



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D20-02**

**Held on JULY 20, 2020**

**Via ZOOM Meetings**

***Presiding: Dave LeGallais, President***

**Directors Present:**      **Dave LeGallais (President)**  
                                 **John Scherrer (Secretary) 1:00 p.m.**  
                                 **Cheryl Rines (Treasurer)**  
                                 **Jeanne Chislett, Ron Coe, Carol Hedenberg**  
                                 **Ann Overington and Nick Senick**

**Regrets:**                      **Jim Abram**

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

**ASA Members:**         Jo-Anne Bartholomew and Jane Snape

**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 12:32 hours.

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

**D20-02-01 Approval of Agenda**

Moved by: C.Hedenberg/N.Senick

**That the Agenda be approved as distributed.**

**CARRIED**

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

Moved by R.Coe/A.Overington

**That the Minutes of the Regular Meeting held June 15, 2020  
be approved as distributed.**

**CARRIED**

**PRESENTATIONS/DELEGATIONS – Nil**

**BUSINESS FROM PREVIOUS MEETINGS**

**D20-02-03 Confirmation of Extension of Operating Agreement & Deferral of  
2<sup>nd</sup> Quarter User Fees**

Dave noted that at the June 15<sup>th</sup> Board Meeting, he had reported receiving an e-mail from the Town's CAO Doug Nadorozny advising of the Town's agreement to the one-year extension of the Operating Agreement and the waiving of the second quarter user fees. The Board had passed a motion requesting formal confirmation from the Town's Legal Department.

Karie reported that on checking the status, the Legal Dept. is dealing with a backlog as a result of the COVID.19 closures, and will provide the required amendment document.

**D20-02-04 Update re. ASA Website**

Dave reported that the Website had been updated including the Board of Directors for the current 2020-2021 board term and the two new member-contributions – Tales of Isolation and Recipe Exchange. Dave encouraged Directors to check the website regularly and to let him know any suggestions for additional features or changes.

**D20-02-05 Meeting with MP Tony VanBynen**

Dave reported that the Reopening Committee had agreed to meet with Tony VanBynen. Dave had been in touch with his office to arrange a date some 2 or 3 weeks from now. Dave will advise when a date is confirmed.

**D20-02-06 Seniors Adult Programs Coordinator's Report - Attached**

Karie noted that today's Provincial announcement confirmed that York Region will be moving to Stage 3 as of Friday, July 24, and that the Seniors Centre is classified as a recreational facility, meaning that

it **can** reopen as part of the Stage 3 provisions. Plans are underway for the safe reopening of the Centre - Karie will be taking part in an OACAO regional meeting at which guidelines and a possible Province-wide survey will be discussed.

The protocol to be followed is as set out in the Provincial Guidelines for Stage 3 reopenings.

The Leisure Complex pool reopened today – staff will be monitoring the feedback from that facility.

The centre reopening will not be contingent on the availability of a tested vaccine – it will reopen when all concerned are confident it is safe and ready to do so.

Karie hopes to have ore specific information for the August Board Meting.

Karie reviewed her report covering the following topics:

**a) Seniors Community Grant Program**

The Town of Aurora is applying for this program to support the following:

- Bringing more opportunities for seniors online line through virtual opportunities via Zoom. These opportunities could include fitness classes, seminars, and entertainers.
- Providing regular healthy living and activity packs to members. Delivery will be available to Aurora residents.

A letter of support from the Association is requested

Moved by: C.Hedenber/N.Senick

**That the Board provide a letter of support for the Town's application for the Seniors Community Grant. CARRIED**

**b) 2020 Volunteer Appreciation**

The volunteer appreciation is currently scheduled for Sunday October 25. Staff recommend that this event is cancelled or rethought for 2020.

