



## **MINUTES**

**Of The**

**Regular Board of Directors' Meeting No. D20-10**

**Held on MARCH 15, 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, Jane Snape and Carole Hayes

**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 12:30 hours.

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

**D20-10-01   Approval of Agenda**

Moved by: C.Hedenberg/J.Chislett

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

**Additions to agenda:**

Cheryl requested the addition of "Gold Card Refund Cheques" under New Business

Dave requested the addition of "Town/ASA Agreement" under President's Report

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

**CARRIED**

**D20-10-02 Approval of the Minutes of Previous Meetings**

**Moved** by J.Chislett/C. Rines

**That the Minutes of the Regular Meeting held February 16, 2021 be approved as distributed.**

Ann questioned Min. # **D20-09-11** - revision to the Donations Policy which authorizes the Seniors Affairs & Grants Committee to approve donations requests rather than recommending them for Board approval. Ann noted that assignment is not specified in the Seniors Affairs Committee Responsibilities.

In the ensuing discussion, it was ascertained that the responsibility to “review/evaluate inquiries and requests from other non-profit organizations” had been added to the Seniors Affairs Committee at the July 15, 2019 Board Meeting (Min.# **D19-02-15**). With the approval of the Donations Policy, the responsibility for approving donations requests within the annual approved donations budget, will be added to the Committee’s mandate.

**CARRIED**

**D20-10-03 PRESENTATIONS/DELEGATIONS - NIL**

**BUSINESS FROM PREVIOUS MEETINGS**

**D20-10-04 Update re Room Naming Rights**

John Scherrer reported that following the Feb.16<sup>th</sup> discussion, the Town had provided confirmation that Naming Rights are governed by the Town’s policy. The naming of Seniors Centre Rooms was established under that policy and granted in perpetuity.

**D20-10-05 Confirmation from current Board Members re. Continuation of Service for the 2021-2022 (June-June) Board Term**

Dave noted that Directors were to report their decision at the March Board Meeting: A poll resulted in:

- Dave LeGallais - YES
- Jim Abram - YES
- Cheryl Rines - YES
- John Scherrer - YES
- Nick Senick - YES
- Ron Coe - YES
- Jeanne Chislett - YES
- Carol Hedenberg - YES
- Ann Overington - YES

**D20-10-06 Election of Principal Officers for the 2021-2022 Board Term**  
Current Principal Officers (Executive Committee) have agreed to stand beyond June 2021 with the approval of the Board.

Moved by: J.Abram/N.Senick

**That the current Principal Officers be approved for the 2021-2022 Board Term:**

**Dave LeGallais – President**

**Jim Abram – Vice-President**

**Cheryl Rines – Treasurer**

**John Scherrer – Secretary**

**CARRIED**

**D20-10-07 Seniors Adult Programs Coordinator’s Report – Attached**

Karie presented the Staff Report noting the following matters:

- Centre will be staffed by Bill Hawke (Mon.-Fri.) and Karie, Andrew and Brandie 3-4 days/week
- Karie was asked to join the Older Adults Centres Association of Ontario’s Board of Directors, representing the Central Region of Ontario and took part in their first meeting of 2021 on Tuesday March 9.
- **April is Volunteer Appreciation Month** – Karie requested the Board’s suggestions for possible recognition options. **Carol Hedenberg proposed that under present circumstances a special Volunteer Appreciation Page be dedicated in the April Newsletter. The Board agreed by general consensus. Carol is to provide the text. The Volunteer Appreciation message is to be circulated as an E-Flash and Posted on the ASA Website.**
- **Movie License Renewal** - The license with Audio Cine Films expired December 31, 2019. Karie and Andrew requested permission to renew upon Centre reopening.

Moved by: C.Hedenberg/A.Overington

**That staff renew the yearly movie license from Audio Cine Films, when a re-opening date is set, for \$625 plus tax for the year.**

Andrew is to contact Audio Cine Films to determine whether the 12-month renewal period can be from the date of the Centre reopening.

Amendment Motion by: N.Senick/J.Scherrer

**To add: subject to one year being from the renewal date.**

**AMENDMENT MOTION CARRIED – MOTION CARRIED AS AMENDED**

Cheryl noted that ASA has had a license with Criterion Films as well. Andrew reported that there has not been any activity with Criterion. Audio Cine Films is the only distributor that ASA deals with.

