



## MINUTES

Of The

**Regular Board of Directors' Meeting No. D21-08**  
**Held on JANUARY 17, 2022**  
**Via ZOOM Meetings**  
***Presiding: Dave LeGallais, President***

**Directors Present:**       **Dave LeGallais (President)**  
                                  **John Scherrer (Secretary)**  
                                  **Jim Abram (Vice-President)**  
                                  **Cheryl Rines (Treasurer)**  
                                  **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, Reopenig Committee Co-Chair  
                                  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 12:35 hours.

**D21-08-01   Delegation: Town of Aurora request re. 2022 Municipal Elections**

The President proposed the suspension of the agenda to allow for the presentation regarding the above item and welcomed Town Staff - Michael deRond, Town Clerk Chad Curtis, Election coordinator and Samantha Yew, Deputy Town Clerk.

Chad Curtis reviewed the request as set out in the letter issued by Town Clerk Michael de Rond for the use of the Seniors Centre as a voting location for the upcoming 2022 Municipal Elections. The official election date is October 24, 2022.

The Town is requesting the use of the West-MacKenzie Room on the following dates: October 15 to October 19,2022 – tentatively designated as Advance Voting dates and all day on October 24, 2022 – Election Day.

Chad noted that the Legislative Services division is currently creating an Election Pandemic Plan to help ensure the health and safety for all persons involved in the 2022 Municipal Election. This plan will utilize best practices for hosting an election during a pandemic and will include input from York Region Public Health.

Chad also noted that the Seniors Centre had been used as a voting location for the 2014 and 2018 Municipal Elections.

Motion by: J.Scherrer/C.Hedenberg

**That the Board approve the request of the Town of Aurora for the use of the Seniors Centre as a voting location for the 2022 Municipal Elections, specifically on the following dates: October 15 to October 19 for Advanced Voting and Election day October 24, 2022. CARRIED**

The President thanked Town staff for their participation and the regular agenda was resumed.

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

**D21-08-02 Approval of Agenda**

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

**That the Agenda be approved as distributed**

Cheryl Rines noted she would have two items to discuss under Item #7 – Treasurer's Report. **CARRIED**

**D21-08-03 Approval of the Minutes of Previous Meetings**

a) Moved by N.Senick/J.Scherrer

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

**D21-08-04 Decision. of Jan. 5, 2022 to extend closure of in-person ASA activities to Feb. 14/22 to coincide with Town of Aurora closure of facilities.**

Dave summarized the events of January 5th –i.e. Karie advising of the Town decision to close all recreational facilities to February 14/22 - which resulted in convening a Zoom meeting at which the following Directors were present: Dave LeGallais, Jim Abram, Cheryl Rines, Ron Coe, Carol Hedenberg and Nick Senick. The purpose of the meeting was to communicate the Town's decision – and notify members in the reprinting of the January Newsletter.

Motion by: C.Hedenberg/A.Overington

**That the decision of January 5, 2022 to extend the closure of in-person ASA activities to February 14, 2022 be approved. CARRIED**

**BUSINESS FROM PREVIOUS MEETINGS**

**D21-08-05 a) Update re. installation of storage shed security cameras**

Carol Hedenberg reported that with the closure of the Seniors Centre, the installation of the cameras has been deferred until the Centre reopens on February 14, 2022.

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

Ann Overington reported the clock is ready to be picked up and will be in place for the Centre reopening. Carol noted that an announcement with a photo of the clock will be included in the February Newsletter.

**c) ASA Large Projector**

Andrew reported that Bill Hawke has been in contact with Rave Audio Visual and the requested quotes will be available for the February Board Meeting.

**d) Fundraising Committee:**

Carol Hedenberg reported that as a result of the extended closure of the Centre, she had not met with the two members who had offered to co-ordinate the Spring Sale. Carol also noted that the spring sale is no longer viable, but an early fall date is being considered.

**e) R. McDougall Response 2021 4<sup>th</sup> Quarter Fees to Town**

Dave referenced the December 22<sup>nd</sup> e-mail received from Robin McDougall confirming the Town's acceptance of 30% of 4<sup>th</sup> Quarter fees.

**D21-08-06 Seniors Adult Programs Coordinator's Report – Attached**

Karie reviewed the two topics covered in her report:

- a) Town of Aurora Upgraded Telephone System for Seniors Centre – effective Feb.1/22
- b) Public Health Requirements re contact tracing – in the event of a COVID outbreak at the Seniors Centre, ASA and Town will be responsible for informing participants.

Motion by: J.Chislett/J.Abram

**That the Seniors Centre Program Coordinator's Report be received. CARRIED**

**D21-08-07 Treasurer's Financial Reports to December 31, 2021 – Attached**

a) Cheryl presented the DRAFT DECEMBER 31 statements noting that the ongoing review will result in adjustments. The Finance Committee will review the final reports at their March meeting.

