



MINUTES

Of The

**Regular Board of Directors' Meeting No. D20-07
Held on DECEMBER 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, Jeanne Chislett
Nick Senick**

Staff Members: Karie Papillon, Adult Programs Co-ordinator
ASA Members: Jo-Anne Bartholomew and Jane Snape

Regrets: Ann Overington
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 12:35 hours.

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

D20-07-01 Approval of Agenda
Moved by: C.Hedenberg/J.Chislett
That the Agenda be approved as distributed.

Additions to agenda:

- a) Carol requested the addition of "Storage Shed Cabinet approved March 2020" under Business from Previous Meetings;
- b) Carol also requested the addition of a verbal report from the Membership & Volunteers Committee.

c) Dave requested the addition of “Virtual Fundraising and Virtual Activities” under President’s Report.

The Agenda was approved with the additional items.

CARRIED

D20-07-02 Approval of the Minutes of Previous Meetings

Moved by C.Rines/J.Scherrer

That the Minutes of the Regular Meeting held November 16, 2020 be approved as distributed.

CARRIED

D20-07-03 PRESENTATIONS/DELEGATIONS - Nil

BUSINESS FROM PREVIOUS MEETINGS

D20-07-04 Meetings with MP’s Tony VanBynen and Leona Alleslev (See Attached Meeting Summaries)

Dave noted that the members of Executive/Seniors Affairs & Grants Committee had met with MP Tony VanBynen on December 3rd and with MP Leona Alleslev on December 8th.

The agenda topics for both meetings consisted of:

- Update on current status of Centre including number of activities and members using the facilities at present.
- Discussion re. impact on ASA Financial situation
- Possible Federal Grants
- Covid situation as it stands now, where the Federal Government envisions it going in the next several months and any current information they have regarding vaccines and their distribution
- How is the Federal Government working in conjunction with the Provincial and Municipal Governments?
- Is the Federal Government taking any action on reported sub standard conditions in Long Care Facilities?
- Seek any input they may have for improving our reopening strategies over the next few months

Dave noted that the Committee agreed both meetings were productive in that both MP’s offered to follow up with ASA on concerns/issues raised by the Committee, and Tony VanBynen had offered to arrange a meeting with the Minister for Seniors Affairs – The Hon. Deb Schulte – in January.

Jim added that he had subsequently been contacted by MPP Christine Elliott’s Executive Assistant - Dawn Gallagher-Murphy – with indication of a possible

meeting in January-February regarding the Provincial response to ASA concerns re. Long Term Care and delivery of COVID Vaccines.

At John's suggestion that the Minutes of the two meetings be posted on the ASA Website so that members can see the Board's ongoing commitment to maintaining ASA as a vital service to members and seniors in general, Directors agreed by general consensus that the reports of the two meetings be posted.

Also, all Directors will have the opportunity to log in to upcoming meetings with Federal and Provincial government officials, but Executive/Seniors Affairs & Grants Committee members should speak on behalf of ASA.

Motion by: R.Coe/J.Scherrer

That the Reports of the Meetings with MP's Tony VanBynen and Leona Alleslev be received. CARRIED

D20-07-05 STORAGE SHED CABINET

Carol noted that her request for the purchase of a metal cabinet for the storage shed at a cost of \$288. had been approved at the March Board Meeting.

The cost of said storage cabinet has since increased to \$369.51 including taxes.

Carol requested approval at the increased cost.

Motion by: C.Hedenberg/N.Senick

That the Board approve the purchase of a storage cabinet at \$369.51 including taxes. CARRIED

D20-07-06 Seniors Adult Programs Coordinator's Report – Attached

Karie thanked the Board for their support throughout the challenges posed by the COVID pandemic restrictions.