Motion by: C.Hedenberg/A.Overington

**That the Report of the Seniors Adult Programs Coordinator's Report be received. CARRIED**

**D20-10-08 Treasurer's Financial Report to February 28, 2021 – Attached**

Cheryl reported that the three reports –

- February Balance Sheet
- February Statement of Operations
- January-February Statement of Operations– had been reviewed by the Finance Committee. There being no questions,

Motion by: C.Rines/C.Hedenberg

**That the Treasurer's report for the period ending February 28, 2021 be approved. CARRIED**

**D20-10-09 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

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

**D20-10-10 Executive Committee Report (Attached)**

Committee Liaison, Jim reviewed the report of the meeting held March 4, 2021 to address the **feasibility of holding a Virtual General Meeting.**

The Committee with the help of Bob Hedenberg and Karie discussed the logistics of using the Zoom Meeting (current ASA account) vs Zoom Webinar platforms to set up a General Meeting.

Both platforms are viable with the following differences:

- Both Zoom Meeting and Webinar platforms provide for pre-registration of participants to ensure quorum and voting eligibility
- Both also provide for polling/voting on motions and recording #'s in favour/opposed
- Webinars provide for visibility of presenters and blocking/muting of attendees to avoid distractions = easier to control meeting
- Zoom Meetings require more hosts/volunteers (3 estimated for AGM) to monitor & mute attendees
- Both platforms provide for questions and answers

- Both platforms will require several trial runs to ensure a smooth delivery at the Meeting.
- The current ASA Zoom Business account limits participants to 100 and cannot have the Webinar functionality added.
- Karie proposed that the Webinar functionality can be purchased as an add-on to the Town's Pro Zoom Accounts at \$186/month or \$1860./annually.
- Both Bob and Karie have offered to help with logistics of setting up the meeting.
- Executive Committee members agreed that the purchase of the webinar functionality should be for the months of May and June to enable sufficient time for software training and meeting trials.

Executive Committee's recommendations:

Moved by: J.Abram/J.Scherrer

- a) **That a General Meeting be held Wednesday, June 9, 2021 at 1:00 p.m.**
- b) **That the Board approve conducting the June 9, 2021 General Meeting using the Zoom Webinar functionality and that ASA purchase the Webinar functionality for May and June 2021 as an add-on to the Town's Zoom Pro account at a cost of \$186.00/month to facilitate preparations and delivery of the ASA Meeting.**

In the ensuing discussion, Carol noted the tight timeline and that there are other virtual meeting providers that could be considered/investigated to ensure a smooth and less taxing delivery of the meeting.

Dave reported that in the interim he had been contacted by such a provider – Get Quorum – that handles all the set-up, registration, notices, polling and delivery of the meeting at a cost of \$3,000.+ per meeting. John noted that the actual cost is \$3,277. and that there may be additional costs.

Dave noted that Executive will meet on March 18<sup>th</sup> to deliberate the option/viability of using "Get Quorum" for one meeting. Executive will report outcome to the Board. In the meantime, the recommendations of Executive Committee regarding the Zoom Webinar functionality still need approval.

A vote on the above recommendations resulted in: **MOTION CARRIED**

Moved by: R.Coe/C.Rines

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

### **D20-10-11 Finance Committee Report (Attached)**

Board Liaison Nick Senick presented the report of the Finance Committee Meeting held March 5, 2021 at which the following matters were addressed:

- a) Review of the February 28/21 Financial Reports
- b) **Investments:**

PACE Credit Union GIC #236409 matured Feb. 28/21. Principal and interest amount of \$63,178.31 was deposited in ASA BMO account. On March 05/21, purchased BMO GIC #57 under our Mortgage Co. account in the amount of \$50,000. for a term of 12 months at a rate of 0.55% interest

**c) Year End Adjustments and BDO Review Engagement.**

Draft Dec. 31, 2020 Statements were presented in January.

BDO Canada's Review Engagement is scheduled for the week of April 12<sup>th</sup>.

**d) Globe P.O.S. Update.**

Upgraded POS system has been purchased. The total price is \$2,768.50 including taxes and delivery. A down payment of \$830.55 is required.

The installation should take place mid to late March and the system should be fully functional by the time that the Seniors Centre is re-opened. Ruth Church will be involved in the installation and the training.

Moved by: J. Chislett/J.Scherrer

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

**D20-10-12 Seniors Affairs and Grants Committee - Attached**

Jim reported that Red Cross PPE training had been offered again and he had passed the availability to Reception volunteers.

Jim also noted that he had attended the AGM for Sport Aurora as detailed in the attached report

Motion by: J.Scherrer/C.Rines

**That the Report of Seniors Affairs And Grants Committee be received. CARRIED**

**D20-10-13 Special Events Committee Report (Attached)**

Ann Overington reviewed the report of the Committee meeting held March 4/21

MEETING TOPICS:

- **Committee recommendation to add Margaret Alton as a voting member.**  
Moved by: C.Hedenberg/A.Overington and **CARRIED**

Updates re: "February Serenades" and "Famous Lovers" virtual events.

Events in process:

“St. Patrick’s Zoom event” - Wednesday, March 17 at 3:00 p.m. with entertainer David Wildsmith - 40 participants registered.

