



MINUTES

Of The

Regular Board of Directors' Meeting No. D19-10

Held on MARCH 23, 2020

Via Teleconference

Presiding: Dave LeGallais, President

Directors Present: **Dave LeGallais (President)**
 John Scherrer (Secretary)
 Jan Freedman (Vice President)
 Cheryl Rines (Treasurer)
 Jim Abram, Ron Coe
 Jeanne Chislett, Carol Hedenberg

Staff Members: Karie Papillon, Adult Programs Co-ordinator
 Andrew Bailey, Assistant Programmer

A.S.A. Members: **Charles Sequeira**

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 12:00 hours.

This being a teleconference meeting, directors agreed that motions would be voted on by requesting votes against motions – **i.e. no objections, motions would be declared as carried.**

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

D19-10-01 Approval of Agenda

Moved by: C.Hedenberg/R.Coe

That the Agenda be approved as distributed.

Dave requested the addition of item “c” **Phoning members without internet access** under President’s Report -
The agenda was approved with that addition. **CARRIED**

D19-10-02 Approval of the Minutes

Moved by J.Freedman/J.Scherrer

That the Minutes of the Regular Meeting held February 24, 2020 be approved as distributed.

CARRIED

PRESENTATIONS/DELEGATIONS – Nil

BUSINESS FROM PREVIOUS MEETINGS

D19-010-03 Three-way stop at Amberhill & John West Way

The President reported that at the Feb. 25 Council meeting, the 3-way stop at Amberhill and John West Way had been approved and would be installed shortly.

D19-10-04 Seniors Adult Programs Coordinator’s Report (VERBAL)

Karie reported that as of today, March 23, she and Andrew are working from home and the Seniors Centre is completely closed until April 6th. Karie and Andrew are able to receive e-mails, issue e-flash notices and access the ASA database. Karie and Andrew will be available between 8:00 a.m and 4:00 p.m. daily. The Town is maintaining the essential services model which may mean slower responses.

Karie also noted that the Seniors Centre Without Walls program will be expanded to twice daily (see attached schedule).

Andrew added that the April Newsletter would not be published until April 6th and there would be an e-flash and Facebook notice issued on April 1st to that effect.

Moved by: R.Coe/J.Scherrer

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

CARRIED

D19-10-05 Treasurer's Financial Report - VERBAL

Cheryl Rines reported that as a result of the Centre closure, the Finance committee meeting scheduled for March 15th had been cancelled and the next meeting is set for May 8, 2020.

Once the Centre re-opens, the February Journal entries will be processed and the financial Statements will be produced and verified by Finance Committee.

Cash proceeds from Marh 9 to 13 will be deposited and the revenue processed on QuickBooks. March Journal Entries will be processed, followed by March Financial Statements to be presented at the April Board Meeting.

Motion by: J.Scherrer/J.Abram

That the Treasurer's verbal report be received. CARRIED

D19-10-06 COMMITTEE REPORTS -

The following committees had Nil reports:

- By-Law Review Committee
- Community Development Committee
- Finance Committee – See Treasurer's report
- Membership & Volunteers Committee
- Social Committee

Ad-hoc Committees

- Conduct Review Ad-Hoc Committee

D19-10-07 Executive Committee Report (Attached)

Vice-President Jan Freedman presented and reviewed the Committee's report and recommendations regarding the following:

A) The suspension of By-Law #1, Sections 1.03.02 -Term of Office - and 1.03.03 – Elections

B) That the current Board (2019-2020) continue pending the resolution of the COVID-19 crisis, AND

- C) That the AGM scheduled for June 10th, 2020 be deferred to such time as the Director Elections process can be carried to completion.**

Moved by: J.Abram/C.Hedenberg

That recommendations A, B and C of Executive Committee be approved.

In the resulting discussion, the following comments were noted:

- The decision is to be communicated to the membership via e-flash and Facebook
- The three directors – Ron Coe, Jan Freedman and Dave LeGallais - completing their terms of office confirmed their availability to serve on the Board for as long as deemed necessary
- That further changes that may be dictated by ongoing restrictions will be addressed by the Board as they arise.

