



## MINUTES

Of The

**Regular Board of Directors' Meeting No. D21-06**  
**Held on NOVEMBER 15, 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  
                                  Brandie Yorg,

**ASA Members:**       Jo-Anne Bartholomew and Jane Snape

**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:**

**D21-06-01   Approval of Agenda**

a) Moved by: C.Hedenberg/C.Rines

**That the Agenda be approved as distributed**

Carol Hedenberg requested the addition of "ASA Annual Christmas Charity" under New Business.

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

**CARRIED**

**D21-06-02   Approval of the Minutes of Previous Meetings**

a) Moved by A.Overington/J.Scherrer

**That the Minutes of the Regular Meeting held October 18, 2021 be approved as distributed.**

**CARRIED**

**D21-06-03   PRESENTATIONS/DELEGATIONS – NIL**

**BUSINESS FROM PREVIOUS MEETINGS**

**D21-06-04 a) Update re. purchase, price and installation of storage shed security cameras**

Carol Hedenberg reported that Bill Hawke has ordered the camera system as approved at the October Board Meeting. A further update will be provided at the December Board Meeting.

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

Carol reported the Memorial Clock is in the finishing stages and should be available for showing at the December Board Meeting and placement in the Centre in January.

Ann and Carol proposed that in lieu of an official presentation to the membership (not feasible under current COVID-19 protocols), a notice be included in the December Newsletter to inform members of the Volunteer Memorial Clock. Ann and Carol will prepare the text for the announcement.

**c) Outstanding Committee Chair – Community Development Committee**

Andrew has e-mailed Shirley Petrie to ask that she serve as Committee Chair for the 2021-22 term. Andrew also reported that he would add a notice in the December Newsletter advising of vacancies on this committee. Dave reported that he had confirmed that Charles Sequeira is willing to serve as a committee member.

**D21-06-05 Seniors Adult Programs Coordinator's Report – Attached**

Karie referred to the Staff Report containing the **Update on ASC Security Audit and Risk Assessment Report** and proposed that Directors review the Town Report and refer any questions to her which she will pass on to Doug Bertrand for response.

In response to a question concerning fire drills and emergency training for reception volunteers, Karie noted that pre-pandemic closures, Reception volunteers had met monthly and reviewed emergency procedures on a quarterly basis. Karie also noted that the primary direction in case of any incident is to immediately notify staff. Karie also noted that fire drills have been carried out for staff only.

Moved by: C.Hedenberg/N.Senick

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

**CARRIED**

**D21-06-06 Treasurer's Financial Reports to October 31, 2021 – Attached**

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

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

- October Balance Sheet

- October Statement of Operations
- January-October Statement of Operations

There being no questions,

Motion by: C.Rines/C. Hedenberg

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

**CARRIED**

**D21-06-07 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

- Community Development Committee
- Executive Committee
- Membership & Volunteers Committee
- Operations and Activities Committee
- Social Committee

**D21-06-08 By-Law Review Committee Report - Attached**

Committee Chair John Scherrer reviewed the report of the Committee Meeting held October 25, 2021 containing the Committee's recommendations pertaining to the Fundraising Committee:

- **a) That the Fundraising Committee be established as an ASA Standing Committee per By-Law #3.**
- **b) Fundraising Committee Mandate**  
**The Committee is mandated with the responsibility of organizing and implementing events to raise funding that will meet the Annual Operating Budget for day-to-day operating expenses and any capital or refurbishing projects approved by the ASA Board.**
- c) The Committee also recommends that the formation and rationale for the Committee be published in the December Newsletter and posted to the ASA website.**

Moved by: J.Scherrer/N.Senick

**That the Report and Recommendations of the By-Law Review Committee be approved.**

**CARRIED**

John noted that the addition of the Fundraising Committee as a Standing Committee will mean that one Director will have to serve as Board Liaison on two committees. By-Law #3 will also have to be amended to reflect the inclusion of the new committee.

