



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D20-05**

**Held on OCTOBER 19, 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 12:31 hours.

The President noted that with the Provincial announcement returning York Region to a modified Stage 2, participation in ASA activities at the Seniors Centre will be affected.

Karie clarified that indoor gatherings under the modified Stage 2 will mean a maximum of 10 people per activity zone – i.e. ASA activities that are affected are the Tuesday Movie, reduced to a maximum of 10, and the loss of the Mon.-Wed.-Fri. Tai Chi and the weekly outdoor Walking Club.

Karie also reported that under the modified Stage 2 bingo halls and casinos will remain closed for the 28-day duration. This won't affect the ASA Bingo activity as that is not deemed a bingo hall.

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

**D20-05-01 Approval of Agenda**

Moved by: J.Scherrer/C.Hedenberg

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

Carol requested the addition of "Update re. Reception Volunteers" under New Business;

Ann requested the addition of "Unspent Donation Amount" under Business from Previous Meetings.

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

**CARRIED**

**D20-05-02 Approval of the Minutes of Previous Meetings**

Moved by R.Coe/N.Senick

**That the Minutes of the Regular Meeting held September 21, 2020 be approved as distributed.**

**CARRIED**

**D20-05-03 PRESENTATIONS/DELEGATIONS - Nil**

**BUSINESS FROM PREVIOUS MEETINGS**

**D20-05-04 Report of Meeting with Robin McDougall, Oct.13/20**

Dave noted that the report had been distributed with the agenda and highlighted the following outcomes:

- a) ASA-designated spaces in the Seniors Centre currently not used for ASA activities will be returned once the currently-restricted activities can resume.

Karie clarified that no Town Programs are using current ASA space with the intention of replacing ASA activities – rather, the intent of the Sept. Staff Report was to make the Board aware that ASA members' attendance in ASA activities will determine the use of ASA space in the Centre as the current situation changes in the coming months.

- b) User fees to the Town will be discussed quarterly and will be based on a percentage of the ASA use of the Seniors Centre.
- c) Re. HST on user fees – Town confirmed that HST should have been remitted all along. Town will resolve the matter with the Government. ASA will not be required to pay HST retroactively. Renewal of the Town-ASA Operating Agreement for 2022 will need to address that item.
- d) ASA Reserve Fund

By general consensus Directors agreed that the Town has been very fair to ASA regarding waiving of user fees and working with ASA to ensure a viable and safe reopening of the Seniors Centre.

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

Dave reported that on Oct. 14<sup>th</sup> he had received an e-mail message from Sarah Campbell at Tony VanBynen’s constituency office advising that Tony VanBynen was available to meet either October 15 or 16. As this was too short a notice, they will try to set up another date, with more notice, in 3-4 weeks’ time.

**D20-05-06 ASA Bingo Activity**

Dave reported that the Bingo License has been received and the activity can continue with monetary prizes. Activity coordinator Jane Young reported that the maximum of 10 people have been taking part.

**D20-05-07 Unspent Donations Amount**

Ann Overington noted that at the June Board Meeting the Finance Committee recommendation regarding the remaining \$1400 allocated for ASA donations in 2020 resulted in \$500 being approved for CHATS and the balance \$900 to be kept for requests that may come through in the remaining months of 2020.

Cheryl clarified that requests for donations come through the Seniors Affairs & Grants Committee. To date, \$1500 has been disbursed in donations for 2020. In response to a question, Cheryl noted that ASA can disburse up to the maximum allocated in one year, but need not disburse the total amount in any year.

In the ensuing discussion it was noted that with the upcoming holidays there may be requests from previously-supported agencies and that

Seniors Affairs & Grants Committee should discuss the matter at their next meeting and report back to the Board.

**D20-05-08 Seniors Adult Programs Coordinator’s Report – Attached**

Karie’s report focused on the ASA and Town programs reintroduced since Sept. 28<sup>th</sup>, and the challenges of ensuring adherence to safety protocols.

