



## MINUTES

### Of The

**Regular Board of Directors' Meeting No. D20-11  
Held on APRIL 19, 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:**           Jane Snape

**Regrets:**

**Minutes Recorded by:**   John Scherrer, Secretary

**Call to order:**           A quorum being present, President Dave LeGallais declared the meeting open to transact business at 11:30 hours.

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

**D20-11-01   Approval of Agenda**

Moved by: C.Hedenberg/J.Chislett

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

**CARRIED**

**D20-11-02   Approval of the Minutes of Previous Meetings**

Moved by R.Coe/C. Rines

**That the Minutes of the Regular Meeting held March 15, 2021  
be approved as distributed.**

**CARRIED**

**D20-11-03   PRESENTATIONS/DELEGATIONS - NIL**

## **BUSINESS FROM PREVIOUS MEETINGS**

### **D20-11-04 Update re Extension of Town/ASA Operating Agreement**

The President noted that he had received the 2021 Amending Agreement from the Town and had distributed same to all Directors.

After discussion on various points, it was agreed to have Executive Committee draft a response for the Board's approval.

### **D20-11-05 Update re 2021 First Quarter User Fees**

The President noted that Robin McDougall had advised him that the first quarter user fees have been waived.

### **D20-11-06 Update re Movie License Renewal with Audio Cine Films**

Andrew reported that he had contacted Audio Cine Films, but they have yet to respond to his query.

### **D20-11-07 Seniors Adult Programs Coordinator's Report –**

Karie informed the Board that Brandie is now putting in more hours, and as such, they have cleared out the storage area (originally designated as the first aid room) and turned it into an office for her. More storage cabinets have been added in the kitchen to accommodate the contents of the storage area.

Motion by: J. Abram/A.Overington

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

### **D20-11-08 Treasurer's Financial Report to March 31, 2021 – Attached**

Cheryl reported that the three reports –

- March Balance Sheet
- March Statement of Operations
- January-March 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 March 31, 2021 be approved. CARRIED**

### **D20-11-09 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

- By-Law Review Committee
- Community Development Committee
- Membership & Volunteers Committee

- Operations & Activities Committee
- Social Committee

**D20-11-10 Executive Committee Report (Attached)**

Committee Liaison, Jim noted that Executive had met on March 18<sup>th</sup> and April 8<sup>th</sup> and presented the respective reports:

**a) March 18/21 Report:**

Moved by: J.Abram/C.Rines

**That the Committee’s recommendation:**

*That the Board reconsider all motions passed as recorded in the minutes March BOD Meeting; reported under item D20-10-10 and that the BOD rescind the decision to hold a General Members Meeting on June 9, 2021 and the funding allocated to the meeting as it is not deemed a necessity at this time.*

be accepted.

**CARRIED**

**b) April 8/21 Report re: Letter from Robin McDougall re. Use of ASA designated space in the Seniors Centre**

Moved by: J.Abram/J.Chislett

**That the third paragraph of the Committee’s recommendation be amended by removing the word “However” and the phrase “in accordance with the Town/ASA Operating Agreement”.**

**CARRIED**

Moved by J.Abram/J.Chislett

**That the Board approve Robin McDougall’s request and the amended response.**

**CARRIED**

**c) Moved by: J.Chislett/A.Overington**

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

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

Board Liaison Nick Senick presented the report of the Finance Committee Meeting held April 9, 2021 at which the following matters were addressed:

**a) Review of the March 31/21 Financial Reports**

**b) Investments:**

Meridian Cashable GIC will mature May 12/21. The Finance Committee agreed to re-invest the funds from the GIC with Meridian at the current rate. Cheryl will contact our Small Business Advisor and

request that Meridian offer ASA their best rate for a 12-month Term.

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

System update is ready for installation. As Warranty takes effect upon installation and we will not be open for some time, Ruth contacted Globe Rep and he agreed with delaying installation at this time. She will keep in touch with Globe and will schedule the Install in enough time for training to take place.

**d) 2020 Review Engagement Update**

Since Executive Committee had recommended that a General Meeting would not bring any real value to the membership at this time, and given the low accounting activity in 2020, the regular in-house reviews and the fact that the Auditor may not be a required to attend a General Meeting, a Full Review Engagement process is not required for 2020.

The Treasurer had contacted BDO to request a reduction in service and respective fees. BDO responded. They could waive the Review for this year; however, the Association is required to file the annual Tax Return with CRA for 2020. The Association can file on their own, or BDO can prepare it at a rate of \$500. Finance Committee recommends the following to the Board:

Moved by: N.Senick/R.Coe

**That the 2020 Review Engagement be cancelled for this year and that BDO prepare the 2020 CRA Tax Forms for the Association at a rate of \$500. plus, Tax. CARRIED**

Moved by: N.Senick/R.Coe

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

**D20-11-12 Seniors Affairs and Grants Committee - Attached**

Jim reviewed the Report of the Committee's meeting held April 8<sup>th</sup> at which the following topics were addressed:

a) 2021 Donations: **The Committee agreed to issue donation cheques in the amount of \$500. each to Southlake Regional Hospital and CHATS.**

b) Ontario Community Building Fund - The Committee decided not to pursue the grant since the only applicable aspect of the grant would be assistance with rent reduction.

Since user fees to the Town have been waived or adjusted due to reduced usage of the Seniors Centre during the 2020-2021 COVID Pandemic, and the requirement to provide detailed financial information with a grant

application, the Committee agreed that ASA may not meet the criteria for grant consideration.

Motion by: N.Senick/C.Rines

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

**D20-11-13 Special Events Committee Report (Attached)**

Ann Overington reviewed the report of the Committee meeting held April 1/21

MEETING TOPICS

Events in process:

Zoom seminar talk with Maple Leaf Pro-Am speaker Mike Krushelnyski on April 23 at 1:00.

Zoom "Spring Has Sprung Tea Party" on May 21 starting at 1:00 p.m. at no cost to the ASA – the guests will be the entertainment. Chartwell is donating and will also distribute 60 gift packages for participants.

June Event – with Magician Chris Pilsworth on June 18<sup>th</sup> at a cost of \$175.

Moved by: C.Hedenberg/N.Senick

**That the Board approve the additional \$25.00 cost for Chris Pilsworth's fee for the June 18<sup>th</sup> Event.  
CARRIED**

Motion by: J.Abram/N.Senick

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

**D20-11-14 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  
Seniors Centre Reopening Committee – Nil Report

**D20-11-15 Vice-President's Report –**

Aurora Arboretum request – Jim reported that he had since received notice from Aurora Arboretum advising that they had an overwhelming response and no longer need volunteers.

**D20-11-16 President's Report –** Dave advised the Board that he wrote Christine Elliot's office seeking answers to questions surrounding COVID-19.

**NEW BUSINESS:**

**D20-11-17 a) MAY Newsletter** — Board Page to consist of Updates from By-Laws, Finance and Seniors Affairs & Grants Committees.

**D20-11-18 Adjournment: the meeting was declared adjourned at 12:30 hrs.**

**Next Board Meeting will be held MONDAY, MAY 17, 2021 at 12:30 p.m.**