



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D20-04**

**Held on SEPTEMBER 21, 2020**

**Via ZOOM Meetings**

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

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

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

**ASA Members:**      Jo-Anne Bartholomew, 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 12:37 hours.

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

**D20-04-01 Approval of Agenda**

Moved by: C.Hedenberg/C.Rines

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

John Scherrer requested the addition of "Update re. Aurora Culture Days Banner" under Business from Previous Meetings.

**The Agenda was approved with the additional item.**

**CARRIED**

**D20-04-02 Approval of the Minutes of Previous Meetings**

Moved by J.Scherrer/R.Coe

**That the Minutes of the Regular Meeting held August 17, 2020 be approved as distributed.**

**CARRIED**

**D20-04-03 PRESENTATIONS/DELEGATIONS**

Karie reported that Shelly Ware wished to thank the Board for their co-operation with arrangements for prior years' Christmas Market and to inform the Board that the 2020 Aurora Christmas Market would be held at the Town Park as a 3-day outdoors event.

**BUSINESS FROM PREVIOUS MEETINGS**

**D20-04-04 Confirmation of Extension of Operating Agreement & Deferral of the 2<sup>nd</sup> Quarter User Fees**

Dave noted that this matter would be addressed in the presentation of the Executive Committee Reports.

**D20-04-05 Meeting with MP Tony VanBynen**

Dave reported that he had been in touch with Sarah Campbell at Tony VanBynen's constituency office and was advised that the meeting would be scheduled some time in early October.

Dave also noted that Tony VanBynen would prefer this meeting to be with the ASA Board of Directors and the Reopening Committee only. The agenda will consist of:

- Tony VanBynen to share information on the Throne Speech, COVID.19 provisions at federal level and the New Horizons Grant.
- ASA will address Centre reopening protocols,
- PPE and financial assistance associated with implementing safety protocols at the Centre
- Question period

Dave will advise the date of the meeting as soon as it is available.

Jim reported that he had informed MP Leona Alleslev's office of the proposed meeting.

**D20-04-06 Confirmation of 2020-21 Committee Chairs & Membership**

John Scherrer noted that all Committees have confirmed their chairs and memberships with the exception of Membership & Volunteers.

Committee Liaison Carol Hedenberg noted that the Membership & Volunteers Committee membership remains unchanged.

Regarding Special Events Committee – John noted the addition of Joan Brownlow to the voting members.

Board Liaison Ann Overington noted that the role of Chair is unconfirmed as yet and that she is prepared to chair the committee in the interim.

**D20-04-07 Aurora Culture Days Banner**

Andrew verified that the photo to appear with the ASA Logo on the Aurora Culture Days Banner will be the original as shown in the mock-up. The banner is to be displayed on Yonge Street from Sept 25 through October 25.

**D20-04-08 Seniors Adult Programs Coordinator’s Report –**

Karie introduced Brandie Yorg to the Board noting that Brandie– in addition to her role as a Town fitness instructor for Town programs, she is currently involved in the Seniors Centre Without Walls program and the lead on assembling the components of the SCWW Activity kits.

Karie’s report focused on Seniors Centre Schedule

Karie noted that staff would like the Board to recognize, and endorse, that the ASC schedule (as it was at March 2020) may not return to what it was pre-pandemic.

Some groups may need to expand, and other groups may need to contract and lose some times, or “their” room.

Karie assured the Board that Staff will always consult with the board about ASA activities and scheduling.

Motion by: J.Scherrer/A.Overington

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

**CARRIED**

Carol Hedenberg reported that Don Overington is working on producing plexi-glass partitions for the ASA Office computer stations.

**D20-04-09 Treasurer's Financial Report to August 31, 2020 - Attached**

Cheryl Rines presented the reports noting that she had been able to access the Seniors Centre and had deposited (Aug. 26) the monies from the sales dating back to March 9-13, 2020. The sales are reflected in the January-August Operations Statement and the deposit is reflected in the August Balance Sheet. Finance Committee had reviewed the Reports at their meeting of September 11<sup>th</sup>.

