



MINUTES

Of The

Regular Board of Directors' Meeting No. D20-06

Held on NOVEMBER 16, 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

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

ASA Members: Jane Snape

Regrets: Jeanne Chislett

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:

D20-06-01 Approval of Agenda

Moved by: C.Hedenberg/J.Scherrer

That the Agenda be approved as distributed.

Cheryl requested the addition of "Update re. Tea in the Garden Refunds" under Business from Previous Meetings;

Carol reported that she will provide a verbal report from the Social Committee.

Dave requested the addition of “Rising COVID.19 Numbers in York Region Potential Effects on ASA Activities” under President’s Report.

The Agenda was approved with the additional items.

CARRIED

D20-06-02 Approval of the Minutes of Previous Meetings

Moved by J.Scherrer/N.Senick

That the Minutes of the Regular Meeting held October 19, 2020 be approved as distributed.

CARRIED

D20-06-03 PRESENTATIONS/DELEGATIONS - Nil

BUSINESS FROM PREVIOUS MEETINGS

D20-05-04 Update re. Tea in the Garden Ticket Refunds

Cheryl reported that Ruth and Carol had arranged two days for pick up of ticket refunds. To date half have been collected.

Ruth proposes to send out an e-flash reminder in the next two weeks and any remaining uncollected refunds are to be donated to the Aurora Food Pantry

Motion by: C.Rines/C.Hedenberg

That an E-Flash reminder be issued stating November 30th as the final refund collection date, and

That uncollected refunds be donated to the Aurora Food Pantry.

CARRIED

D20-06-05 Seniors Adult Programs Coordinator’s Report – Attached

Karie provided an update on the effects of York Region moving to Stage Red (Control), noting that as Sport and Recreation facilities are now limited to 90 minutes, and ASA activities currently have a longer duration, she had appealed to the Town’s Legal Dept. for clarification. Karie was happy to report that the Seniors Centre does not fall in that classification, and that all ASA activities will remain unchanged for the next four months. Winter sessions will be planned based on remaining

in Control (Red) Level. In January Town Programs will return to the Seniors Centre, with a maximum of 10 participants and adhering to the 3m distancing which will mean they will all be scheduled in the West-MacKenzie Room.

Referring to the November Staff Report, Karie presented the request on behalf of the

a) Royal Canadian Legion Request for support of their annual Military Service Recognition Publication

In previous years the ASA has supported this by purchasing space for a business card ad. This year's rate for this is \$290.

Moved by: C.Hedenberg/J.Scherrer

That the Board support the Royal Canadian Legion Military Service Recognition Publication with a business card ad at a cost of \$290.

CARRIED

b) Fourth Quarter Fee Update:

Staff have estimated that ASA is using 22.5% of their 2019 hours, based on current weekly activity hours (43.25) vs. the fall 2019 total weekly hours of 190.75 as set out in the report. Karie noted that at 22.5% the potential adjustment to the Fourth Quarter User Fees would be \$2612.

Dave noted that ASA is also monitoring the usage of the Centre through October and November - to be discussed in December.

Motion by: C.Hedenberg/R.Coe

That the Report of the Adult Programs Coordinator be received.

CARRIED

D20-06-06 Treasurer's Financial Report to Oct.31, 2020 - Attached

Cheryl Rines presented the reports noting that Finance Committee had reviewed the Reports at their meeting of Nov. 6th. Cheryl noted that the BMO Account on the Balance Sheet (\$72,297.75) includes the \$42,000. GIC that had matured in October.

The reports include:

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

Motion by: C.Rines/A.Overington

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

CARRIED

D20-06-07 COMMITTEE REPORTS -

The following committees had Nil reports:

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

D20-06-08 Finance Committee Report (Attached)

Board Liaison Nick Senick presented the report of the Finance Committee Meeting held November 6th, 2020 at which the following matters were addressed:

- **Review of October 2020 Financial Reports**
- **Activity Fees 2021 -**
Finance Committee recommends **that the Activity Fees be waived until June 30, 2021. At the June 2021 Finance meeting, the Committee will re-visit the situation at the Senior's Centre for Q3 and Q4 before a decision on Activity Fees is made for the balance of the year.**

So Moved by J.Scherrer/A.Overington and

CARRIED

- **Investment Spreadsheet**
- **Law Insurance Policies**

Cheryl provided an update since the Committee met, noting that Intact Insurance had placed ASA on the list of small business relief program which means that the insurance premium will be reduced by \$725.80.

Law Insurance will provide updated invoices and confirmed that while the Policies renewal date is November 25, coverage will continue unaffected by delays in invoicing. Cheryl noted that she will request payment approval once the new invoices are received.

Motion by: J.Scherrer/J.Abram

That the Board approve renewal of the Directors' and Liability Insurance Policies and that the premium invoices be paid upon receipt.

