



## MINUTES

Of The

**Regular Board of Directors' Meeting No. D21-05**  
**Held on OCTOBER 18, 2021**  
**Via ZOOM Meetings**  
***Presiding: Dave LeGallais, President***

**Directors Present:** Dave LeGallais (President)  
John Scherrer (Secretary)  
Cheryl Rines (Treasurer)  
Jim Abram (Vice-President)  
Ron Coe, Jeanne Chislett  
Carol Hedenberg, Ann Overington, Nick Senick

**Staff Members:** Karie Papillon, Adult Programs Coordinator  
Andrew Bailey, Assistant Programs Coordinator

**ASA Members:** Jane Snape (1:00 p.m.)

**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 12:34 hours.

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

**D21-05-01 Approval of Agenda**

a) Moved by: C.Hedenberg/J.Chislett

**That the Agenda be approved as distributed**

Carol Hedenberg requested the addition of "Christmas Dinner" under New Business.

Dave requested the addition of "Phone Calls to Members Without Internet" under Business From Previous Meetings.

**The agenda was approved with the above additions.**

**CARRIED**

**D21-05-02 Approval of the Minutes of Previous Meetings**

a) Moved by R.Coe/N.Senick

**That the Minutes of the Regular Meeting held September 20, 2021 be approved as distributed.**

**CARRIED**

**D21-05-03 PRESENTATIONS/DELEGATIONS – NIL**

## BUSINESS FROM PREVIOUS MEETINGS

### **D21-05-04 a) Update re. purchase, price and installation of storage shed security cameras – Ref. Aug. 16 Brd.Minutes - Min.#D21-03-05 (d)**

Carol Hedenberg reported that Bill Hawke had researched and found a system that is compatible with security cameras already in place at a cost of \$599.95 + tax. The proposed system comes with four cameras and has the capacity for an additional four cameras. Bill will install the system and the two security cameras on the shed.

Moved by: C.Hedenberg/J.Scherrer

**That the Board approve the purchase of the proposed security camera system at a cost of \$599.95 plus applicable tax. CARRIED**

### **b) Update re. Proposed Volunteer Memorial Clock**

Carol requested a deferral of this item to the November Board Meeting.

### **c) Outstanding Committee Chairs/Memberships 2021-22**

Membership & Volunteers Committee – Cttee.Membership

Sylvia Gilchrist – Chair

Carol Hedenberg – Board Liaison

Ruth Church

Marlene Thompson

Social Committee – Don Keel – Chair

Don Overington

Carol Hedenberg - Board Liaison

Community Development Committee –Committee Chair

Andrew is to contact Shirley Petrie and request that she serve as Committee Chair

### **d) Phone Calls to Members without internet access**

Dave noted that whereas he had previously informed the Board that information regarding the Seniors Centre reopening would be communicated by phone to members without internet access, due to the much reduced number of volunteers available to make these calls and the much shorter list of members in that category, he had to suspend the phone calls.

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

Karie reviewed the Staff Report noting the following:

#### **a) Royal Canadian Legion Ontario Command Annual Publication of Military Service Recognition**

In previous years the ASA has supported this by purchasing space for a business card ad. The cost for a black/white ad is \$290.; full colour is at \$340.

Moved by: J.Scherrer/N.Senick

**That the Board support the Royal Canadian Legion Military Service Recognition Publication with a full-colour business card ad at a cost of \$340.**

**CARRIED**

b) Maintenance Closure – summer 2022

Karie noted that the facility team at the ASC would like to institute a yearly 3-day closure for building maintenance. 2022 Maintenance items would include:

- Vent cleaning o Painting (washrooms) o West McKenzie floor maintenance.
- Scheduled times would also be available for activity leaders to come in and clean/organize their activity supplies.
- Suggested dates for 2022 are Wednesday June 22 – Friday June 24 inclusive
- The closure is recommended for member and staff safety. This week in June is one of the slower weeks of the year.

