



## MINUTES

Of The

**Regular Board of Directors' Meeting No. D21-09**  
**Held on FEBRUARY 14, 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, 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

**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 12:34 hours.

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

**D21-09-01 Approval of Agenda**

Moved by: A.Overington/C.Rines

**That the Agenda be approved as distributed**

Dave requested the addition of the Feb. 14/22 Provincial Update under New Business

The agenda was approved with that addition.

**CARRIED**

**D21-09-02 Approval of the Minutes of Previous Meetings**

a) Moved by N.Senick/A.Overington

**That the Minutes of the Regular Meeting January 17, 2022 be approved as distributed.**

b) John noted that Minute D21.-08-11(b) as recorded in the minutes did not accurately reflect the intent of the motion and proposed replacing it with the following amendment.

Moved by: J./Scherrer/N.Senick

**That the Board approve the 2022 membership renewal grace period be extended from 30 to 90 days (March 31, 2022) as specified in By-Law #1, Section 1.16.03 - Membership Dues and Fees.**

**AMENDMENT CARRIED**

**The Minutes of January 17, 2022 were APPROVED AS AMENDED.**

## **BUSINESS FROM PREVIOUS MEETINGS**

### **D21-09-03 a) Update re. installation of storage shed security cameras**

Carol Hedenberg reported that the installation of the cameras will be done as weather conditions improve.

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

Carol reported the clock has been hung over the fireplace in the ASC Lounge and the announcement with a photo of the clock is included in the February Newsletter.

### **c) ASA Large Projector**

Andrew reported that Rave Audio Visual had provided the requested quotes:

Estimate to repair current projector: \$1,234.31

Estimate to replace current projector: \$8,576.95

Andrew noted that for the Tuesday Movie nights, the lounge overhead projector is functional. The large projector has been primarily used by the Computer Club. Directors, by consensus, agreed that the matter and respective estimates be referred to the Computer Club for their evaluation and recommendation.

### **d) Reception Desk Microphone**

Karie reported that the microphone had been ordered 3 weeks ago, with a projected delivery of 6-8 weeks.

### **D21-09-04 Seniors Adult Programs Coordinator's Report – Attached**

Karie reviewed the two topics covered in her report:

- a) UPDATE from January re. Public Health Requirements - contact tracing is no longer required by any business. Requirements change constantly.
- b) Town of Aurora Upgraded Telephone System for Seniors Centre – installed.
- c) Volunteer Appreciation 2022 – since no event is scheduled, staff requested Board support for mailing of Thank-You cards to 2021 volunteers.

Motion by: C. Hedenberg/A.Overington

**That the Board contribute \$100. to cover the cost of cards for Volunteer Appreciation.**

**CARRIED**

- d) Seniors Active Living Fair – March 23, 2022 as a virtual event

Motion by: J. Scherrer/C.Rines

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

**D21-09-05 Treasurer's Financial Reports to January 31, 2022 – Attached**

a) Cheryl presented the January 2022 statements noting that the Finance Committee had reviewed same at their reports at their Feb. 4<sup>th</sup> meeting.

The reports for January 2022, include:

- January Balance Sheet
- January Statement of Operations

There being no questions,

Motion by: C.Rines/C. Hedenberg

**That the Treasurer's Financial Reports for the period ending January 31, 2022 be approved.**

**CARRIED**

**D21-09-06 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

- By-Law Review Committee
- Community Development Committee
- Executive Committee
- Fundraising Committee -
- Membership & Volunteers Committee
- Operations and Activities Committee
- Social Committee

**D21-09-07 FINANCE COMMITTEE – Attached**

Nick Senick presented and reviewed the report of the Committee meeting held February 4, 2022:

- a) Review of Financial Reports for January 2022
- b) On February 01, 2022, BMO GIC #56 matured and the funds totalling \$50,325. Were reinvested in BMO Trust Co. GIC #58. This GIC has been invested at 0.85% for a 1-year term.
- c) On March 05, 2022 BMO GIC #57 with an estimated value of \$50,275. will mature. On its maturity, the funds will remain in the bank account until the Committee decides on how to invest the funds at the next Committee meeting, scheduled for March 11th, 2022.
- d) **BDO Review Engagement.** Since the Centre was closed for most of 2021, the Committee recommends that like last year we do not schedule a Review

Engagement and that, instead, BDO prepare the Association's CRA tax forms. The cost would be approximately \$500. plus, Tax and Service Charge.

- e) **2021 Year End Reports.** Work is ongoing - reports for Committee's final review are expected to be ready by March.