Referring to the November Staff Report, Karie addressed the following:

- a) ASA You Tube - Staff proposal to create an Aurora Seniors Association page for future videos

Motion by: C.Hedenberg/J.Abram

That the Board approve the creation of an Aurora Seniors Association You Tube Page for future ASA videos. CARRIED

- b) Mail Chimp (E-flash system) now has capability to host surveys to ASA members.

c) ASA Memorial Service

Given ongoing pandemic restrictions, staff is proposing a slide presentation to be sent as an E-flash in lieu of having the annual in-person service.

The Board agreed with the staff proposal.

d) Corporation Communications Standards

Karie provided an overview of the implications for ASA as a result of the new AODA standards applying to all Town communications, noting that this mainly affects the ASA monthly newsletter which will henceforth require all notices to be produced using the approved fonts – Arial/Roboto with a minimum 12pt. size.

Motion by: J.Scherrer/C.Hedenberg

That the Report of the Adult Programs Coordinator be received.

CARRIED

D20-07-07 Treasurer's Financial Report to Nov.30, 2020 - Attached

Cheryl Rines presented the reports noting that Finance Committee had reviewed the Reports at their meeting of Dec.11.

The reports include:

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

Motion by: C.Hedenberg/R.Coe

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

CARRIED

D20-07-08 COMMITTEE REPORTS -

The following committees had Nil reports:

- By-Law Committee
- Community Development Committee
- Operations & Activities Committee
- Social Committee

D20-07-09 Executive Committee Report (Attached)

Committee Liaison Jim Abram presented and reviewed the report and recommendation of the Executive Committee pertaining to ASA percentage of the use of the Seniors Centre relative to Fourth Quarter User Fees.

The Committee reviewed the following reports in order to arrive at ASA's percentage of the use of the Seniors Centre by ASA activities:

- a) Karie's November/20 Staff report re. Fourth Quarter Fees in which she had provided a comparison of the ASA usage of the Seniors Centre for the Fall 2019 vs. Fall 2020 – which resulted in her estimate of 22.5% ASA usage.
- b) Comparison of October-November 2019-2020 ASA Activity Stats. as provided by Carol Hedenberg (which also included Reception volunteer hours - not an ASA activity, but required support for both ASA & Town programs).
- c) John Scherrer's Comparison of October-November 2019 & 2020 monthly activity hours totals based on Carol's summary (excluding Reception Volunteer hours) – which resulted in the ASA estimate of 15% for calculation of the Fourth Quarter User Fees to the Town.

Motion by: J.Abram/C.Rines

That the Board approve the recommendation of Executive Committee for the calculation of the 2020 Fourth Quarter User Fee to the Town at 15% of normal usage of the Seniors Centre and that the President communicate same to Robyn McDougall.

CARRIED

D20-07-09 Finance Committee Report (Attached)

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

- **Review of November 2020 Financial Reports**
- **Law Insurance Policies**

COVID relief program cheque in the amount of \$682. has been received and deposited.

Law Insurance still to provide updated invoices re premiums for renewal of Policies.

- **Tea in the Garden Refunds**

Balance of \$283. in unclaimed refunds has been sent to the Aurora Food Pantry.

Motion by: J.Scherrer/C.Hedenberg

That the Report of Finance Committee be received.

CARRIED

D20-07-10 Membership & Volunteers Committee - Verbal

Carol Hedenberg reported that as a result of the closure of the Seniors Centre and reopening with restricted usage, volunteers have not been

logging their hours despite participation in ongoing virtual meetings. Carol requested that Directors provide an estimated total volunteer hours for 2020 and that this request be communicated to all ASA committees and volunteers.

Starting in 2021 volunteer hours are to be reported on a weekly basis.

Motion by: N.Senick/C.Rines

**That the report of Membership & Volunteers Committee be received.
CARRIED**

D20-07-11 Special Events Committee Report (Attached)

In Ann Overington's absence, Dave reviewed the report of the Committee meeting held December 3rd containing the following recommendation and topics of discussion:

a) Moved by: J.Scherrer/C.Hedenberg

That the Board approve the appointment of Joan Fellows and Judy Davidson as voting members of the Special Events Committee.