The motion was approved unanimously.

CARRIED

D19-10-08 Operations & Activities Committee (Attached)

Board Liaison Ron Coe reviewed the report and the recommendations from the meeting held March 10, 2020.

Decision items

- a) Replacement of Treasurer's 6-year old laptop with a Thinkpad computer with Windows 10 Pro at an estimated cost of \$800.**
- b) Purchase of a steel storage cabinet for storage of kitchen, crafts, office supplies at a cost of 288. plus taxes.**
- c) Social Committee request for \$400.00 fo fees for 7 people to train as new smart servers.**

Moved by: R. Coe/J.Freedman

That the above recommendations of Operations & Activities be approved.

CARRIED

Information items: Ron also noted that the volunteer name tags requested by Ruth Church are ready. Karie to inform Ruth.

D19-10-09 Seniors Affairs & Grants Committee - VERBAL

Jim Abram referenced the e-mail he had forwarded to directors regarding his follow-up with Riley Moynes regarding the Podcast Project <http://squeezingthejuice.ca> - that features interviews with various people on a variety of topics aimed at life post retirement. ASA has not been included thus far; Jim will notify directors when this happens and request that it be shared via e-flash. In the meantime, Jim suggested directors visit the website for a sample of the program.

Moved by R.Coe/J.Freedman

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

D19-10-10 Special Events Committee Report (Attached)

Jan Freedman presented and reviewed the report of the Committee's meeting held March 5, 2020. Jan noted there were no decision items from this meeting.

With the closure of the Seniors Centre during the COVID-19 restrictions, the following events have been cancelled:

- March 15 – Tea in the Garden – deferred
- March 28 – Active Living Fair
- April 19 – Line Dance Afternoon
- April 2 - Spring Sale

Karie also noted that The Silver Stars “Cabaret of Comedies” is in question as the cast may not be ready.

Karie added that she and Dave LeGallais have discussed holding a Centre-reopening celebration to make up for the cancellations, once a firm date is known.

Moved by C.Hedenberg/J.Chislett

That the Report of Special Events Committee be received.

CARRIED

AD-HOC COMMITTEE REPORTS

D19-10-11 ASA Current & Future Space Needs – VERBAL

The President reported on the Committee's Meeting held March 3rd, which was attended by JoAnne Bartholomew, Jan Freedman and Karie.

Dave noted that the committee discussed a possible review of room usage if the proposed Thursday evening and Saturday morning extended hours are approved – i.e. the committee would be responsible for allocating space for added/expanded activities.

Parking continues to be a concern.

The committee ultimately agreed that it should remain active and a meeting is planned for September.

Moved by J.Freedman/C.Hedenberg

That the verbal report of the ASA Current & Future Space Needs Committee be received. CARRIED

D19-10-12 Renewal of Town/ASA Agreement Ad-Hoc Committee

Committee Chair Charles Sequeira reported that the March 11th meeting with Robin McDougall had been cancelled by the Town. The ASA recommendations for amendments to the Agreement as approved at the February 24, 2020 Board meeting had been referred to the Town and are being reviewed by their Legal staff. Accordingly, the process remains on hold pending response from the Town.

Karie provided an update noting that on March 18th Robin McDougall, Doug Bertrand, Lisa Warth, Franco DeMarco and Karie had met. While there was agreement on some items, others that need clarification - Town's role vis-à-vis ASA - needed input by the Town's CAO. Once this is completed, Karie will provide Dave with a complete report to be passed on to the Committee.

Moved by: C.Hedenberg/J.Abram

That the verbal Report of ASA/Town Operating Agreement Committee be received.

CARRIED

D19-10-13 2020 Director Elections Nominating Committee

The committee is suspended pending resolution of restrictions imposed by COVID-19 emergency.