Karie’s report also listed the December Holiday Hours:

Monday December 21 – Wednesday December 23 – normal operating hours

Thursday December 24 – Friday December 25 – closed

Monday December 28 – Wednesday December 30 – normal operating hours

Thursday December 31 – Friday January 1 – closed

Regular schedule will resume on Monday January 4.

Motion by: J.Chislett/A.Overington

**That the Report of the Adult Programs Coordinator be received.**

**CARRIED**

**D20-05-09 Treasurer’s Financial Report to Sept.30, 2020 - Attached**

Cheryl Rines presented the reports noting that Finance Committee had reviewed the Reports at their meeting of October 9th.

The reports include:

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

Motion by: R.Coe/A.Overington

**That the Treasurer’s report for the period ending September 30, 2020 be approved.**

**CARRIED**

**D20-05-10 COMMITTEE REPORTS -**

The following committees had Nil reports:

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

**D20-05-11 Community Development Report (Attached)**

Dave reviewed the Community Development Report of the meeting held October 14<sup>th</sup> noting that the committee had met via a Zoom meeting and discussed virtual seminars/events that can be scheduled e.g.

- CFEE (Canadian Foundation for Economic Education) workshop scheduled for November 4 from 9:30-11:30 a.m.
- A virtual presentation by Lianne Harris in partnership with Newmarket Roxborough in late November/early December.

The Committee also discussed other potential seminars that could be scheduled on the 3<sup>rd</sup> Wednesday of the month at 1:00 pm.

Seminars would be for members only. An e-flash would be sent out prior to the designated date. If interested, Members would call in to reception and express their interest in joining the seminar. A log-in notification would be emailed to the member enabling them sign in to the seminar. Andrew will monitor and set up meeting.

Motion by: N.Senick/C.Rines

**That the Report of the Community Development Committee be received.**

**CARRIED**

**D20-05-12 Executive Committee Report (Attached)**

Dave reviewed the report of the Committee meeting held October 15<sup>th</sup> and the respective recommendations.

In the ensuing discussion the following matters were raised:

Karie reported that as she had been requested to provide an estimate of the percentage of the Seniors Centre used by current ASA activities she had estimated and submitted to Robin McDougall that:

- a) from September 28<sup>th</sup> through October 16<sup>th</sup> – the ASA activities represented 25%

- b) with the imposition of the modified Stage 2, ASA activities will represent 21%

Dave noted that Executive Committee had agreed that ASA should determine the percentage of use as well by monitoring attendance numbers and spaces used for ASA activities and that the committee will review in late November/early December for the 4<sup>th</sup> quarter user fee discussion.

Cheryl noted that the 4<sup>th</sup> quarter payment is generally issued early in January.

Karie reported that the Town fiscal year end extends usually into late January; she will advise the anticipated date so ASA can meet the 2020 payment timeline.

Carol noted that she has the attendance records since the Centre reopening and will monitor on behalf of the Membership & Volunteers Committee.

Dave also noted that Executive Committee had recommended That ASA Activity Fees be suspended for the 2021 membership year and that Finance Committee assess the implications on ASA finances. A discussion on the recommendation resulted in:

Motion by: J.Scherrer/J.Abram

**That the suspension of all Activity Fees for 2021 be referred to Finance Committee for deliberation re: ASA finances and recommendation to the Board.**

**CARRIED**

Moved by: J.Abram/C.Rines

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

**CARRIED**

### **D20-05-13 Finance Committee Report (Attached)**

Board Liaison Nick Senick presented the report of the Finance Committee Meeting held October 9, 2020 at which the following matters were addressed:

- **Review of September 2020 Financial Reports**
- **BDO Notification re. HST on User Fees to the Town –**  
Discussed at meeting with Robin McDougall.

- **ASA Bingo License** – received Oct. 8<sup>th</sup> covering period Oct. 9/20-March 26/21
- **Budget Report 2020-2021** – for Oct. 13<sup>th</sup> meeting with R.McDougall
- **Wine & Beer Inventory**

Motion by: J.Abram/J.Scherrer

**That the Social Committee be requested to return the current inventory of Beer and Wine for refund.**

**CARRIED**

Social Committee Liaison Carol Hedenberg is to contact Don Keel.