The draft reports for December 2021, include:

- December Balance Sheet
- December Statement of Operations
- January-December Statement of Operations

There being no questions,

Motion by: C.Rines/C. Hedenberg

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

**CARRIED**

**b) Expenses relative to United Way Emergency Fund for COVID Relief**

Cheryl referred to the summary of expenses incurred in 2021 allocated to the United Way Emergency grant of \$5,750. which at December 31/21 total \$2275.

c) **BMO GIC #56:**

Cheryl reported that the BMO Trust Co. GIC #56 with an estimated value of \$50,325. will mature on February 01, 2022. Since the Finance Committee could not meet in January, they reviewed the Investment spreadsheet, taking several things into consideration and communicated via email.

Finance Committee, with a unanimous vote via email, recommended the reinvestment of the principal plus interest in another BMO Trust Co. GIC for 1 year. Cheryl has contacted the Association's Financial advisor at BMO asking for their best rate. Once this information is received, a Letter of Direction will be created for the Treasurer and President to sign.

Motion by: J.Scherrer/N.Senick

**That the reports and recommendation of Finance Committee be approved.**

**CARRIED**

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

The following committees had **Nil reports:**

- By-Law Review Committee
- Community Development Committee
- Executive Committee
- Finance Committee
- Fundraising Committee - Verbal
- Membership & Volunteers Committee
- Operations and Activities Committee
- Social Committee
- Senior Affairs and Grants Committee

**D21-08-09 Special Events Committee – Attached**

Ann Overington presented the report of the Committee meeting held January 13/22, and highlighted the following:

- Nearly 200 people saw the Silver Stars presentation of “Christmas Stories and Songs” and the feedback was good.
- Due to pandemic distancing restrictions, we will not have a gift bag available for Valentine’s Day.
- The Committee is working on having a free concert with pianist/singer David Pilkey on February 11<sup>th</sup> at 1:00 p.m. in hopes of the Seniors Centre reopening on Feb. 14<sup>th</sup>.
- Two events are planned for March: Singer Bernice Gopin (\$200.) and Liane Harris for March 25 to present “Amazing Women” at a cost of \$150.
- One event for April – Jay Franco – to be confirmed.

Special Events Committee requests approval funding of \$500.00 for the March and April events which will be approximately \$300.00. This will leave a balance for another event to be determined.

Motion by: A.Overington/C.Rines

**That the Board approve the requested \$500. for events planned for early 2022.**

**CARRIED**

Motion by: C.Hedenberg/R.Coe

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

**CARRIED**

**D21-08-10 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

**D21-08-11 Reopening Committee Reports – Attached**

Dave noted that the Reopening Committee had met twice since the Dec.20th Board Meeting – i.e. on December 30/21, (with the resulting recommendation that ASA in-person activities be delayed until January 31/22) and on the morning of January 17<sup>th</sup>. Dave noted that the report of the January 17<sup>th</sup> meeting had been e-mailed to all Board Members.

Dave reviewed the decisions/recommendations from the January 17<sup>th</sup> meeting:

- a) For the February 14<sup>th</sup> Reopening date the Committee agreed that ASA continue to plan to reintroduce activities previously planned for the January reopening, with a 50% capacity.
- b) **Grace period for membership renewal.**  
Committee's recommendation to Board:  
That in view of the closure of the Seniors Centre to Feb. 14th, the membership renewal grace period be extended to March 31, 2022 (from the current Jan. 31.)

Motion by: C.Hedenberg/A.Overington

**That the Board approve the extension of the membership renewal grace period to March 31, 2022.**

John noted that in By-Law #1 – Section 1.1600 Membership Dues & Fees – there is a provision for the Board's discretion regarding payment of membership fees and should be included in the above motion.

*The renewal of annual membership dues are to be settled by January 1 of each year. New and renewing members joining after January 1 must pay the full year's annual dues unless otherwise determined by the Board. Members who have not renewed their membership by January 1 shall be subject to By-Law 1.16.03.*

With the agreement of the mover and seconder, the motion was amended to:

**That the Board approve the extension of the membership renewal grace period to March 31, 2022 as provided in By-Law #1, Section 1.16.00 Membership Dues and Fees. CARRIED**

**c) Annual membership payment vis-a-vis Centre closure.**

Reopening Committee agreed there should not be any refunds or partial payments of membership fees as a result of the disruption in access to ASA activities during the COVID related restrictions and recommended:

That the Board reaffirm that the annual membership fee is due for the 12-month period - January 1 - December 31, 2022.

John noted that the matter is covered in By-Law #1 – Section 1.16.00 thus there is no need to reaffirm the current policy.