Moved by: C.Hedenberg/A.Overington

**That the Volunteer Appreciation event be cancelled for 2020.**

**CARRIED**

c) Moved by:C.Hedenberg/R.COE

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

**CARRIED**

**D20-02-07 Treasurer's Financial Report to JUNE 30, 2020 - Attached**

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

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

Motion by: C.Rines/C.Hedenberg

**That the Treasurer's report for the period ending June 30, 2020 be approved.**

**CARRIED**

**D20-02-08 COMMITTEE REPORTS -**

The following committees had Nil reports:

- Community Development Committee
- Executive Committee
- Membership & Volunteers Committee
- Operations & Activities Committee
- Social Committee
- Special Events Committee
- Seniors Affairs & Grants Committee

**D20-02-09 By-Law Review Committee (Attached)**

Committee Chair John Scherrer reviewed the Committee's report and recommendation for approval of amendments to By-Law 1 Sections 1.05.06, 1.07.00, 1.07.03, 1.10.02 1.10.04

Motion by: J.Scherrer/N.Senick

**That the Board approve the amendments to By-Law #1, Sections: 1.05.06, 1.07.00, 1.07.03, 1.10.02 1.10.04 as follows:**

**1.05.06 Conference & Virtual Meetings**

The Board of Directors may, on consent of a quorum of Directors, and notice to all Directors conduct and hold meetings by telephone or virtual conferencing , provided that each Director participating in the meeting may hear each other Director, who is participating, and each Director participating may comment and be heard by each other Director.

**1.07.00 VOTING AT BOARD MEETINGS**

The ASA Board holds attendance at board meetings to be essential to support fiduciary duties that all board members have. Voting on important matters is critical to the ongoing success of the association. Therefore, the Board will only recognize votes cast as defined within 1.07.03.

Should there arise a situation of importance (such as election of officers) the decision to proceed with a quorum or not remains with the Board.

**1.07.03 Manner of Voting**

Votes at any meeting of Directors, if so demanded by any Director present, shall be taken by ballot, but if no demand is made the vote shall be taken by poll or by a show of hands.

**1.10.02 Persons Holding Office**

~~One person may hold more than one office, except the President and Vice-President.~~ No person living within the same household may serve on the Board at the same time.

**1.10.04 Appointment of Additional Officers**

Additional officers of the Association need not be Directors and in the absence of written agreement to the contrary, the appointment of such officers shall be settled from time-to-time by the Board of Directors ~~with final ratification by membership at a Special Meeting or Annual General Meeting.~~

**CARRIED**

**D20-02-10 Finance Committee Report (Attached)**

Treasurer Cheryl Rines reviewed the report of the Zoom meeting held July 10 that dealt with the following matters:

- a) Review of Financial Statements to June 30, 2020
- b) **Finance Committee 2020 – 2021 Membership**

Cheryl Rines – Chair  
Nick Senick – Liaison

Virginia Bodnar  
Ruth Church  
Anita Freedland

The Committee also thanked Charles Sequeira for the many years he served as a member on the Finance Committee.

- c) **Working Document – Recovery Committee.** The Committee reviewed the discussion document provided by Ruth Church (Seniors Centre Reopening Committee), outlining Recommendations regarding Membership Fees, Gold Cards and Activity Fees.

Noting that Finance Committee agreed with the recommendations as outlined in the document for 2020 and 2021 with the exception of Gold Cards which will be addressed at a later meeting,

Cheryl Moved, seconded by N.Senick

**That the Aurora Seniors Association Board of Directors approve the following in relation to the financial impacts of Covid-19 on ASA members:**

*Extend all 2020 memberships until December 31, 2021 at no additional cost to the member. This includes 2020 memberships, if any, purchased after the re-opening; and*  
*Waive all future daily activity fees until December 31, 2020; and*  
*Once the Seniors Centre re-opens, issue cash refunds on tickets purchased for the “Tea in the Garden” event*

**CARRIED**

- d) **Insurance Coverage** – Cheryl will contact the Insurance Agent again prior to Centre reopening to ascertain liability coverage on centre reopening.
- e) Next Finance Committee Meeting will be in September – July Financial Reports will be provided for the August Board Meeting.

Moved by: C.Hedenberg/A. Overington

**That the Finance Committee Report be received.**

**CARRIED**

**D20-02-11 Ad-hoc Committees**

Conduct Review Ad-Hoc Committee - Nil Report  
Renewal of ASA/Town Operating Agreement – Nil Report  
2021 Director Elections Nominating Committee – Nil Report

**D20-02-12 ASA Current & Future Space Needs –**

Dave noted that with the onset of the COVID.19 emergencies the committee has been inactive and proposed it be dissolved.