36 Gift bags to be picked up will be on March 16<sup>th</sup> from 11:00 a.m. – 2:00 p.m. cost of gift bags is \$130.32, leaving \$150.18 in the Special Events fund for a future event.

Zoom seminar talk with a Maple Leaf Alumnus and the Alzheimer’s Pro-Am. on April 23 at 1:00.

Zoom Tea Party on May 21 (time to be determined) at no cost to the ASA – the guests would be the entertainment. **Dave LeGallais agreed to open the Tea Party and welcome guests.** Event will need help from BOD members to co-host.

Motion by: C.Hedenberg/N.Senick

**That the Report of the Special Events Committee be received.**

**CARRIED**

**D20-10-14 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

**D20-10-16 Seniors Centre Reopening Committee - Attached**

Committee Co-Chair Joanne Bartholomew presented and reviewed the Committee’s report of the meeting held March 12, 2021 at which the following matters were addressed:

- **Registering for and receiving the Covid vaccination**
- **Zoom call - National Advisory Committee on Immunization (NACI)**  
Jo-Anne participated in the meeting specifically dealing with COVID vaccines. Karie has agreed to be the ambassador for the ASA and she will get weekly updates from NACI.
- **Badminton & Table Tennis** - Jo-Anne has been in touch with Bette Kamerman (Badminton); these activities are on hold until the Centre reopens – will be approached again once the Centre reopening is more definite.
- **Update on Choir**
- **Update re. Town Programs - Funding for Town Activity Bags and data for program design and Return of Town Programs and other ASC information**

- **ASA Vaccination Survey results**

There were 539 responses which made it an over 50% response to the survey which is a really good response rate.

The three survey questions were:

1. Do you intend to be vaccinated against COVID-19? (Yes - 96.1%; No – 3.9%)
2. Are you planning to return to the Aurora Seniors Centre, if the Centre is open, before a vaccination is available to you? (Yes – 28.2%; No - 71.8%)
3. If you are planning to be vaccinated, will you return to the Aurora Seniors Centre after you receive your vaccination? (Yes – 93.1%; No – 3.2%; N/A (no vaccine) – 3.7%)

The majority of calls regarding not getting a vaccination were due to medical concerns and the survey should have allowed comments on all questions.

Question 2 response would certainly indicate that the reopening of the Centre should be delayed and helped the Committee decide re. a possible reopening date – along with Christine Elliott’s recommendation that it would be prudent to wait until all seniors in our geographic area have had access to the vaccine.

- **Should the ASA delay reopening until members have been vaccinated?**

***Recommendation from the Reopening Committee to the ASA Board is to delay the reopening of the Seniors Centre at the present time and revisit the reopening in June, 2021.***

*Reasons for delaying reopening are as follows:*

- i. Results from Survey of Members
- ii. Amount of time required to retrain volunteers and members for Reception
- iii. Christine Elliott has recommended that vaccines should be available to all groups before reopening
- iv. Field hospital at Sunnybrook going up – cause for concern for possible third wave
- v. Need to figure out a system to obtain and record screening responses of each visitor to the Centre – new legislative requirements.
- vi. Delaying will provide for another survey early in June.

Moved by: J.Chislett/A.Overington

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

**D20-10-17 Vice-President’s Report – Nil Report**

**D20-10-18 President’s Report –**

- a) **Town/ASA Operating Agreement** – Dave noted that an Ad-hoc Committee had conducted a review and summarized recommendations which process was put on hold in March 2020 due to the COVID pandemic restrictions. As a result, the



current agreement had been extended through 2021 with the Town's co-operation.

Given the ongoing uncertainties regarding the reopening of the Seniors Centre, Dave proposed that ASA request a further one-year extension through December 2022.

Karie reported that she and her supervisor had been discussing the same topic and had approached Robin McDougall.

John questioned whether Town user fees would continue to be managed on a partial-use basis. Dave noted that the Town had thus far been open to this this process.

Discussion resulted in

Motion by: C.Hedenberg/A.Overington

**That the Board request a further one year extension – January 1<sup>st</sup> 2022 - December 31st, 2022 – of the current Town/ASA Operating Agreement.**

**CARRIED**

#### **NEW BUSINESS:**

**D20-10-19 a) APRIL Newsletter** – Dave will provide text –

- b) **Gold Card Refund Cheques** – Cheryl reported that some of the refund cheques that had been mailed October 25/20 have not been cashed to date and proposed that the Membership & Volunteers Committee contact the recipients to ensure the cheques have been received.  
**Carol Hedenberg** will follow up with respective recipients.

**D20-09-21 Adjournment: the meeting was declared adjourned at 14:03 hrs.**

**Next Board Meeting will be held MONDAY, APRIL 19, 2021 at 12:30 p.m.**