



## **MINUTES**

### **Of The**

**Regular Board of Directors' Meeting No. D20-08**

**Held on JANUARY 18, 2021**

**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**  
                                     **Ann Overington, Nick Senick**

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

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

**Regrets:**

**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:**

**D20-08-01    Approval of Agenda**  
                                     **Moved by: C.Hedenberg/J.Chislett**  
                                     **That the Agenda be approved as distributed.**

**Additions to agenda:**  
                                     **Ron requested the addition of "Naming of Woodshop" under New Business**

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

**CARRIED**

**D20-08-02 Approval of the Minutes of Previous Meetings**

Moved by J.Scherrer/C.Rines

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

**CARRIED**

**D20-08-03 PRESENTATIONS/DELEGATIONS -**

**a) Town of Aurora 58<sup>th</sup> Annual Art Show and Sale May 1 & 2/21**

The President welcomed Shelly Ware, Town of Aurora Special Events Coordinator, who provided details of the Town's 2021 proposed Annual Juried Art Show and Sale and **the request for the use of the Aurora Seniors Centre, specifically:**

- Intake of Artwork – Thursday, April 29 (West MacKenzie and Norma Legge Rooms as of 12 p.m.)
- Hanging and Curating the Show – Friday, April 30 (entire building)
- Presentation of Winners – Friday, April 30 (virtually)
- In Person Show – Open to public Saturday, May 1 to Sunday, May 2 (entire building)

Shelly's presentation included a power point presentation (attached) covering the following topics:

- **Event Dates:** May 1 and 2, 2021 – Open to the public
- **Event Background** – One of largest Art Shows in GTA; features 120 adult artists (11 of which are ASA members) and 40 youth artists
- **Event for 2021** (proposed location – Aurora Seniors Centre)
- **Timing** – Intake of artwork, set-up, Presentation of Awards (Virtual – no food service), Open to the public May 1 & 2 in person as well as via virtual slide show and taped verbal tutorial, and clean-up (May 2)
- **COVID-19 Protocols** per Provincial Orders for: Staff, Artists and Volunteers; attendees and public; facility

In the ensuing discussion, Directors raised several topics to which Shelly provided available information:

- Anyone can participate
- Residency is not a requirement
- Art sale will be on line – purchases will be through SOYRA
- Registrants will be recorded electronically and in person
- Walk-ins will be screened and recorded for contact tracing
- Show will be cancelled if Provincial Orders impose further restrictions
- Art Work will be sanitized with fogging equipment for sensitive surfaces

Carol Hedenberg noted that the dates requested -April 29 to May 2- would normally be used by ASA for the annual Spring (Garage) Sale fundraising event, and John also noted that the timing would normally interfere with ASA Director Elections.

Carol also questioned – given the arrangements for the Art Show & Sale– whether the ASA Garage Sale could be a similar event noting the need for ASA to generate revenue and that a Board decision had not been made to date regarding the Garage Sale.

The President thanked Shelly for her presentation and noted that the Art Show and Sale Presentation raised two issues that need decisions:

**a) ASA Garage Sale**

Moved by: J.Abram/N.Senick

**That ASA proceed with plans for a Garage Sale fundraising event when viable in 2021.**

**CARRIED**

**b) Cancellation of ASA activities on April 29 (Pickle Ball) and April 30<sup>th</sup> (Pickle Ball and Bingo)**

Moved by: C.Hedenberg/R.Coe

**That the Board approve the Town’s request for the use of the Aurora Seniors Centre on April 29 and 30, 2021 for the 58<sup>th</sup> Annual Art Show and Sale event and that the affected ASA activities be cancelled on these dates.**

**CARRIED**

## **BUSINESS FROM PREVIOUS MEETINGS**

**D20-08-04 Meeting with MP Tony VanBynen and The Hon. Deb Schulte, Minister for Senior Affairs**

The President reported that he had been notified by Tony VanBynen’s executive assistant that the Zoom meeting with the Minister for Seniors Affairs will be held Thursday, January 21<sup>st</sup> at 4:00 p.m. The main topic will focus on Seniors’ issues during the COVID-19 pandemic, and the meeting will include other seniors centres. Members wishing to take part are to notify Sarah Campbell.

**D20-08-05 Potential Meeting with Provincial Minister of Health Christine Elliott**  
Jim reported that a date has not been decided and that he will continue to liaise with the Minister’s office.

**D20-08-06 2020 4<sup>th</sup> Quarter User Fees to the Town**  
Dave reported that as agreed at the Dec. 21/20 Board Meeting, he had notified Robin McDougall of the Board’s estimate re. user fees as being 15% of the normal usage of the Seniors Centre during the 4<sup>th</sup> Quarter and had forwarded the supporting Executive Report to her. Robin had responded via

e-mail on January 6<sup>th</sup> confirming agreement and on January 10th Cheryl had issued a cheque to the Town for \$1741.50.  
Dave also noted that the same process will be followed to determine 1<sup>st</sup> Quarter user fees for 2021.

**D20-08-07 Volunteer Hours for 2020**

Dave reported that he had notified by e-mail all the O&A Activity co-ordinators and had received 16 responses which he forwarded to Carol Hedenberg. Carol noted that Directors need to report their estimated (lump sum) volunteer hours for 2020 as well.

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

Karie referenced the Staff Report containing the following information:

- a) OACAO Webinars – January through March 2021
- b) Stay At Home Orders – update as of Thursday January 14 at 12 p.m.
  - Bill will continue to work from the Centre, as his job cannot be completely remotely · Karie and Andrew are allowed to work from the Centre on a task oriented basis. If the task can be completed at home, they are to work from home.
  - Andrew will be at the Centre on Mondays.
  - Karie will be at the Centre Friday afternoons

Motion by: C.Hedenberg/C.Rines

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

**CARRIED**

**D20-08-09 Treasurer's Financial Report to Dec. 31, 2020 - Attached**

Cheryl Rines presented the Draft Year-End reports noting that Finance Committee had reviewed the Reports at their meeting of January 8th. Cheryl noted that the Final Statements will be produced after BDO Canada completes the Review Engagement.