Moved by: J.Scherrer/C.Hedenberg

**That the Ad-Hoc Committee for ASA Current & Future Space Needs be dissolved.**

**CARRIED**

**D20-02-13 Seniors Centre Reopening Committee (Attached)**

Committee Co-chair Jo-Anne Bartholomew presented and reviewed the Committee’s report and addendum grouping the ASA activities in categories that took into consideration provincial requirements – personal distancing, requirement for masks, sanitization, shared equipment.

The Committee has been working with Staff on developing procedures for reopening protocols.

Jo-Anne proposed that the Board review the ASA activities listed in **Category #1** to determine which could be introduced on the reopening of the Centre provided that all safety protocols are in place.

Directors proceed to deliberate each activity and in that process the following activities were approved for introduction on the Centre reopening:

<b>Book Club</b>	<b>Art Drop-In</b>	<b>Creative Colouring</b>
<b>Tai-Chi</b>	<b>Quilt ‘n Sew</b>	<b>Walking Club</b>
<b>Bingo</b>	<b>Knotty Knitters</b>	<b>Tuesday Movies</b>
<b>Woodcarving</b>	<b>Let’s Create</b>	

The following activities – Pickleball, Badminton, Table Tennis - will be reviewed at the August Board Meeting

The remaining activities listed in the addendum, including Line Dance and Woodshop – will be deferred until it is determined that it is safe to add these into the schedule.

**Since the above list does not include Friday evening activities,** Karie proposed that the Centre close at 5:00 p.m. until such time as it is safe to schedule activities during the extended Friday hours.

Moved by: R.Coe/J.Chislett

**That the Seniors Centre close at 5:00 p.m. until such time as it is safe to schedule Friday evening activities. CARRIED**

Motion by: J.Scherrer/A.Overington

**That the Report of the Seniors Centre Reopening Committee be received. CARRIED**

### **Vice-President's Report – Nil Report**

#### **D20-02-14 President's Report**

In his report, the President addressed the following matters:

##### **a) Communication to ASA Members re Centre Reopening**

Dave noted that communication with members is most important, and that the Board needs to inform members that throughout this time, the Board and committees have been working to ensure their safe return on the reopening of the Seniors centre.

Dave proposed that the communication include:

- York Region is approved to move to Stage 3 as of July 24
- It is hoped that the Seniors Centre will be ready to reopen sometime in late fall
- Reopening protocols will include strict adherence to Provincial, York Region Health Unit and Town guidelines
- Centre will reopen in gradual stages – some activities being available sooner than others
- Centre will look and feel different – no coffee or Budget Bistro
- Karie and Andrew have been busy working on Centre reopening
- Suggest members visit ASA Website
- Board will continue to communicate via E-Flashes

Dave also noted that the Reopening Committee should meet with the O&A Committee and with ASA Activities Leaders.

Ron suggested a press-release type of announcement as well as contacting Brock Weir to have him include a notice in The Auroran.

Dave noted that he and Karie will work on the communication to members.

Motion by: N.Seick/C.Hedenberg

**That The President and Adult Seniors Co-ordinator collaborate on developing a communication to members for inclusion in the August Newsletter.**

**CARRIED**

## **NEW BUSINESS:**

### **D20-02-15 AUGUST Newsletter**

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

### **D20-02-16 Appointment of Board Liaisons to Committees**

Motion by: C.Hedenberg/A.Overington

**That the Board Liaisons to Committees be extended for the 2020-2021 term, and that the following appointments be confirmed:**

**Finance Committee Liaison – Nick Senick**

**Executive Committee Liaison – Jim Abram**

**Special Events Liaison - Ann Overington**

**CARRIED**

**D20-02-17 Adjournment: the meeting was declared adjourned at 14:49hrs.**

**Next Board Meeting will be held Monday, AUGUST 17, 2020 at 12:30 p.m.**