CARRIED

- **Physical Inventory – not scheduled for 2020**
- **Gold Card Refunds – mailed.**

Motion by: J.Scherrer/J.Abram

That the Report of Finance Committee be received.

CARRIED

D20-06-09 Social Committee Report

Carol Hedenberg reported that the Committee had followed up on the return of the remaining wine and beer supplies and was advised that the LCBO return date was February 15, 2020, so existing supplies cannot be returned for refund. The Beer stores are not taking returns either.

Motion by: N.Senick/C.Hedenberg

That since the current wine and beer inventory cannot be returned for refund, no further action be taken at this time.

CARRIED

D20-06-10 Special Events Committee Report (Attached)

Committee Liaison Ann Overington reviewed the report of the Committee meeting held November 5th containing the following recommendations:

a) Moved by: A.Overington/C.Hedenberg

That the Board approve Joan Brownlow as Special Events Committee Chair.

CARRIED

b) Moved by: C.Hedenberg/J.Abram

That the Board approve the Special Events Committee proposal for the “Christmas Together” Zoom event to be held December 18th, and that up to \$300. be approved to cover associated expenses of entertainer’s fee and gift packages. CARRIED

Moved by: J.Scherrer/R.Coe

That the report of the Special Events Committee be received. CARRIED

D20-06-11 Seniors Affairs & Grants Committee (Attached)

Jim Abram reviewed the report of the Committee Meeting held November 9th which addressed the requirement to designate the annual “Charitable Donations” amount based on 0.5% of the ASA Retained Earnings from the previous year’s year-end Balance Sheet.

Cheryl added that while ASA is required to allocate the calculated Charitable Donations amount annually, ASA is not required to disburse the total amount in any one year.

Jim noted that the Committee does not have a request for the remaining 2020 Charitable Donations balance.

Jim also reported that Cheryl Rines had agreed to serve as a voting member of the Seniors Affairs & Grants Committee.

Regarding the outstanding meeting with MP Tony VanBynen, Dave reported that he had yet again contacted his office and was informed that as MP’s are currently required to attend Parliament sessions in Ottawa, an evening meeting might be more feasible. Dave has contacted MP Leona Alleslev’s office and is waiting for a return call.

Moved by: J.Abram/N.Senick

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

D20-06-12 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

D20-06-13 Seniors Centre Reopening Committee (Attached)

Dave reported that since the October Board Meeting, the Reopening Committee had met on Oct. 21st and November 4th. The attached report summarizes the topics discussed at the Nov. 4th meeting as the Province had moved (Nov.3) to a more restrictive level. The topics of the meeting were:

- Monitoring participants in ASA activities by volunteers to ensure adherence to safety protocols. – Committee decision: to maintain status quo with Karie and Andrew monitoring current activities – to be reviewed as needed.
- Should any new activities be introduced this year (Nov.-Dec.) Karie reviewed new Provincial directives issued Nov. 3 that apply to Sports and Recreation Facilities – which put York Region in a more restricted level – Orange – to take effect Nov. 7th.
Given the above, the Committee agreed to defer consideration of the reintroduction of Tai Chi and Walking Club until December.
- Updates re current and planned activities:
 - Woodshop** – reopened Mon. Wed. Fri. – max. 3 participants
 - Conversation Circles** - Committee agreed with the proposal and the December start date.
 - Movies** – Tuesday evening start time moved to 6:00 p.m. Max. attendance 10. Committee agreed to scheduling Matinee Movies for the month of December on Wednesday afternoons starting Dec. 2nd.
- **Billiards** - deferred to January
- **Pickle Ball** – SOP to be developed for singles play – to be considered for possible January start.
- **Meeting with Tony VanBynen.**

Moved by: J. Scherrer/C.Rines

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

D20-06-14 Vice-President's Report – Nil Report

D20-06-15 President's Report –

a) Rising COVID.19 Numbers in York Region Potential Effects on
ASA Activities

With rising numbers in positive cases in York Region and projections that positive cases could continue to increase through the fall-winter months, Dave proposed the Board discuss possible outcomes that would affect ASA and its activities at the Seniors Centre.

In the ensuing discussion, concern for members' safety was of paramount importance. However, Directors noted that current safety protocols have met the Y.R. Public Health requirements and ASA will have to rely on any further directives from Y.R. Public Health and the Town for the time being.

NEW BUSINESS:

D20-06-16 DECEMBER Newsletter

Dave proposed that the December Board Page feature all Directors' Holiday greetings. Newsletter input is due Monday, Nov. 23rd.

D20-06-17 Adjournment: the meeting was declared adjourned at 13:50 hrs.

Next Board Meeting will be held Monday, DECEMBER 21, 2020 at 12:30 p.m.