



MINUTES

Of The

Regular Board of Directors' Meeting No. D21-01

Held on JUNE 21, 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
Ann Overington, Nick Senick

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

ASA Members: Jo-Anne Bartolomew and 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 12:36 hours.

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

D21-01-01 Approval of Agenda
Moved by: C.Hedenberg/J.Scherrer
That the Agenda be approved as distributed. CARRIED

D21-01-02 Approval of the Minutes of Previous Meetings
Moved by J.Scherrer/N.Senick
That the Minutes of the Regular Meeting held May 17, 2021 be approved as distributed. CARRIED

D21-01-03 PRESENTATIONS/DELEGATIONS –

a) Town/ASA Amending Agreement Jan. 1-Dec.31, 2022

The President welcomed Town Staff Robin McDougall, Lisa Warth and Franco DeMarco to the meeting.

Robin referenced the unprecedented developments resulting from the COVID Pandemic that circumvented the renewal evaluation of the existing agreement and resulted in its extension through 2021, and the Town's willingness to a further extension through 2022.

Robin noted that ASA's request to replace the following sentence in the Town's amending agreement: Section 2 (ii) –

“The Town may waive, reduce, or otherwise vary the user fees payable quarterly by ASA, under this agreement, at the sole discretion of the Town”

with: **“The Town may waive, reduce, or otherwise vary the user fees payable quarterly by ASA, under this agreement, as mutually agreed to by the Town and the ASA.”**

exceeds staff authority and would require the involvement of Council, which may not be in the best interests of ASA at this time, given the Town's co-operation and recognition of unusual circumstances to date.

Dave noted that the subject clause in the Town's Amending Agreement is not part of the current – 2021 - extending agreement and noted that ASA is seeking input in the process of arriving at reasonable fees relative to Centre usage as has been the practice through 2020.

Dave noted the confusion arose because the clause was not part of the 2021 extension agreement and the matter could be resolved by the removal of the Town's clause and reinstating the 2021 extension through 2022.

Robin noted that the ASA explanation provides the clarity needed for her to follow up with the Town's Legal Dept. and that she will inform the Board.

BUSINESS FROM PREVIOUS MEETINGS

D21-01-04 a) ASA participation in Aurora Summer of Culture

Dave reported that due to the continuing COVID restrictions, the Planning Committee has cancelled the proposed July activities and as a result, ASA's participation (information booth in the Town's tent) has been moved

from July 10th to August 14 from 1:00-4:00 p.m. Jim and Ann had offered to man the booth. Ann to confirm availability for August 14th.

b) ASA participation in Aurora Culture Days

Dave reported that ASA will have a booth (in Town's tent) on September 25th from 10:00 a.m. – 4:00 p.m. Main purpose to distribute information about ASA and activities at the Seniors Centre.

Shawna White had also offered ASA a 15-20 minute spot on the bandshell for that day. Dave had approached Ruth Church and Stella Switzer to see whether the Evergreen Choir might be interested/willing to perform. The response was negative as they do not feel the Choir would be sufficiently practiced to be able to perform after such a long absence from their in-person group practices.

Ann Overington suggested contacting Joan Brownlow, Chair of Special Events, as another option to make use of the opportunity to showcase ASA activities.

Dave also noted that along with the ASA information booth on Sept. 25th, ASA could consider holding an open house at the Seniors Centre in October. This will depend on the Centre re-opening in time.

c) Seniorscape Article - Dave noted he will take on the editing task previously done by Sylvia Gilchrist.

D21-01-05 Seniors Adult Programs Coordinator's Report – Attached

Karie reviewed her report which detailed:

- the Seniors Centre summer usage by Club Aurora a Town Recreational Program
- Arrangements for a Canada Day drive-through picnic
- Seniors Art Classes moved to the Seniors Centre through July and August
- Art Camp using Priestly and Craft rooms July 19 to August 27
- Staff vacation schedule.

Motion by: C.Hedenberg/A.Overington

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

D21-01-06 Treasurer's Financial Reports to May 31, 2021 – Attached

Cheryl presented the May statements as reviewed by Finance Committee with no concerns raised.

The financial reports for May 2021, as reviewed by Finance Committee include:

- May Balance Sheet
- May Statement of Operations
- January-May Statement of Operations

There being no questions,
Motion by: C.Rines/C.Hedenberg

That the Treasurer's reports for the period ending May 31, 2021 be approved.

CARRIED

D21-01-07 COMMITTEE REPORTS -

The following committees had **Nil reports**:

- By-Law Review Committee
- Membership & Volunteers Committee
- Operations & Activities Committee
- Social Committee
- Seniors Affairs and Grants Committee

D21-01-08 Community Development Committee - Attached

Dave noted that the committee had met on June 15 and asked Andrew to present the report. Andrew reviewed the report noting the following:

- 2021 Seminar Update:
SCWW Medical Cannabis Seminar held on May 18th with 40 participants
Brain Health Seminar held on June 9 with 28 participants
Presentation by CHATS –
Downsizing Diva scheduled for June 22 – 20 members registered
Introduction to Genealogy on June 23 with 30 members registered
- Possible Future seminars planned include: Aurora Public Library, a YRP Seniors' Safety Officer, Cyber Safety by YMCA.
History of Aurora with David Heard
Town of Aurora Master Plan and Library Square– with Phil Rose-Donahoe

Moved by: J.Scherrer/C.Rines

That the Report of the Community Development Committee be received. **CARRIED**

D21-01-09 Finance Committee Report (Attached)

Board Liaison Nick Senick presented the report of the Finance Committee Meeting held June 11, 2021 at which the following matters were addressed:

- Review of May Financial Statements
- Revision to 2020 Year End Statements.