CARRIED

b) Amendment to Nov. Report to record March 5/20 meeting

c) Update re. AODA communications requirement re. ASA Newsletter

d) Preparations for "Christmas Together" event –

Dave noted that 60 participants viewed the Dec. 18th event on line.

Re. Hurst Bakery donation of shortbread cookies for the gift bags, Ann had requested direction re. ASA acknowledgement of the donation. Carol reported that ASA has Thank You cards for this purpose and that she will contact Ann. Dave will include mention of Hurst Bakery's donation in his January Board Page.

e) Rehearsals for Silver Stars "A Cabaret of Comedies"

f) Suggestions for Winter virtual events

Moved by: C.Hedenberg/N.Senick

That the report of the Special Events Committee be received.

CARRIED

D20-07-12 Seniors Affairs & Grants Committee

Jim noted that the upcoming meetings with the Federal Minister for Seniors Affairs and Provincial Minister of Health will be discussed at the Committee's January 20th meeting.

Jim also reported representing ASA in the meeting of the Oak Ridges Moraine Land Trust Seniors Committee held December 15th – 4:00 – 5:00 – and reported to the Board via e-mail.

Moved by: J.Scherrer/J.Abram

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

D20-07-13 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

D20-07-14 Seniors Centre Reopening Committee (Attached)

Committee Co-Chair Jo-Anne Bartholomew reviewed the report of the Committee's Dec. 2nd meeting, noting that any dates contained in the report are no longer valid given the provincial announcement of the Province-wide 28-day lockdown effective Dec. 26th. Jo-Anne expanded on the following report topics:

- Conversation Circles proposed by Karie – which provide a safe place to meet with friends. This will be reintroduced when the Centre reopens.
- Matinee Movies – scheduled for December – it is hoped that this Activity will return once the Centre reopens.
- Woodshop – has been working well and had requested extra time on Tuesday afternoons starting in January – this has been deferred due to current closure.
- Pickle Ball – was scheduled to return in January – now deferred until centre reopens.
- Music Appreciation proposed by Jane Snape – Ruth Church was to discuss with Evergreen Choir re. co-ordination and potential format.
- Remaining Group 2 Activities – Pickle Ball, Badminton, Billiards, Snooker, Table Tennis, Shuffle Board – Dave and Jo-Anne have communicated with respective co-ordinators to determine level of interest in re-establishing these activities when the Centre reopens. One positive (Snooker) reply to date.
- Temporary door bell installed at front entrance.
- Decision not to pursue virtual card games
- Next Committee meeting: January 13, 2021

Moved by: C.Hedenberg/J.Abram

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

D20-07-15 Vice-President's Report – Nil Report

D20-07-16 President's Report –

- a) Dave reported distributing Christmas Greetings and gift certificates to Karie, Andrew, Bill and John.

b) Extended Shut-Down

Dave requested Directors's input regarding suggestions/ideas to reach out to members.

He proposed

a) **increasing virtual activities/events** (noting the success of the recent Christmas Together and SCWW), e.g. Author's talks that could be arranged through local book stores

b) **Presentations by celebrities/sports stars –**

These could be virtual Activities that could have a participation fee to offset related costs and help maintain sustainability of ASA – similar to other ASA events organized by Special Events, Silver Stars and Evergreen Choir.

Directors noted that with the extension of 2020 membership fees and the suspension of activity fees, ASA will have no revenues in 2021, but will still have expenses (user fees to the Town and contractual obligations).

Directors agreed that any virtual events should be pursued/developed by the ASA Special Events Committee.

Motion by: C.Hedenberg/J.Scherrer

That the proposal for additional virtual activities/events be referred to Special Events Committee. CARRIED

NEW BUSINESS:

D20-07-17 JANUARY Newsletter – Dave will provide text.

D20-07-18 Adjournment: the meeting was declared adjourned at 14:25 hrs.

Next Board Meeting will be held Monday, JANUARY 18, 2021 at 12:30 p.m.