Vice-President's Report – Nil Report

D19-10-14 President's Report

In his report, the President addressed the following matters:

a) Town of Aurora Cultural Master Plan

Dave reported that a meeting of stakeholders had been held on February 25th. Dave and JoAnne Bartholomew attended on behalf of ASA. Phil Rose-Donahoe had chaired the meeting. The plan will take two years to develop; with meetings to be held monthly. Dave and JoAnne had scheduled a meeting with Phil which due to the Town facilities closures had been cancelled. Dave and JoAnne are of the opinion that given the make-up of ASA activities, ASA would be better served by having representation from the Silver Stars Group, Choir and Arts groups. Dave will continue to attend meetings until this can be addressed.

b) Probus Meeting of March 11

Dave had attended the meeting and reported on the interesting presentation given by Erin *Strachan?* of York Region Transit Services on the use of Presto cards, Go-Service and Mobility on Request. Since Erin's presentation at the Aurora Library had been cancelled, and transportation to the Centre being another ASA concern, Dave proposed she be invited to give a presentation to the Board or give a seminar on transit services.

c) Phoning Members without Internet access

The President reviewed his proposal (attached) for contacting members without internet access during the first week of April. Dave noted that this would involve making 227 phone calls (as confirmed by current data base records).

While all directors agreed with the proposal, concerns were expressed that members not receiving a personal call may feel excluded.

Moved by: D.LeGallais/J.Freedman

That the Board approve the proposal for personal phone calls to members without internet access during the first week of April.

In the ensuing discussions, options were proposed that would include communication with all members, including:

- Notice of provision of personal phone calls on front page of April Newsletter (to be published April 6th based on current knowledge
- Inclusion of Town emergency telephone numbers if members had serious issues
- Decision re. Personal calls to members should be communicated via all communication vehicles – Newsletter, E-Flash and Facebook
- Karie suggested that the My Seniors Centre program provides for dissemination of pre-recorded messages (robo-calls) that could be researched as a potential vehicle to communicate with all members
- Carol agreed to research this option
- Andrew's suggestion – an e-flash could be issued on April 1st advising re. deferral of Newsletter and providing information re. emergency phone numbers

The discussion resulted in the following **amendment motion**

Moved by: J.Freedman/J.Abram

a) That the robo-call provision of the My Seniors Centre Program be investigated as a means of communicating with all members by means of a pre-recorded message to go out during the first week of April, and

b) that should this not be possible, the proposal for personal phone calls be implemented during the first week of April, and

d) that notices of either communication method be sent out on April 1st via E-Flash and FaceBook.

CARRIED

MAIN MOTION CARRIED AS AMENDED

NEW BUSINESS:

D19-10-14 a) Directors' comments/suggestions during Centre closure due to COVID-19 restrictions.

Dave enquired whether directors had any other suggestions that could be passed on to members to help weather the restrictions imposed by the COVID-19 emergency.

Jim suggested checking the podcast project website that features a variety of interesting topics.

Ron expressed thanks to Karie for arranging the telecommunications meeting.

Cheryl thanked both Dave and Karie for all their work in ensuring that members are kept informed.

b) APRIL Newsletter – Board Page –Dave has sent his Board Page to Andrew. It will go out with the Newsletter e-flash on April 1st.

D19-10-15 Recess and Reconvening In-Camera 13:24 hours

Moved by C.Hedenberg/J.Freedman and

CARRIED

D19-20-16 – Reconvening in Open Session – 13:53 hours

Verbal Report of the In-Camera Session –

Vice-President Jan Freedman presented the following:

The In-camera meeting addressed the following matters:

- Meeting with Town staff re. ASA Membership
- Staff Responsibility for ASA at the Aurora Seniors Centre as distributed to directors for comment/response to Executive Committee by April 10, 2020.

Moved by: J.Freedman/C.Hedenberg

That the report of the In-camera session be approved. CARRIED

D19-10-17 Adjournment: the meeting was declared adjourned at 13:55 hrs.