In response to a question, Karie noted that Woodshop Volunteers would have access to the Woodshop during the 3-day Centre closure for maintenance/cleaning purposes.

Moved by: C.Hedenberg/N.Senick

**That the Board approve the requested closure of the Seniors Centre for maintenance purposes from Wednesday, June 22<sup>nd</sup> through Friday, June 24, 2022.**

**CARRIED**

c) December Holiday Hours:

- The ASC will be closed December 24 – January 3 inclusive.
- Staff will continue to offer virtual options for members participation.

Moved by: J.Scherrer/J.Chislett

**That the Seniors Coordinator's Report be received.**

**CARRIED**

**D21-05-06 Treasurer's Financial Reports to September 30, 2021 – Attached**

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

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

- September Balance Sheet
- September Statement of Operations
- January-September Statement of Operations

There being no questions,

Motion by: C.Rines/C. Hedenberg

**That the Treasurer's reports for the period ending September 30, 2021 be approved.**

**CARRIED**

**D21-05-07 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

- Community Development Committee
- Executive Committee
- Membership & Volunteers Committee
- Social Committee

**D21-05-08 By-Law Review Committee Report**

Committee Chair John Scherrer provided a verbal update noting that the Committee will meet on October 25 with Joan Brownlow, Ann Overington, Cheryl Rines and Carol Hedenberg to address the best fit, logistics and mandate for the proposed Fundraising Committee.

**D21-05-09 Finance Committee Report (Attached)**

Board Liaison Nick Senick presented and reviewed the report of the meeting held October 8/21, at which the following matters were addressed:

- **Review of Financial Reports for September 2021**
- **PACE GIC #237739.** A digital copy of a Letter of Direction was sent to PACE Credit Union via email on Sept. 23/21. The letter requested that they cash the GIC and provide ASA with a cheque plus interest entitled.
- **United Way Donation – York Region.** Aurora Seniors received an electronic donation to the ASA BMO Bank account on Sept. 24/21 in the amount of \$584. from an anonymous donor.
- **Renewal of ASA’s Insurance Policies.** We have received an invoice for the renewal of our Commercial Package from Nov 25/21 to Nov 25/22. for \$3,720. plus tax. Our representative is waiting for the Insurance company to prepare the Directors and Officers Package. Once the Invoice for the Directors and Officers Package is received, payment for both will be made to Law Insurance Brokers.

Motion by: J.Scherrer/R.Coe

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

**CARRIED**

**D21-05-10 Operations & Activities Report – Verbal**

Committee Chair Dave LeGallais reported that while the O & A Committee has not met, there were two expenses submitted that had been processed as they did not require board approval:

- a) Replacement of Pickleball Net - \$70.00
- b) Purchase of clear, (theatrical) masks for Silver Stars Nov. 26<sup>th</sup> performance - \$45.99

Directors noted that the masks expense could be covered out of the United Way COVID-19 Relief Grant.

**D21-05-11 Seniors Affairs & Grants Committee**

Jim Abram referred to the e-mail (attached) received from Rick Preston of the Royal Canadian Legion Aurora Branch regarding the Memorial Wreath that ASA purchases annually for the Remembrance Day Ceremony at the Aurora Cenotaph.

Moved by: J.Abram/A.Overington

**That the Board approve the purchase of the 20-inch Memorial Wreath from the Royal Canadian Legion Branch #385 at a cost of \$120.00 for the 2021 Remembrance Day Ceremony,** **CARRIED**

**D21-05-12 Special Events Committee Report – Attached**

Ann referred to the committee meeting held October 7th at which the following matters were addressed:

- Trivia Challenge – September 24/21 – 15 members participated
- “Haunted Places Throughout the World – October 29/21 – with Jennifer Merrick
- Christmas Stories and Christmas Music - November 26, 2021 @ 1:00 pm.  
Performed by The Silver Stars Theatre Group
- December 17/21 – “A Winter Wonderland and Yuletide Favourites” – with Daniel Aonso of Circles Enrichment
- Christmas in a Box - Boxed dinners are going to be prepared by the Centre staff and volunteers to be distributed to registered members on December 18. Cost of dinner \$10.00
- “Tea in the Garden” – March 2022
- Potential 2022 Events

Motion by: C.Hedenberg/J.Chislett

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

**D21-05-13 Ad-hoc Committees**

Conduct Review Ad-Hoc Committee - Nil Report

Renewal of ASA/Town Operating Agreement – Nil Report

2022 Director Elections Nominating Committee – No Meeting

Cheryl Rines confirmed she would serve as the Director Elections Chair for 2022 Elections. John Scherrer also confirmed he would serve as committee member.

