Jan. 9th meeting that had been circulated to Directors and the follow-up e-mail from Robin providing updates re: Resident Parking Passes; repositioning of John West Way speed limit sign and the solar-powered road-watch information system.

Moved by C.Hedenberg/J.Scherrer

That the Report of the January 9/20 Meeting with Robin McDougall be received.

CARRIED

D19-08-06 Seniors Adult Programs Coordinator's Report (attached)

Karie introduced Madison Simpson, Seneca Co-Op Student noting that she will be at the Centre until early April.

Karie reviewed the report which focused on the following:

a) FEBRUARY WEEKLY TRIVIA TO BE POSTED ON THE LOBBY SIGN

Karie requested that for the 4-week period in Feb. ASA contribute one 12-visit activity card and 2 Budget Bistro tickets per week for winners to select either as their choice of the weekly trivia prize.

Moved by: C.Hedenberg/J. Chislett

That the Board approve contributing a choice of a 12-visit Activity Card or 2 Budget Bistro tickets per week for the duration of the February Weekly Trivia challenge.

CARRIED

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

Moved by J.Freedman/J.Chislett

That the Board provide coffee/tea service for the 2020 Seniors Active Living Fair to be held March 28, 2020.

CARRIED

c) CHATS Discussion on Elder Abuse – How to break the silence

Monday – Feb. 24/20 – 5:30-6:30 p.m. in Craft Room

d) Moved by: C.Hedenberg/C.Rines

That the Report of the Adult Programs Co-ordinator be received.

CARRIED

D19-08-07 Treasurer's Financial Report to December 31, 2019 (attached)

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

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

Motion by: C.Rines/C.Hedenberg

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

CARRIED

D19-08-08 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 – Meeting scheduled for Feb.

D19-08-09 By-Law Review Committee

Committee Chair John Scherrer noted that the updated Committee Responsibilities for the 2019-2020 Board term (attached) had been sent with the agenda and noted that the only change is the title which because of the inclusion of the two established Ad-Hoc Committees – Nominations & Elections and Conduct Review - now reads: **Responsibilities of Committees** (previously titled Standing Committees Responsibilities).

John noted that this document with the committee memberships will be uploaded to the ASA website.

Moved by: J.Scherrer/C.Hedenberg

That the changes to the Responsibilities of Committees be approved as presented.

CARRIED

Moved by: J.Abram/J.Freedman

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

CARRIED

D19-08-10 Finance Committee Report (Attached)

Treasurer Cheryl Rines presented and reviewed the report of the meeting held January 10, 2020, at which the following matters were addressed:

- Review of Financial Statements to December 31, 2019

Cheryl noted that the statements are marked “DRAFT” as there will be adjustments made over the coming weeks. BDO Canada will be on site in March, to conduct a Review Engagement of ASA’s 2019 books. Once the Review is complete, they will produce the final Year End Statements and present them at June’s AGM.

- Increase in Contents Insurance Coverage

Law Insurance Agent has been notified of Board’s decision and Updated Contents Inventory Appendix A has been sent. Now waiting for confirmation and invoice re premium.

Moved by: J.Scherrer/J.Abram

That the Finance Committee Report be received.

CARRIED

D19-08-11 Membership & Volunteers Committee Report

Board Liaison Carol Hedenberg provided a verbal report on the status of membership renewals. Carol noted that since the renewal process started on Dec. 1/19, and as of Jan. 17th, total renewals and new memberships are at 957 for 2020 . 64 new members signed up since the start of the year. Since Nov. 1/19, 117 new members have joined; this represents 1.6 new sign-ups per day. The ratio of Non-Resident-to- Resident members is 29.2%

Carol also reported the following Let-Us-Know Comments:

- a) Complimentary comment
- b) Information re phone scam. Karie and Andrew noted that YRP will be providing a seminar on scams in Feb.; as well, Karie and Andrew are connected to the media information from YR Fraud Division and can pass on any alerts by e-flash.
- c) Book Club request for training on use of Difibrillator – Karie noted that proper/safe use of the defibrillator requires standard first aid

and CPR training. All staff at the Centre is trained on the use of the defibrillator should the need arise.

- d) Request for a larger bulletin board in the Lounge. It was noted that some postings have been on the board for an extended time. Andrew proposed that initially, members be requested to date their postings and be advised that postings will have a one-month duration. Carol Hedenberg is to request Reception Volunteers to monitor this board.
- e) West-MacKenzie Room temperature – request that temp. be raised on Wednesdays for Budget Bistro and Choir. Directors noted that Bill Hawke has recommended temperature settings throughout the Centre (72F is his recommended setting for the West-MacKenzie Room), and while they recognized that there will be a variance that may not suit all users; pre-set temperature controls must be maintained to ensure the system functions properly. Karie reported that the Town will be doing an environmental study and she has requested that the Centre HVAC system be included in the study.

Motion by: C.Hedenberg/J.Scherrer

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

D19-08-12 Operations & Activities Committee (Attached)

Board Liaison Ron Coe reviewed the report and the recommendations from the meeting held January 14, 2020.

Decision items

a) Computer Room:

Moved by: J. Scherrer/J.Freedman

That the Board approve the following recommendation of the O&A Committee: “When the wall is down between Activity Room C and the Computer Room and other activities are going on, that the computer room is accessible to computer users.”