**D21-06-09 Finance Committee Report (Attached)**

Board Liaison Nick Senick presented and reviewed the report of the meeting held November 5/21, at which the following matters were addressed:

- **Review of Financial Reports for October 2021**
- **PACE GIC #237739.** On October 28<sup>th</sup>, email from PACE representative advising that the redemption had been approved without penalty. The cheque for the account's full balance of \$15,807.81 (original investment was \$15,000 on September 27, 2020) was deposited in ASA's BMO Bank Account.
- **Q3 Town Waiver of User Fees** - On October 19<sup>th</sup>, an adjustment transaction was processed in QuickBooks to reflect this decision
- **Renewal of ASA's Insurance Policies** - The Association received the Commercial Renewal Package and Invoice several weeks ago. Cheryl contacted our Representative at Law Insurance for an update on the Director's Package.

Due to the Insurance industry experiencing a wide-spread short staffing problem and since it could be awhile before we receive the Director's Package, a cheque to pay for the Commercial Package has been mailed to Law Insurance.

Motion by: N.Senick/J.Scherrer

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

**CARRIED**

**D21-06-10 Seniors Affairs & Grants Committee**

Jim Abram reported that two funding requests had been received – Aurora Food Pantry and Southlake – however, given ASA's current financial position, no action was taken.

**D21-06-11 Special Events Committee Report – Attached**

Ann referred to the committee meeting held Nov.5th reporting on the status of currently planned special events, noting that the full allotment of tickets (120) for the Christmas Dinner in a Box had been sold out as of November 10<sup>th</sup>.

Ann also noted that with the exception of the month of July, Special Events had been provided every month through 2021 via Zoom. The committee will wait until January 2022 to plan events for 2022 in the hopes of a return to some in-person events.

Motion by: R.Coe/J.Chislett

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

**CARRIED**

**D21-06-12 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

**D21-06-13 Seniors Centre Reopening Committee – Oct. 28/21 Report Attached**

Committee Co-Chair Dave LeGallais noted that the Reopening Committee had met on two occasions since the October Board Meeting and presented the Committee's recommendations from the meeting held October 28/21:

a) Motion by C.Hedenberg/J.Chislett

**That the Board approve the return of the Evergreen Choir in mid-January 2022 as proposed by Co-ordinator Sylvia Gilchrist. CARRIED**

b) Motion by C.Hedenberg/A. Overington

**That the Board approve the request of Book Club Group B for an in-person meeting in Activity Room C on Friday, November 26th. CARRIED**

c) Motion by N.Senick/A.Overington

**That the Board approve the return of the Poker Activity as of November 25, 2021 pending the Co-Ordinator's completion of the Return to Play protocol. CARRIED**

d) Motion by: C.Hedenberg/J.Abram

**That the Reopening Committee request Board approval to enable the Committee to re-introduce ASA activities that have an Activity Co-ordinator, Return to Play protocol and a scheduled day/time slot in place and are in compliance with Town and Provincial guidelines without the need to seek Board approval prior to re-introducing the activity.**

**CARRIED**

Moved by: J.Scherrer/A.Overington

**That the Report of the Seniors Centre Reopening Committee held October 28/21 be received. CARRIED**

**D21-06-14 Seniors Centre Reopening Committee – Nov.10/21 Report Attached**  
Dave reviewed the report focusing on the Committee's deliberations and recommendation under:

**Topic #1 - Returning to Pre-Pandemic Operations.**

Dave noted in arriving at the recommendation, the Committee had taken into consideration the informal proposal of Executive Committee which was based on the latest Provincial easements, the return to requiring payment of membership and activity fees, and the Association's obligation to pay user fees under the Town/ASA Operating Agreement.

Dave also noted that with the current number of ASA activities in the fourth quarter (16), and with the return of 8 more activities between now and mid-January, ASA will be operating two-thirds of the total number of pre-pandemic activities starting in 2022, and the Committee's recommendation is intended to signal that ASA is working towards returning to the full complement of activities and use of the Centre.

a) Moved by: D.LeGallais/J.Abram

**The Seniors Centre Reopening Committee recommends that effective January 4, 2022 the Board approve returning as fully as possible to pre-pandemic (March 2020) levels of ASA activities and space usage at the Seniors Centre in**

**accordance with the current Town/ASA Operating Agreement as extended through Dec. 31, 2022.**

In the ensuing discussion, Ann Overington enquired whether any attempt had been made to contact the Budget Bistro co-ordinator. Carol Hedenberg clarified that she represents the two Budget Bistro teams at Operations & Activities Committee. Karie also noted that while the provision of food is not prohibited under current Provincial directives, the ASA Standard Operating Procedures form for each activity specifies that no food or drink is allowed at the Centre. Current practices will continue to be monitored and are open to reassessment.