**D21-05-14 Seniors Centre Reopening Committee – Attached**

Committee Co-Chair Dave LeGallais referred to the report of the Committee’s October 14 meeting and provided an update regarding the Committee’s recommendation for the **addition of Badminton effective November 8<sup>th</sup>** with two time slots on Monday morning – 9:00-10:15 a.m. and 10:30 – 12:00 noon.

Dave noted that following the Oct. 14<sup>th</sup> meeting he had contacted the two Badminton coordinators – Allan Goodale and Trevor Gibbs . Trevor has since resigned; Allan will continue to volunteer in a lead role and will work with Andrew and Jane Snape to develop the Return to Play protocol for the Badminton Activity.

Dave noted that prior to COVID-19 restrictions Badminton had two days per week – Monday morning and Tuesday afternoons as well as the occasional Friday afternoon. Allan expressed a concern regarding the one-day-schedule, noting that the players will want two days. He also noted that with the cleaning protocol for birdies, more would have to be purchased.

Carol Hedenberg noted that the Reopening Committee had discussed the Badminton schedule and agreed on one day/week to start.

Karie explained the rationale for the one-day-to-start for Badminton, noting that with the earlier start for the Tuesday movies, the Tuesday afternoon time is not viable. Should current room capacity and personal distancing be upgraded in the future, the matter could be revisited.

Directors agreed with the Reopening Committee's proposal for the addition of Badminton on Monday mornings effective November 8<sup>th</sup>.

Moved by: J.Scherrer/A.Overington

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

**CARRIED**

**D21-05-16 Vice-President's Report – Nil**

**D21-05-17 President's Report –**

a) Third Quarter Fees to the Town

Dave reported that he had received an e-mail from Robyn McDougall advising that the Town had waived the fees for the third quarter.

b) Meeting with Doug Chaulk, Sales &Marketing Mgr. of The Meadows

Dave reported on his meeting with Doug Chaulk of The Meadows, a Christian Seniors Lifestyle Community located at William Graham Drive and Leslie Street.

A considerable number of current ASA members are residents of The Meadows.

Doug Chaulk offered two proposals for consideration by ASA:

- i) The Meadows (4-building complex) have several meeting and activity rooms that could be available to ASA should ASA need additional space for activities. Dave responded that given current COVID-19 directives from the Province, the need by ASA for additional space is unknown at this time.
- ii) The Meadows has several in-house TV monitors featuring upcoming events/activities. The Meadows would be willing to post ASA events.

Dave noted this may be a consideration for a future membership drive.

**D21-05-19 NEW BUSINESS**

- a) **“ASA Christmas Dinner”** – Carol Hedenberg reported that “Christmas In a Box” will be a full-menu dinner to be offered at \$10.00 to 120 participants (actual cost \$9.33/dinner) to be picked up December 18<sup>th</sup>. The Committee requests the Board to cover the cost of dessert – \$360. for Gingerbread Cookies to be purchased from Hurst Bakery.

Moved by: J.Chislett/J.Scherrer

**That the Board approve the purchase of Gingerbread Cookies from Hurst Bakery at a total cost of \$360. CARRIED**

- a) **November Newsletter** – Dave to provide text for the Board Page

**D21-05-20 Adjournment: the meeting was declared adjourned at 13:35 hrs.**

**Next Board Meeting will be he be MONDAY, NOVEMBER 15, 2021 at 12:30 p.m.**