At BDO's request for the inclusion of their invoice in the 2020 Accounts Payable relative to ASA's Tax filing for 2020, the Year End Statements were revised and posted on the ASA Website.

- CRA Tax filing for 2020 as prepared by BDO were reviewed and returned for submission by BDO on ASA's behalf.
- Finance Committee to suspend meetings in July and August. Financial Statements for these months will be prepared for Board approval as usual

Moved by: J.Scherrer/R.Coe

That the Finance Committee Report and amendments to Fiscal 2020 Year End Statements as reported be approved.

CARRIED

D21-01-10 Special Events Committee Report (Attached)

Ann Overington reviewed the report of the Committee meeting held June 3/21 and updated the Board on recent developments:

- The Magic Show on June 18th with Chris Pilsworth who provided an interactive program was well received with 35 participants.
- The Ice Cream Social planned for August 20th has been changed to a "Summer Social" (no ice cream sundae kits) with The Sparklettes Duo. The cost for the event will be \$282.50.
- A Trivia event is planned for September.
- A Hallowe'en theme event is planned for October and events for November-December are being pursued.

Moved by: C.Hedenberg/N.Senick

That the Report of the Special Events Committee be received.

CARRIED

D21-01-11 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

D21-01-12 Seniors Centre Reopening Committee – Attached

Committee Co-Chair Jo-Anne Bartholomew reported that the Committee had met on June 10th and referred to the Meeting Notes sent out with the agenda focusing on the following topics:

- **Second survey results**

30% of E-flash recipients responded to the survey

97% of respondents intend to get 2 vaccine doses

97% of respondents expect to be fully vaccinated by August 31st

Range of reopening dates: Sept. 1st - had a 51% response rate

- After Thanksgiving - 30% response rate

- January 3rd - Lowest response rate

Most requested activities: Movies - Cards – Fitness

Jo-Anne noted that she and Jim Abram had drafted a survey-results communication to members (attached) and requested the Board's approval to have this sent out as an e-flash and included in the July Newsletter.

Moved by: J.Scherrer/J.Abram

That the communication to members be issued as an e-flash and included in the July Newsletter.

CARRIED

In conjunction with the above, Karie noted that Staff need a two-month timeline for the reopening of ASA activities at the Centre in order to prepare for training of reception volunteers and scheduling of Town Programs and ASA activities.

A lengthy discussion followed and resulted in:

Motion by: C.Rines/N.Senick

That ASA activities at the Seniors Centre reopen after the October 11/21 Thanksgiving holiday, subject to the Reopening Committee determining the activities to be reintroduced.

CARRIED

Moved by: N.Senick/J.Scherrer

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

CARRIED

D21-01-13 Vice-President's Report – Nil

D21-01-14 President's Report –

- a) Extension of Town/ASA Agreement - Robin to follow up with Legal Dept. Re. Clarification of ASA's request and inform the Board.

NEW BUSINESS:

D21-01-15 a) JULY Newsletter — Dave will prepare text for the Board Page

b) Charitable Status Number on ASA Letterhead

Jim Abram reported that he had recently had occasion to verify the accuracy of the Registered Charity number that is shown on the ASA letterhead. In that context he looked up the rules for the use of the Registered Charity number and learned that it must be used/disclosed under specific circumstances – e.g. on charitable donations receipts. Publishing the number on any other ASA communications vehicles such as the ASA letterhead does not provide any benefit to ASA, but could potentially expose ASA to risks.

The ensuing discussion resulted in:

Motion by: J.Scherrer/C.Rines

That the Registered Charity Number currently shown on the ASA Letterhead be removed and replaced with the phrase “A Registered Charitable Organization”; and that the number be disclosed only when required under CRA rules.

CARRIED

c) Carol Palmer Resignation from Annual Bazaar

Dave noted that Carol Palmer's resignation, as well as the projected timeline (after the Thanksgiving Holiday in October) for the reopening of the Seniors Centre require a decision as to the feasibility of holding the Holiday Bazaar in 2021.

Moved by: C.Rines/R.Coe

That the ASA Holiday Bazaar for 2021 be cancelled. CARRIED

- d) **Evergreen Choir – Extension of Zoom Sessions thru July-Aug.**
Dave reported that the Evergreen Choir members that are currently meeting via Zoom on a weekly basis have requested approval to continue their sessions through July and August. In prior years the Choir would suspend their sessions for July and August.

The cost to ASA for this extension comes to \$640. (8 sessions @ \$80./session. Twenty choir members are signed-up participants and the weekly practices average 12-15 members.

Motion by: J.Abram/N.Senick

That the Board approve extending the Evergreen Choir Zoom practice sessions through July and August at a cost of \$640.

CARRIED

- e) **Confirmation of Board Liaisons to Standing Committees**
John Scherrer noted that this being the first meeting of the 2021-2022 Board Term, By-law #3, Section 3.02.03 states: The Board of Directors will appoint ONE (1) Director to each Standing Committee as Liaison for the Board.
By general consensus it was agreed to defer this process to the July Board Meeting.

D21-01-16 Adjournment: the meeting was declared adjourned at 14:00 hrs.

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