



MINUTES

Of The

Regular Board of Directors' Meeting No. D20-01

Held on JUNE 15, 2020

Via ZOOM Meetings

Presiding: Dave LeGallais, President

Directors Present: **Dave LeGallais (President)**
 John Scherrer (Secretary)
 Cheryl Rines (Treasurer)
 Jim Abram, Ron Coe, Carol Hedenberg
 Ann Overington and Nick Senick

Regrets: **Jeanne Chislett**

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

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 12:30 hours. In his opening remarks, Dave welcomed new Directors Ann Overington and Nick Senick and the Board for the 2020-2021 term and noted that the year ahead will be challenging given all the unknowns. He proposed that all questions, concerns should be addressed at Board level to be resolved with transparency as a unified team to ensure all Board decisions benefit all ASA Members.

This being a meeting using the Zoom platform and not all directors being visible, it was agreed that motions would be voted on by requesting votes against motions – **i.e. if no objections, motions would be declared as carried.**

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

D20-01-01 Approval of Agenda

Moved by: C.Hedenberg/R.Coe

That the Agenda be approved as distributed.

CARRIED

D20-01-02 Approval of the Minutes of Previous Meetings

Moved by J.Abram/C.Rines

**That the Minutes of the Regular Meeting held May 25, 2020
be approved as distributed.**

CARRIED

PRESENTATIONS/DELEGATIONS – Nil

BUSINESS FROM PREVIOUS MEETINGS

D20-01-03 Administration of Oath of Office to New Directors

Board Secretary John Scherrer asked new Directors Ann Overington and Nick Senick to recite the Oath of Office confirming their induction as members of the ASA Board of Directors.

Accordingly Ann and Nick respectively did so.

John informed them that they would be provided the Directors' Reference Manual containing ASA By-Laws, Policies and Procedures.

D20-01-04 Election of Vice-President for the 2020-2021 Board Term

John Scherrer noted that Director Jeanne Chislett had requested that her proxy vote be allowed due to her unanticipated absence for a medical procedure. John noted that ASA Operating By-Law #1 clearly states that there will be no proxy votes. In the ensuing discussion Directors noted that a proxy vote had been allowed at a previous caucus meeting for the election of Principal Officers. As members of the By-Law Review Committee, John and Nick both cautioned against contravening the established operating by-law and suggested scheduling a separate caucus meeting for the election of the Vice-President. Directors noted these are unusual circumstances which resulted in

Motion by: C.Hedenberg/C.Rines

That a proxy vote be allowed due to unusual circumstances that are contrary to provisions in By-Law #1.

Prior to a vote being taken on the motion, Carol Hedenberg contacted Jeanne by phone and confirmed that Jeanne would not be able to attend in person. It was ultimately agreed that Jeanne's vote relayed by telephone to Karie would be accepted.

Accordingly, the nominations for the election of the ASA Vice-President proceeded as follows:

- i) Jeanne Chislett nominated **Carol Hedenberg**.
Ann Overington seconded the nomination.
Carol accepted the nomination

- ii) Cheryl Rines nominated **Jim Abram**
Nick Senick seconded the nomination
Jim accepted the nomination

Voting by ballot e-mailed to Karie as established at the May 25/20 Board Meeting commenced and resulted in the election of **Jim Abram as Vice-President for the 2020-21 Board Term** on a vote of 5/4 as shown below:

PIN	VOTE:
1947	Carol Hedenberg
No pin	Carol Hedenberg
1921	Carol Hedenberg
5575	Carol Hedenberg
1084	Jim Abram
1195	Jim Abram
5100	Jim Abram
1024	Jim Abram
1357	Jim Abram

D20-01-05 Confirmation of 2020-2021 Board of Directors

With the election of the Vice-President, Dave LeGallais announced the 2020-2021 Board of Directors:

Principal Officers:	President:	Dave LeGallais
	Vice-President:	Jim Abram
	Treasurer:	Cheryl Rines
	Secretary:	John Scherrer

Directors at Large: Jeanne Chislett
 Ron Coe
 Carol Hedenberg
 Ann Overington
 Nick Senick

Non-Voting Director: Adult Programs Co-coordinator
 Karie Papillon,

A notice of the 2020-2021 Board is to be communicated via the Board Page in the monthly newsletter and posted on the ASA Website.