The reports include:

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

Motion by: C.Hedenberg/A.Overington

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

**CARRIED**

**D20-04-10 COMMITTEE REPORTS -**

The following committees had Nil reports:

- By-Law Committee
- Community Development Committee
- Membership & Volunteers Committee
- Operations & Activities Committee
- Social Committee
- Special Events Committee

**D20-04-11 Executive Committee Reports (Attached)**

Dave noted that both the August 27<sup>th</sup> and Sept. 8<sup>th</sup> Executive Meetings had been held to address matters relative to the Town-ASA Operating Agreement and the need to meet with Robin McDougall.

The meeting with Robin McDougall is set for **October 13, 2020 at 1:00 p.m.**

Dave reviewed the reports as follows:

- a) **Amendment to the Town-ASA Operating Agreement extending the agreement to January 1, 2022.**

Dave noted that he had e-mailed the amendment to all Board members and that if there were no concerns, he will sign it on behalf of ASA and return it to the Town.

**b) Agenda Items for Meeting with Robin McDougall (OCT.13/20)**

- Amendment to Town ASA Operating Agreement
- Budget (Revenue/Expense) Report 2020-2021
- Third quarter user fees (WAIVED – ITEM REMOVED)
- Fourth quarter & future user fees
- 2021 user fees

John Scherrer noted that the Executive Committee had discussed adding a clause to the Agreement re adjusting user fees according to usage of Centre.

**c) Budget (Revenue/Expense) Report 2020-2021**

Cheryl clarified that the report was developed in reference to the Town user fees issues for discussion with Robin McDougall.

The ASA 2020 Revenue after Centre Closure is \$46,600.

The 2020 Estimated Expenses (with Town User Fees adjusted to show 2<sup>nd</sup> and 3<sup>rd</sup> quarter fees waived are: \$57,980.

The 2021 Revenue will be \$0 while estimated expenses will be at \$76,346 based on contractual commitments and full-year Town user fees.

Cheryl noted that the reimbursement of **Gold Card** fees had been deferred and proposed this be decided as these fees involve 30 members (\$3,000.) whose activities will not be returning for the foreseeable future.

Moved by: C.Rines/J.Abram

**That the Board reimburse the 30 Gold Card fees collected in 2020.**

**CARRIED**

**d) BDO Letter to Cheryl Rines re. User Fees HST**

Dave reported that Cheryl is waiting for clarification from the BDO Accountant. Cheryl noted that in her request for clarification

she had noted that the Town is the Centre owner and as such reporting HST on fees is their responsibility. The Town does not invoice ASA for the quarterly fees. When the reply from BDO is received, it may be necessary to add this item to the agenda for the October 13<sup>th</sup> meeting with R. McDougall.

e) **ASA Bingo Activity** – Do we need a license

Dave referenced the past events that lead to the Town's requirement for a license for ASA to hold the Bingo activity at the Seniors Centre with redistribution of monies as prizes to participants. With the reintroduction of this activity, he contacted the Town's licensing office and spoke with Ivy Henriksen who confirmed via e-mail that ASA is required to purchase a license for any activities where money is involved.

Dave also contacted the AGCO and they confirmed that a license is required.

Cheryl is prepared to complete the application and associated reports for the license – this process normally takes 3-4 weeks, but she will try to expedite it since the Bingo activity is scheduled to start October 2<sup>nd</sup>.

Dave also spoke with Jane Young, Bingo Coordinator. Jane is prepared to collect all card sales monies and redistribute the fund to respective winners.

In the ensuing discussion John Scherrer stated that according to his information, ASA is not required to obtain a license since none of the monies collected are retained by the Association. He has written AGCO for clarification.

Given that the activity is already fully pre-registered it was agreed to apply for a 6-month license (October/20-April/21).

Moved by: J.Abram/D.LeGallais

**That ASA apply for a Bingo License to cover the 6-month period October/20-April/21, and that the Bingo activity proceed with the sale of bingo cards and redistribution of monies collected to Bingo players.**

**CARRIED**

Moved by: J.Scherrer/R.Coe

**That the Reports of Executive Committee – August 27 and Sept. 8 - be received.**

**CARRIED**

**D20-04-12 Finance Committee Report (Attached)**

Board Liaison Nick Senick presented the report of the Finance Committee Meeting held September 11, 2020 at which the following matters were addressed:

○ **Review of August 2020 Financial Reports**

○ **BMO Certificate #55 Maturing Oct. 19/20**

The principal amount invested was \$41,518 and the approximate interest will be \$480. The funds will be deposited in ASA's Business account.