The reports include:

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

Motion by: C.Rines/C.Hedenberg

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

**CARRIED**

**D20-08-10 COMMITTEE REPORTS -**

The following committees had Nil reports:

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

**D20-08-11 Finance Committee Report (Attached)**

Board Liaison Nick Senick presented the report of the Finance Committee Meeting held January 8, 2021 at which the following matters were addressed:

- a) Review of the Draft December 31/20 Financial Reports
- b) **Recommendation re. Investment Strategy re. BMO & PACE maturing GIC's**

Moved by: J.Abram/R.Coe

**That the Board approve the Finance Committee recommendation regarding the maturing BMO #54 GIC and PACE GIC #236409, namely:**

- **at the end of January, once GIC #54 matures, purchase a \$50K BMO Trust GIC with a 12 Month Term and the best interest rate they can offer ASA; and**
- **at the end of February, once the PACE GIC matures, purchase a \$50K BMO Mortgage GIC with a 12 Month Term and the best interest rate they can offer ASA.**

**CARRIED**

- c) Update re Globe P.O.S. System

Moved by: C.Hedenberg/N.Senick

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

**CARRIED**

**D20-08-12 Seniors Affairs and Grants Committee (Verbal)**

Jim reported that a cheque for \$20. had been issued to the Aurora Arboretum to continue ASA's membership in that association.

The Oak Ridges Land Trust Virtual tours now has 12 participants. Jim will continue to represent ASA at their monthly meetings.

**D20-08-13 Special Events Committee Report (Attached)**

Ann Overington reviewed the report of the Committee meeting held January 7<sup>th</sup>, noting that the Committee had discussed potential Zoom events for February and March and possibly two more in the spring for a total of 4 Zoom events, one of which would include a "treat" similar to the successful "Christmas Together".

The Committee requested a budget of \$600. to cover the fees of the presenters at these events.

In the ensuing discussion Directors suggested that four events may be too onerous to undertake and that the proposed “treats” would be an additional cost. The discussion resulted in

Motion by: J.Scherrer/N.Senick

**That the Board approve a budget of \$600. to cover 3 Zoom events and  
and treats for one event. CARRIED**

**D20-08-14 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

**D20-08-15 Seniors Centre Reopening Committee (Verbal)**

Dave reported that while the Committee had deferred its January 13<sup>th</sup> meeting during current Provincial lockdown, four of the Group 2 activities continue to be considered for re-introduction when viable:

- Pickle Ball – has S.O.P. (Standard Operating Procedures) in place and is ready for reintroduction
- Snooker League, Billiards, Table Tennis and Badminton – Dave and Andrew will work with activity co-ordinators to develop respective S.O.P.'s
- Re-introduction of these activities will be staggered.

**D20-08-15 Vice-President's Report**

Jim reported that the Aurora Arboretum is looking for volunteers. Karie agreed to issue an e-flash.  
Sport Aurora has received a Trillium Grant, and is looking for content in the Sport Aurora publication.  
Jim also offered to relay any members' questions/concerns re. seniors' issues to respective Municipal, Provincial, Federal representatives.

**D20-08-16 President's Report –**

The President agreed to defer the following matters to the February Board Meeting :

- a) Phone calls to members
- b) Should ASA request legal opinion from Town re: mandatory Covid vaccinations

**NEW BUSINESS:**

**D20-08-17 FEBRUARY Newsletter –** Dave will provide text.

**D20-08-18 Access to the Seniors Centre During Lockdown**

Moved by: C.Rines/C.Hedenberg

**That Cheryl Rines or Ruth Church be granted access to the Seniors Centre during the Lockdown, occasionally for a 1 hour visit to conduct ASA business.**

**The date and time of the request will be coordinated with Karie and while in the Office, Cheryl and Ruth will follow Public Health guidelines.**

**CARRIED**

**D20-08-19 Globe P.O.S. Upgrade, Hardware and Software**

The Point of Sale (cash register) system used to record all sales made at Reception was installed prior to 2014. The "Computer" used by the Receptionists is the hardware and for its operating system, it is using Windows XP. Ruth Church has been alerted by Technical Support staff at Globe POS that if ASA encounters a real problem with the existing system, they will be unable to help, as Microsoft no longer supports Window XP.

Ruth advises that a preliminary estimate for Globe POS to upgrade our system with ongoing support, would be approximately \$3000. Ruth will report back to the Board as soon as a firm estimate of the upgrade is provided.

Moved by:C.Rines/N.Senick

**That the Board provide approval to upgrade to the new Globe POS system at an approximate cost of \$3,000. to enable ASA to request a firm estimate from the Vendor for the upgrade, including a timeline to ensure that the new system will be ready for installation on the reopening of the Seniors Centre.**

**CARRIED**

**D20-08-19 Naming of the Woodshop – deferred to February Board Meeting**

**D20-08-20 February 2021 Board Meeting Date**

John Scherrer noted that the third Monday in February falls on the Family Day holiday and proposed that the Board meeting be rescheduled to the following day, i.e. **February 16<sup>th</sup> at 12:30 p.m.**

**Approved by general consensus.**

**D20-08-21 Adjournment: the meeting was declared adjourned at 14:00 hrs.**

**Next Board Meeting will be held Tuesday, FEBRUARY 16, 2021 at 12:30 p.m.**