Moved by: J. Scherrer/N.Senick

**That the Finance Committee Report and Recommendations be approved.**

**CARRIED**

**D21-09-09 Seniors Affairs and Grants Committee – Attached**

Jim Abram presented and reviewed the report of the Committee meeting held February 1/22:

- a) Addition of Charles Sequeira as committee member.
- b) 2022 Donations – Committee agreed to hold off on any potential donations considerations until later in the year (June/2022 earliest) when we have a better idea of our membership numbers and financial position.  
  
Discussion re. support of Alzheimer's Society of York Region, usually supported via a fundraiser (not occurred during COVID 19) so this donation option remains on the agenda for consideration.
- c) Proposed residential hi-rise development at Wellington and John West Way and its potential impact on ASC (street parking and construction disruption). ASA to consider delegation at a public meeting.
- d) Grant suggestions for 2022 that ASA should initiate (Provincial: Safer and vital communities grant; inclusive communities grant. Federal: New Horizons Grant for Seniors.) No specific capital nor expense projects are identified at this time.
- e) U of T student study on older vs. younger adults in their use of sensory information to perceive verticality. This was E-Flashed to members with a great response and the student conducting the study is very appreciative.  
  
Renewal of Sport Aurora membership.
- f) Renewal of Arboretum membership.  
These memberships have been paid. Jim attends the AGMs of both organizations.
- g) Volunteer Recognition. (Provincial)  
No candidates for recognition at this time. Should any member have a candidate whom they feel warrants formal Provincial or Federal Gov't. or other recognition, that member needs to submit details to ASGC.
- h) OSGA communications related to OSGA summer or winter games – committee decision that application forms, bid euchre, billiards, pickleball be passed on to the activity co-ordinators of these activities.

Moved by: C.Hedenberg/J.Abram

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

**CARRIED**

**D21-09-10 Special Events Committee – Attached**

Ann Overington presented the report of the Committee meeting held February 3/22, and highlighted the following:

- Events via Zoom have been scheduled for Feb. 11 (David Pilkey), March 31 – Amazing Women, and April 22- One Man, Big Band.
- Recommendation re. addition of Ellie Rudge as committee member (replacing Judy Davidson who is relocating to Australia):

Moved by: A.Overington/C.Hedenberg

**That Ellie Rudge be approved as a voting member of the Special Events Committee.**

**CARRIED**

- Hoped for in-person event by Silver Stars “Cabaret of Comedies” for May 14/22
- Tea in the Garden is still on hold.
- Potential Trivia event for September
- Discussion re potential June event

Motion by: C.Hedenberg/C.Rines

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

**CARRIED**

**D21-09-11 Ad-hoc Committees**

Conduct Review Ad-Hoc Committee - Nil Report  
Renewal of ASA/Town Operating Agreement – Nil Report

**D21-09-12 Elections/AGM Advisory Committee -**

Dave reported that the Committee held its first meeting on January 25<sup>th</sup> and addressed the following:

**a) Viability of holding Director Elections in 2022 as provided by By-Law #1**

*Committee Recommendation referred to Nominations & Elections Committee:  
**That the 2022 Director Nominations and Elections be suspended and that the current Board of Directors be extended through the 2022/2023 Board Term in accordance with By-law 1.03.03d)***

**b) Feasibility of holding the 2022 Annual General Meeting**

Due to COVID-19 an AGM has not been held since June 2019. The Committee discussed pre-registration for participation in order to facilitate member voting, and

process for making agenda materials available on ASA Website and hard copies on request and agreed that a hybrid AGM is doable.

***Committee Recommendation:***

***That the Board proceed with plans to hold the June 8th, 2022 AGM as a hybrid in person and virtual event.***

Motion by: J.Scherrer/J.Abram

**That the Board approve the recommendation of the Elections/AGM Advisory Committee and proceed with plans to hold the June 8<sup>th</sup>, 2022 AGM as a hybrid in-person and virtual event. CARRIED**

Motion by: J.Scherrer/J.Abram

**That the report of the Elections/AGM Advisory Committee be received. CARRIED**

**D21-09-13 2022 Director Elections Nominating Committee –**

Cheryl presented and reviewed the report of the committee meeting held subsequent to receiving the recommendation from the Elections/AGM Advisory Committee.

The Nominations & Elections Committee reviewed the current By-laws and Procedures for the election of Directors. Due to current government restrictions, the committee finds the election process could not be adhered to and has determined that an election is not achievable.

The committee agrees with the recommendation of the Elections & AGM Advisory Committee and is recommending that the Board suspend the election of Directors for the current year and follow the provisions of Articles 1.03.03d and 1.04.02 of the By-laws.

John elaborated noting the challenges: low membership renewals to date, shortened time-lines for in-person recruitment of candidates to ensure an unbiased election, and voting process by secret ballot, which under current circumstances would require third party technology.