D20-01-06 Extension of Operating Agreement & Deferral of User Fees

Dave reported that following the decision taken at the May 25 Board Meeting:

That the Board approve that the Ad-Hoc Committee for the Renewal of the ASA/Town Operating Agreement request a meeting with Robin McDougall to discuss the following matters:

- a) Second quarter user fees and*
- b) b) Extending the current Operating Agreement.*

The Ad-Hoc Committee had been advised that a meeting with Robin McDougall had been scheduled at 2:00 p.m. June 10th. Accordingly, in preparation for this meeting, the Committee met via Zoom Meeting on June 8th to plan the agenda for that meeting.

Later that day Dave was notified by e-mail that the Town's CAO Doug Nadorozny had approved the one-year extension of the Operating Agreement and had agreed to waive the second quarter user fees.

Dave noted this is obviously welcome news and that ASA should have a formal confirmation.

Motion by: R.Coe/N.Senick

That the Board accepts the Town's agreement to extend the current ASA/Town Operating Agreement through to January 1, 2022 and the waiving of second-quarter user fees and request a confirmation from the Town's Legal Department.

CARRIED

D20-01-07 Seniors Adult Programs Coordinator's Report - Attached

Karie reviewed her report covering the following topics:

a) **Zoom meetings**

Computer Club resuming bi-weekly Tuesday morning seminars on June 23, July 7 & 21, August 4 & 8

Mahjong Group "coffee chat" scheduled for week of June 22nd with 17 participants to date.

b) **ASA Mail Chimp (E-flash)**

Staff would like the ASA to consider, only during the pandemic closure, allowing non-members participating in Seniors Centre Without Walls, to sign up for our E-flash service. Andrew clarified that these non-members would be removed once current restrictions regarding access to the Centre are lifted.

Motion by: J.Abram/C.Rines

That the Board approve the Staff request to allow non-ASA members participating in Seniors Centre Without Walls to sign up for ASA E-flash service until the Seniors Centre reopens.

CARRIED

c) Moved by: C.Hedenberg/N.Senick

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

CARRIED

D20-01-08 Treasurer's Financial Report to May 31, 2020 - Attached

Cheryl Rines noted that the reports have been reviewed by Finance Committee and include:

- May month end and Balance Sheet
- Statement of Operations for May
- Statement of Operations January through May

Motion by: C.Rines/C.Hedenberg

That the Treasurer's report for the period ending May 31, 2020 be approved.

CARRIED

D20-01-09 COMMITTEE REPORTS -

The following committees had Nil reports:

- Community Development Committee
- Executive Committee
- Membership & Volunteers Committee
- Operations & Activities Committee
- Social Committee

D20-01-10 By-Law Review Committee (Attached)

Committee Chair John Scherrer reviewed the Committee's report and recommendation for approval of amendments to By-Law 1 pertaining to the responsibilities of the ASA Treasurer and By-Law 2, pertaining to Banking and Delegation Powers.

Motion by: J.Scherrer/J.Abram

That the Board approve the amendments to By-Law #1, Section 1.11.04 and By-Law #2 Sections 2.2.01 and 2.2.03 to read:

1.11.04

The Treasurer is responsible for overseeing the financial affairs of the Aurora Seniors Association. The Treasurer must ensure that segregation of duties exist and are managed with the assistance of Administrative Officers. With Board approval, Administrative Officers will be appointed by the Treasurer to assist in the performance of these duties.

The Treasurer, or Officer performing duties assigned by the Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of the Association at such bank or banks as may from time-to-time be designated by the Board of Directors. He/she shall disburse the funds of the Association under the direction of the Board of Directors, maintain proper records, and report to the Board of Directors at regular meetings thereof or whenever required by him or

her, an account of all his or her transactions as Treasurer, and of the financial position of the Association.

The Treasurer shall also perform such other duties as may from time to time be determined by the Board of Directors.

2.2.01

*The Directors may from time to time by resolution, delegate to the President, Vice-President, Treasurer or Secretary of the **Aurora Seniors Association** all or any of the powers conferred on the directors by article 2.1.00 of this by-law to the full extent thereof or such lesser extent as the directors may in any such resolution provide.*

2.2.03

The powers hereby conferred shall pass to any President, Vice-President, Treasurer or Secretary upon election or appointment as said officer.

CARRIED

D20-01-11 Finance Committee Report (Attached)

Treasurer Cheryl Rines reviewed the report of the Zoom meeting held June 5 that dealt with the following matters:

- a) Review of Financial Statements to May 31, 2020
- b) **Charitable Donations:** Committee recommendation to allocate the balance of the \$1400. allotted for Charitable Donations to CHATS.

Motion by: A.Overington/C.Hedenberg

That the Board approve the Finance Committee recommendation to allocate the balance of the \$1400. allotted for Charitable Donations to CHATS.