CARRIED

Karie is to inform the Tai-Chi group of this decision.

b) Spring Sale and Holiday Bazaar

Moved by: C.Hedenberg/J. Freedman

That the Board approve a total of \$2,700. to cover expenses related to the rental of mobile signs, advertising on social media, volunteer lunches, rental of 15 – 8 ft. tables and a slush fund for price stickers, bags etc. for the 2020 Spring Sale and Holiday Bazaar fundraising events **CARRIED**

Information items:

- Photography Club – two volunteers to date; looking for more
- Petition for 3-way stop at Amberhill & John West Way– Town Staff report going to Council Feb.4/20
- Kitchen: replacement purchase of knives and trays \$117.19
- Chartwell request for loan of chinese lanterns - approved
- Purchase of 500 new Bingo cards at \$17.99/100 card pack - approved
- Bridge bidding boxes received – to be stored in billiard room
- Update re. new storage shed
- Four sets of Chess games found in Computer room to be stored for future potential use

Moved by: J.Scherrer/C.Rines

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

D19-08-13 Seniors Affairs & Grants Committee

The Committee did not have a report; however, Jim Abram reported that he had been referred the name of an individual experienced in grant applications. While ASA does not have any matters identified for grant application, Jim will follow up.

Dave LeGallais has been in discussions at the local level and proposed that any matters/concerns at the Provincial/Federal level be referred to the Seniors Affairs Committee.

Jim also noted the Councillor Rachel Gilliland will be at the Centre for lunch on Wed. Jan. 23 at her request. Councillor Gilliland has a posting on Youtube regarding the 3-way stop at Amberhill and John West Way.

Moved by: R.Coe/J.Chislett

That the verbal report of the Seniors Affairs & Grants Committee be received. **CARRIED**

D19-08-14 Special Events Committee Report (Attached)

Board Liaison Jan Freedman presented and reviewed the report of the Committee's meeting held January 9, 2020 at which the following matters were discussed:

a) Replacement of Kitchen serving trays – approved

b) February 24 CHATS seminar on Elder Abuse

c) CHATS Caregiver Education Event – June 20, 2020 – request for board to support event with a contribution of \$200.

Moved by: J.Freedman/J.Scherrer

That ASA support the CHATS Caregiver Education Event on June 20, 2020 and contribute \$200. towards event expenses.

CARRIED

d) Upcoming Special Events:

- February 14/20 – “Chocolat” movie night
- March 15/20 – Garden Tea
- May 30 & 31 – Silver Stars Variety Show (3 shows)
- Trivia Night – September
- Barbeque Night – date to be determined

Moved by: C.Hedenberg/J.Chislett

That the Report of the Special Events Committee be received.

CARRIED

D19-08/15 Renewal of Town/ASA Agreement Ad-Hoc Committee

The President presented the report of the Committee's meeting held January 16, 2020 (see attached)

The committee has completed the review of the current Agreement and identified the following matters to be addressed:

- potential areas for amendments to the agreement;
- setting a date (early March) for a meeting with Robin McDougall;
- and agreement to accept the offer of Jan Coe to review the proposed renewal of the Town/ASA Operating Agreement prior to presentation for Council approval.

Dave noted that the Committee's proposals for amendments will be brought to the Board prior to involving the Town. The Committee's next meeting is on Feb. 13th.

Karie noted that the meeting requested with Robin McDougall is set for Wednesday, March 11 at 1:30 p.m. in the Holland Room.

Moved by: J.Scherrer/J.Chislett

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

D19-08-16 2020 Director Elections Nominating Committee (Attached)

Cheryl Rines, Committee Chair, distributed a package containing:

- Newsletter Announcement re. Nominations Process
 - Nominations to start March 6 and close March 20.
 - 4 Director positions needed:
 - Directors completing 1st 3-year terms: Dave LeGallais & Ron Coe – both eligible for re-election
 - Director completing 2nd 3-year term: Jan Freedman
 - One two-year vacancy
- Directors agreed to amend the sentence “By-Law 1.03.02(d) does not permit Jan Freedman to stand for re-election **for one year**”
- Notice re. Important Dates for election of Directors
 - Information for Nominees re. Election to the Board of Directors

Motion by: C. Hedenberg/J.Chislett

That the report of the Ad-Hoc 2020 Director Elections Nominating Committee be received and the information package be approved. CARRIED

Vice-President's Report – Nil Report

D19-08-17 President's Report

In his report, the President addressed the following matters:

a) Petition re. 3-Way Stop at Amberhill

Dave noted that Michael Bat of the Town Engineering Department will bring their report to Council on February 4th. The report will be available one week prior to the meeting. Dave has contacted some of the Council members personally on the matter. He urged directors to attend on February 4th to show support for ASA's petition.

Moved by: J.Scherrer/J.Freedman

That the President's report be received.

CARRIED

NEW BUSINESS:

D19-08-18 a) FEBRUARY Newsletter – Board Page – Cheryl to provide Notice re. Nominations for 2020 Board of Directors.

b) 2020 ASA Charity – Purse Sale

Carol Hedenberg reported that the success of the 2018 Purse Sale event that raised \$2200. for local non-profit agencies Blue Door, Brown Door and Yellow Brick House had resulted in calls from members that another such event be undertaken. Carol and her Let's Create group members are proposing to hold another Purse Sale Wine & Cheese event on October 3, 2020 with all proceeds to be shared with the Margaret Bahen and Doan House Hospices. Event tickets will be priced at \$5.00 to recover associated costs.

Moved by: C.Hedenberg/J.Abram

That the Board approve the proposal to hold a Purse Sale Wine & Cheese event on Oct. 3, 2020 in support of the Margaret Bahen and Doan House Hospices.

CARRIED

D19-08-19 Adjournment: the meeting was declared adjourned at 14:45 hrs.