Motion by: C.Rines/J.Scherrer

**That the Board suspend the election of Directors for the current year and follow the provisions of Articles 1.03.03d and 1.04.02 of the By-laws. CARRIED**

Motion by: J.Scherrer/A.Overington

**That the Report of the Nominations & Elections Committee be received. CARRIED**

## **D21-09-14 Reopening Committee Report – Attached**

Jo-Anne Bartholomew, Committee Co-chair reviewed the decisions/recommendations from the committee meeting held February 3<sup>rd</sup>:

- a) Physical Changes at the Centre: Lounge and Wycliffe Room will be returned for ASA activities as of Feb. 14<sup>th</sup> (Zoom studio has been moved to the Town Hall).
- b) All of the ASA in-person activities that had been available prior to the Christmas closure and most of the activities planned for the 2022 reopening will be available to members as of February 14. (Ruth and Carol have been processing pre-registration requests during the week of Feb. 7<sup>th</sup>-11<sup>th</sup>).
- c) Evergreen Choir will be returning for in-person rehearsals on March 16<sup>th</sup>. Other activities returning in March: Carpet Bowling and Computer Club.
- d) The Stamp club is not quite ready to return.
- e) The Screening Form that was to be completed quarterly is no longer applicable and has been replaced with a daily, verbal screening process that everyone entering the Seniors Centre will be required to undergo.
- f) Reception Volunteers are confirmed.
- g) The Daily Activity Fee will be required as of February 14<sup>th</sup> (an E-flash reminder has recently been issued)
- h) Committee agreed that activities capacity should remain at 50% to the end of February – to be revisited at the Committee’s February 22<sup>nd</sup> meeting
- i) ASA website needs updating.

Directors engaged in a discussion of the most recent (Feb. 14/22) Provincial announcements regarding the easing of restrictions and noted that it provides for individual businesses/organizations to decide on how best to ensure the safety of their employees and clients. The Reopening Committee will address the implications for ASA.

Motion by: C.Hedenberg/N.Senick

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

## **D21-00-14 Vice-President’s Report – Nil**

## **D21-09-15 President’s Report –**

### **a) Extension of Town/ASA Operating Agreement Jan.1, 2023-Dec.31, 2023**

Dave noted that the existing agreement has been extended through Dec. 31, 2022.

With the 2022 delay in the reopening of the Centre, the renegotiation timeline has been shortened - ASA’s recommendations for renewal of the Town/ASA Agreement would have to be completed by the end of April and submitted for Council approval by June 1st.

Given the current unknowns (ASA membership numbers, activities, use of Senior Centre space, Town user fees) it would be impractical to attempt to negotiate a renewal. Dave noted that Executive Committee had met informally 2 weeks prior and agreed that a further one-year extension should be pursued.

Dave had discussed the prospect with Karie who reported that Robin McDougall is willing to consider the extension.

Motion by: D.LeGallais/N.Senick

**That the Board request a further one-year extension of the current Town/ASA Operating Agreement effective January 1, 2023 through December 31, 2023.**

**CARRIED**

## **D21-09-16 NEW BUSINESS**

- a) **March Newsletter Board Page** – Dave to provide text  
Directors proposed the inclusion of an information page that would at-a-glance provide ASA initiatives that require members' support.  
Jo-Anne suggested this could also be done in the form of a hand-out to members attending ASA activities.
- b) **Confirmation of Directors for 2022-2023 Board Term**  
Given the Board's decision to suspend the 2022 Director elections, Dave requested current Directors to confirm their availability to serve during the 2022-2023 Board term for confirmation at the March 21st Board Meeting.
- c) **Evergreen Choir**  
Karie reviewed the THE EVERGREEN CHOIR COVID-19 SAFETY PROTOCOLS as at February, 2022 that will be in place on the Choir's return to in-person rehearsals.  
Karie also noted that the N95 masks will be available to Choir members at a cost of 3/\$5.00 (not shown in the protocol outline).

Directors expressed concern that N95 masks are listed as a requirement without showing the associated cost. Directors also questioned whether the Choir could change the protocols given the recent Provincial easing of restrictions. Karie noted that the Protocols are to be in effect from March 1 through June 15th.

- d) **February 14<sup>th</sup> Provincial Update**  
Dave noted that the latest update announces changes to take effect March 1<sup>st</sup> – e.g. vaccine passports will no longer be required - and implications for ASA re. liability waiver.

Directors noted that the announcement allows individual businesses/organizations to determine practices re. employees' and client's safety precautions.

Jo-Anne suggested that ASA seek legal advice to ensure appropriate interpretation of Provincial directives.



By consensus Directors agreed the matter be referred to the Reopening Committee for discussion/recommendation at their upcoming meeting on February 22<sup>nd</sup>.

**D21-09-17 Adjournment: the meeting was declared adjourned at 13:50 hrs.**

**Next Board Meeting will be MONDAY, MARCH 21, 2022 at 12:30 p.m.**