In the ensuing discussion, Directors noted that while CHATS' services to seniors definitely merit another donation in these urgent times, there are other non-profit organizations (Alzheimer's Society of York Region Coffee Break, Aurora Food Bank, and St. John's Therapy Dogs) that ASA has donated to in prior years and that may have similar urgent support needs. The discussion resulted in the following **amendment motion:**

Moved by: R.Coe/J. Abram

That the Board approve a donation of \$500. to CHATS.

AMENDED MOTION CARRIED

- c) Review of Proposed Inventory Control Document
- d) Review Engagement 2019 – Request to Auditor to update “Financial Statement Notes”

Moved by: J.Scherrer/C.Hedenberg

That the Finance Committee Report be received.

CARRIED

D20-01-12 Seniors Affairs & Grants Committee

Jim Abram reported the Red Cross offer of training, PPE and other safety equipment that non-profit organizations can apply for.

Jim is prepared to complete the application on behalf of ASA.

Motion by: J.Abram/A.Overington

That the Board authorize Jim Abram to submit an application for the Red Cross offer of safety equipment and safety training on behalf of ASA.

CARRIED

D20-01-13 Special Events Committee

On behalf of the Special Events Committee, Ann Overington reported on the following matters:

- a) The Annual Holiday Bazaar will not be held this year. Carol Palmer has requested that an e-mail message be sent to all vendors thanking them for their previous support and assuring them that ASA members will be encouraged to support their businesses.
- b) Tea in the Garden – was a sold-out event with 70 tickets sold. How will these be reimbursed? Expenses of \$350. associated with this event have been incurred and not claimed to date. Cheryl noted that expenses can be submitted for reimbursement and she would liaise with Ann to that end
Regarding the reimbursement of event tickets – Cheryl noted that this is part of the larger task that includes Gold Card holders, membership fees and that Finance Committee needs to develop a comprehensive plan to address these matters in conjunction with

the reopening of the Centre. The task will be on the agenda for the July Finance Committee meeting.

D19-12-13 Ad-hoc Committees

- Conduct Review Ad-Hoc Committee - Nil Report
- Renewal of ASA/Town Operating Agreement – See Min.#D20-01-06
- ASA Current & Future Space Needs – Nil Report
- 2021 Director Elections Nominating Committee – Nil Report

Vice-President's Report – Nil Report

D20-01-14 President's Report

In his report, the President addressed the following matters:

a) Appointment of Ad-Hoc Committee re. Srs.Ctre Reopening

As a proactive measure, Dave proposed establishing an ad-hoc committee to develop a plan for the reopening of the Seniors Centre. The committee's task would be to discuss with the Town how and when to reopen the Centre; liaise with Federal and Provincial members of Parliament as well as other seniors' centres in the GTA to develop a viable plan and to communicate same to the membership.

Dave proposed the following membership for the ad-hoc committee: Jim Abram, Ruth Church, Carol Hedenberg, Joanne Batholomew, Jane Snape, Karie Papillon Lydia Schuster and himself.

With Board approval, Dave proposed the committee's first meeting would be via Zoom on Monday, June 22nd.

Motion by: J.Scherrer/N.Senick

That the Board establish a Seniors Centre Reopening Ad-Hoc Committee chaired by Dave LeGallais and that the Committee Chair contact the proposed membership.

CARRIED

b) Meeting with Tony Van Bynen

Dave reported that the request had come from Tony Van Bynen's office to meet with the Board - the purpose being to provide an update on the Federal initiatives affecting seniors during the COVID.19 Pandemic, and to receive input from ASA.

In the ensuing discussion, Directors noted that with the establishment of the Ad-Hoc Committee for the reopening of the Seniors Centre that is the better group to meet with Tony Van Bynen with a specific agenda developed by the committee.

NEW BUSINESS:

D20-01-15 July Newsletter

Dave noted that as he has been contributing the Board page throughout the COVID.19 period, he proposed that Directors contribute a short paragraph on a topic of their choice to share with the membership.

Dave will provide text for the July Newsletter Board Page and Directors' contributions will be included as available.

D20-01-16 ASA Website

Directors noted that the website needs updating. Suggestions were made that the task for maintaining the website be assigned to one individual. Dave agreed to pursue the matter.

In the interim, Andrew suggested that Directors check the website and note the changes that are required and he will ensure that they are passed on to Catherine Willems to update.

D20-01-17 Adjournment: the meeting was declared adjourned at 14:45 hrs.

Next Board Meeting will be held Monday, July 20, 2020 at 12:30 p.m.