○ **Insurance Rebate**

Adjustment Based on COVID Shutdown". A refund cheque for \$386.64 was included with a letter and the updated policy. The cheque was deposited to the Business account on Sept. 10/20.

○ **Budget Bistro Soup**

There are 12 full boxes of frozen soup remaining in the freezer. The Committee's recommendation was moved by:

C.Hedenberg/A.Overington

**That the Board approve that the ASA donate the frozen soup to Martha's Table or the York Region Food Network.**

Discussion on the motion resulted in Carol proposing an amendment to **donate the soup to a non-profit agency that has the capacity to use the soup within the remaining best-before timeline.**

**The motion was approved as amended.**

**CARRIED**

○ **Bingo License**

Refer to D20-04-11 e) Executive Committee Report

Motion by: J.Scherrer/J.Chislett

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

**CARRIED**

### **D20-04-13 Seniors Affairs & Grants Committee**

Jim Abram reported that he has joined the Oak Ridges Moraine Seniors Program Planning Committee Outreach Groups to represent ASA. Their first meeting is scheduled for September 22<sup>nd</sup>. Jim will report outcome to the Board.

Motion by: J.Scherrer/N.Senick

**That Jim Abram be appointed to represent ASA on the Oak Ridges Moraine Seniors Program Planning Committee as well as Sport Aurora and SNAPD.**

**CARRIED**

### **D20-04-14 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

### **D20-04-15 Seniors Centre Reopening Committee**

Dave provided a verbal report of the committee's meetings since the August board meeting:

- August 18 – Meeting with voting members of O&A Committee
- August 24 – Reopening Committee –
- Sept. 2, 3 & 4 – Meetings with Group 1, 2 and 3 Activities Coordinators – main objective to communicate reopening protocols and request they communicate with respective activities participants. To date 18 activities have responded; mostly positive given current status and unknown future options.
- September 9 – Reopening Committee
- Committee's next meeting is October 7<sup>th</sup> at 11:00 a.m.

Committee Co-Chair Jo-Anne Bartholomew provided an update re. Activities Groups:

- **Group 1** – Announced as returning effective week of Sept. 28<sup>th</sup>  
Carol Hedenberg reported that of the 11 Group 1 activities, Bingo, Tai Chi and the Tuesday Movies are fully pre-registered.
- **Group 2** – Activities in this group are to be reviewed after the start of ASA (Sept. 28) and Town Programs (Oct. 13)  
Some activities in this group could be re-categorized – e.g.
  - Bocce – deferred until spring 2021

- Computer Club – will continue as virtual (Zoom) meetings so can be bumped to Group 3
  - Line Dance – can be moved to Group 3 based on current Provincial Stage 3 reopening restrictions
  - Silver Stars – live, large audience performances move to Group 3; but rehearsals for virtual presentations could be introduced earlier
- The remaining Group 2 activities remain for review to determine which and when it would be safe to reintroduce:
- Woodshop
  - Billiards & Snooker – can be combined because of similarities;
  - Table Tennis, Pickle Ball & Badminton

Moved by: C.Hedenberg/J.Scherrer

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

**CARRIED**

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

### **D20-04-16 President's Report**

In his report, the President addressed the following matters:

**a) Other Ontario Seniors Centres reopening**

Dave reported that the Guelph-Wellington and Markham Seniors Centres will not be reopening until September 2021. Ron added that the Gravenhurst Seniors Centre is also not scheduled to reopen until possibly January 2021.

**b) Flu Shots**

Dave proposed that ASA members returning to the Centre be encouraged to get flu shots for their added safety.

Karie noted that flu notices/reminders are sent by E-Flash annually once the Province issues flu-vaccine notifications.

### **NEW BUSINESS:**

### **D20-04-17 OCTOBER Newsletter**

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

### **D20-04-18 Adjournment: the meeting was declared adjourned at 14:18 hrs.**

**Next Board Meeting will be held Monday, OCTOBER 19, 2020 at 12:30 p.m.**