**The Report of Finance Committee was received by general consensus.**

**D20-05-14 Special Events Committee**

Committee Liaison Ann Overington reported that she has contacted the Committee Chair Carol Bowers by phone to propose a virtual (Zoom) event in cooperation with Karie, possibly involving the Silver Stars. Ann will report any further developments.

**D20-05-15 Seniors Affairs & Grants Committee**

Jim Abram reported that while the committee had not met, he requested the Board's input regarding:

a) Re-ordering PPE supplies from the Red Cross through their grant program before the end of October. Jim had raised the matter at the Oct. 7<sup>th</sup> meeting of the Reopening Committee. The Committee had agreed that no additional supplies are needed.

Carol and Karie reported that the current supply is still sufficient as most members provide own masks and the gloves that are part of the Red Cross packages are not used at all.

b) New Horizons Grant – Directors noted that the Board had previously deliberated the viability of applying for available grants and decided not to pursue any projects under current circumstances.

**D20-05-16 Ad-hoc Committees**

Conduct Review Ad-Hoc Committee - Nil Report

Renewal of ASA/Town Operating Agreement – Nil Report

**D20-05-17 Seniors Centre Reopening Committee**

a) Approval of Re-Opening Committee Recommendation:

Dave reported that a recommendation of the Reopening Committee re purchase of PPE supplies from the July 27<sup>th</sup> committee meeting had been inadvertently overlooked. Since purchases have been made on the assumption that the expenditures had been approved,

Dave moved, seconded by J.Abram

**That the Board approve the recommendation of the Seniors Centre Reopening Committee for \$1,000 for the purchase of ASA PPE supplies.**

**CARRIED**

Jo-Anne Bartholomew continued with the Report of the Reopening Committee and provided a verbal report of the committee's meeting held October 7<sup>th</sup>:

- Review of ASA activities reintroduced on Centre reopening Sept. 28<sup>th</sup> – Bingo, Tuesday Movies, Tai Chi at full capacity; Knotty Knitters nearly full; some activities – Quilt & Sew and Walking Club - need some changes in procedures; and earlier start times for Tuesday Movies are being considered.
- Karie and Andrew reviewed the Town Programs that were to start as of October 13<sup>th</sup> – most of which will be affected by the modified Stage 2 restrictions announced Oct. 16<sup>th</sup>.
- Of the remaining activities in Group 2 – Billiards and Snooker were considered viable to introduce next, but scheduling challenges and sanitizing of equipment, as well as delays resulting from the current Stage 2 restrictions will need specific operating procedures so this activity may not return until January.
- Pickle Ball, Badminton and Table Tennis are all deferred as well.
- The Woodshop activity needs specific operating procedures before it can be reintroduced for members' use.
- New ideas – Karie and Andrew proposed a “Conversation Circle” which would allow social interaction with appropriate personal distancing during winter months.

- The modified Stage 2 will mean that no new activities can come on board and that everything remains on hold.

Moved by: J.Scherrer/J.Abram

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

**CARRIED**

**D20-05-18 Vice-President's Report – Nil Report**

**D20-05-19 President's Report - Nil**

**NEW BUSINESS:**

**D20-05-20 Update re. Reception Volunteer coverage**

Carol reported that the relatively smooth sign-in process at the Centre to date has shown that having 3 reception volunteers on duty for each shift is excessive. Accordingly in discussion with Ruth it was decided that one volunteer per shift will be sufficient except for Thursday mornings and Friday afternoons when there will be two volunteers.

In the ensuing discussion suggestions were made:

- a) that since the Centre phone has an answering system, the hours that in-person phone service is available could be reduced.
- b) Stage 2 potential effects on attendance: by general consensus it was agreed that the Centre provides a valuable service to the seniors community and should remain open.
- c) With reduced Movie capacity, John enquired whether this could be offered twice per week – Andrew agreed this could be possible.

**D20-05-21 NOVEMBER Newsletter**

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

**D20-05-22 Adjournment: the meeting was declared adjourned at 13:56 hrs.**

**Next Board Meeting will be held Monday, NOVEMBER 16, 2020 at 12:30 p.m.**