A vote on the motion resulted in

**MOTION CARRIED**

**b) Letter to R. McDougall**

Moved by: J.Scherrer/C.Rines

**That the Board's decision be communicated to the Town as set out in the attached draft letter.**

John Scherrer pointed out that in the second-last paragraph, the sentence beginning with "I would be...." Should be amended to read "The Board would be...."

A vote on the motion with the proposed amendment resulted in:

**MOTION CARRIED AS AMENDED**

**c) Increasing capacity limits now for those activities already reintroduced**

Moved by: C.Hedenberg/J.Chislett

**That the co-ordinators of the following activities: Bingo, Billiards and Knotty Knitters, be informed that their activity capacity will increase to include members on waiting lists.**

**CARRIED**

**d) Plans for bringing back Activities that have Co-ordinators in place**

Stamp Club and Bid Euchre - ASAP

Table Tennis, Mah Jongg, Carpet Bowling - January

Choir - mid-January

**e) Activities that have not yet responded (Bocce, Line Dancing; International Singing; Keep Singing; Rumikub and Scrabble)** no action/decision re. the above pending results of expanded activities complement starting in January.

**f) Clarification of Registration process for activities**

Andrew offered to include an FAQ page in the December Newsletter to help clarify the registration process for returning to in-person participation in ASA activities.

By general consensus it was agreed that the FAQ page should also be posted on the ASA Website and issued by e-flash.

**g) Member Requests for E-Transfer payment of membership renewal fees**

Cheryl Rines reported that she had researched the bank requirements (cost to ASA of \$1.50 fee per transaction) and noted that the change in procedure would transfer a considerable work load to the ASA Office since payment notification from the bank would come through to the ASA office, then would have to be communicated to Reception for updating in My Senior Centre data base, and further, this would not provide for updating any changes to members' information which currently is done in person.

Following a lengthy discussion and given all the above and the tight renewal timeline – December 1 through January 31<sup>st</sup> – the discussion resulted in

Motion by J.Chislett/R.Coe

**That the Board not proceed with provision for E-Transfer payments for membership renewal fees.**

**CARRIED**

Motion by: J.Scherrer/N.Senick

**That the Report of the Seniors Centre Reopening Committee held November 10/21 be received.**

**CARRIED**

**D21-06-15 Vice-President's Report – Nil**

**D21-06-16 President's Report – NIL**

**D21-06-17 NEW BUSINESS**

**a) ASA Large Projector Service Call**

Andrew reported that the large projector which is now between 7-10 years old has been showing signs of age and would benefit from a service call. Bill Hawke had contacted Rave Audio Visual and was informed that a 2-hour service call would cost \$250. and the labour cost for each subsequent hour would be \$120.00.

Motion by: R.Coe/N.Senick

**That the Board approve an expense of up to \$500. to cover the cost of a service call and potential repairs/parts for the ASA large projector.**

**CARRIED**

**b) ASA Annual Christmas Charity**

Carol Hedenberg reported that the Let's Create Group had produced items of jewellery using existing supplies, and these were donated for sale by Marie Leone in support of the Doan House Hospice and Margaret Bahen Hospice. As well, 30 lbs. of beads had been sent to a northern indigenous community for their use in support of their community.

**c) December 2021 Newsletter**

Dave proposed that Directors include a personal holiday greeting to be included in the December Newsletter

**D21-06-19 Adjournment: the meeting was declared adjourned at 14:18 hrs.**

**Next Board Meeting will be he be MONDAY, DECEMBER 20, 2021 at 12:30 p.m.**