**d) Paying membership through credit cards or e-transfer.**

Dave noted that while the Board had addressed this option at the November Board Meeting and decided against the e-transfer method of payment, and subsequently at the December 20<sup>th</sup> Board Meeting approved a mail-in option, the credit card/e-transfer option continues to be cited by members.

Dave also noted that as a proactive measure, he had contacted the President of the Guelph-Wellington Seniors Association who reported they are pursuing the on-line payment of fees through the Town, but have not finalized the process.

The Reopening Committee discussed this and agreed that given the prevalence of on-line financial transactions this option and its implications for implementation by ASA needs to be more broadly investigated for potential implementation for the 2023 membership renewal process by recommending:

**That the Board continue to pursue the viability and logistics of introducing membership payment through credit cards or e-transfers.**

In the ensuing discussion, Cheryl noted that Finance Committee had investigated the on-line payment options, which in addition to the processing cost to ASA also revealed that ASA lacks the technology to ensure interactive communication between all affected systems – accounting workload, My Seniors Centre and Reception database updates.

Carol noted that ASA may need to access external professionals (e.g. Paypal) to assist with setting up an effective system. She noted that My Seniors Centre may have the capability and could be pursued.

Jim proposed that given the broader implications for such a move, the on-line payment option needs investigation in an effort to reach a cost-neutral option for 2023.

**By general consensus, it was agreed to defer the topic of on-line payment options to a later date.**

**e) Microphones at reception desk**

Dave reviewed the proposal for the purchase of the microphone system to improve communication at Reception desk noting that the system is currently in use at AFLC and the Stronach Centre.

The system consists of a moveable microphone & amplifier on staff/volunteer side and an amplifier with built-in microphone on the client side.

The cost of the system is \$1695. + HST.

Reopening Committee recommended the purchase. Karie proposed that the cost of the system be covered by the Audio portion of the United Way Grant for PPE (\$1500) and approximately \$200. Left in PPE allocation leaving ASA to cover the remainder - approximately \$250.

**That the Board approve the purchase of the Microphone system for the Reception desk and apply the Audio Grant of \$1500. and \$200. of the remaining PPE allocation from the United Way Emergency Grant to cover the cost, and approve the remaining approximate \$250. cost from ASA funds.**

Motion by: J.Scherrer/J.Abram

**That the recommendation of Reopening Committee for the purchase of the Micropone system for Reception Desk be approved.**

**CARRIED**

**f) Tuesday Afternoon Drop-In Sessions for Computer Assistance.**

The Committee proposed that the Computer Club Executive be asked to determine the time and length of appointment, and pre-register members for Tuesday afternoon sessions.

Motion by: J.Abram/N.Senick

**That the Reports of the December 30' 2021 and January 17' 2022 Reopening Committee Meetings be received.**

**CARRIED**

**D21-08-12 Vice-President's Report – Nil**

**D21-08-13 President's Report – NIL**

**D21-08-14 NEW BUSINESS**

**a) Director elections 2022**

Dave noted that he had forwarded Bob Hedenberg's e-mail regarding the feasibility of holding Director Elections and the 2022 AGM to all Board Members. According to

Operating By-Law #1, both are required and technology exists enable the respective process.

John noted that more information is required in order to conduct Director elections – soliciting of nominations, ensuring privacy and one-ballot voting.

Dave accordingly proposed establishing a Director Elections/AGM Ad-Hoc Committee to pursue the feasibility and practicality of conducting both Director Elections and the Annual General Meeting in 2022..

Dave further proposed that the Ad-Hoc Committee consist of:

Dave LeGallais,

Cheryl Rines (Chair of Nominations & Elections Committee),

John Scherrer

Non-voting resource members: Karie Papillon, Andrew Bailey,  
Bob Hedenberg and Doug Cooper

Motion by: J.Abram/A.Overington

**That the Board approve establishing the Director Elections/AGM Ad-Hoc Committee for the 2022 Director Elections and Annual General Meeting as proposed.**

**CARRIED**

**b) Evergreen Choir Zoom Meetings**

Dave noted that of the original group of choir members who had requested the option in 2020 during the COVID pandemic, there are only 8 current Choir members meeting via Zoom and that ASA absorbs the cost of the services of choir conductor. The originally approved group consisted of 10-12 ASA choir members weekly, and 7 non-members.

A lengthy discussion ensued regarding the need to continue to cover the cost of the the conductor and resulted in:

Motion by: J.Abram/J.Chislett

**That the currently registered Choir members meeting virtually via Zoom can continue to do so, and that the Board discontinue engaging the services of a Choir Conductor for that activity.**

**CARRIED**

**D21-08-15 Adjournment: the meeting was declared adjourned at 14:30 hrs.**

**Next Board Meeting will be MONDAY, FEBRUARY 14, 2022 at 12:30 p.m.**