



## MINUTES

Of The

**Regular Board of Directors' Meeting No. D21-11**  
**Held on APRIL 18, 2022**  
**Via ZOOM Meetings**  
***Presiding: Dave LeGallais, President***

**Directors Present:**       **Dave LeGallais (President)**  
                                  **John Scherrer (Secretary)**  
                                  **Jim Abram (Vice-President)**  
                                  **Cheryl Rines (Treasurer)**  
                                  **Jeanne Chislett, 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  
                                  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 12:30 hours.

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

**D21-11-01   Approval of Agenda**

Moved by: J. Chislett/A.Overington

**That the Agenda be approved as distributed**

Carol requested the addition of the topic of a question re COVID-19, and Dave noted the addition of Aurora Culture Days 2022 under New Business.

The agenda was approved with those changes.

**CARRIED**

**D21-11-02   Approval of the Minutes of Previous Meetings**

a) Moved by J.Scherrer/C.Rines

**That the Minutes of the Regular Meeting March 21, 2022  
be approved as distributed.**

**CARRIED**

**BUSINESS FROM PREVIOUS MEETINGS**

**D21-11-03   a) Update re. installation of storage shed security cameras**

Carol Hedenberg reported that the security cameras installation is still on Bill Hawke's

Schedule, waiting for more favourable weather conditions.

**b) First Quarter User Fees to Town (Jan.-March 2022)**

Dave reported that he had received an e-mail on April 8<sup>th</sup> from Robin McDougall, confirming the Town's acceptance of the ASA offer of 30% for the payment of the first quarter user fees for 2022.

**c) Extension of Town/ASA Agreement to Dec. 31, 2023 -**

Dave also reported that the Town had confirmed agreement to the extension of the Town/ASA Operating Agreement through December 31, 2023 and had issued the Amending Agreement to cover the extension (copy attached). The Town's confirmation was received by e-mail on April 13<sup>th</sup>. Dave and Jim will be signing the Amending Agreement on behalf of ASA.

Karie noted that the Town's e-mail specified this would be the last extension of the Town/ASA Operating Agreement.

**d) J. Pitkin Let us Know Comment**

Carol outlined her conversation with J. Pitkin that resulted in his comment using Let Us Know and the subsequent e-mail from Jane Pitkin regarding Tuesday Movies.

Dave noted that the decision to retain all mandates to March 31<sup>st</sup> had been based on the responses received to the survey issued Feb. 11<sup>th</sup>, and that the situation was to be reviewed prior to the March 31<sup>st</sup> date.

Directors further noted that the decision of March 21<sup>st</sup> reversing the vaccination, waiver and masking mandates had been taken based on best information from the Province, the Town and in consultation with other Seniors Centres.

Also noted was the fact that the Board strongly recommends that members continue to wear masks and signage is posted throughout the Centre.

Directors agreed this should be communicated to John as the Board's response.

**D21-11-04 Seniors Adult Programs Coordinator's Report – Attached**

Karie reviewed the topics covered in her report:

**a) Successful Grants Applications –**

- Seniors Centre Without Walls Expansion grant
- New Horizons for Seniors Grant for Town's "Virtual Programs Expansion"
- Canada Day Experience Grant (in conjunction with the Town's Special Events division) which will enable a Garden box program, with 20 standing garden boxes on the back deck for seniors to use to garden. This program will debut in the newsletter in May and be available for seniors in June.

**b) Reactivated Lobby Sign**

- c) GO-VAXX Mobile Clinic** will be held using the GO-VAXX bus in the parking lot on Wednesday May 11 from 10 a.m. to 6 p.m.

**d) June is Recreation and Parks Month & June is Seniors Month.**

- To help celebrate these months, staff at the Centre will offer some free in person and online fitness programs. And, an online “Name That Tune”.
- Would the ASA be interested in opening up the June 7 movie as free activity?

Motion by: J.Scherrer/N.Senick

**That the Board approve the June 7<sup>th</sup> Movie Night as a free activity.**

**CARRIED**

**e) Water Coolers – West-McKenzie Room and Lobby**

Moved by: A.Overington/R.Coe

**That the Board approve the cost of maintaining water supply and purchase of compostable cups for the Seniors Centre water coolers.**

In the ensuing discussion it was noted that the provision of water for the lobby water cooler and the disposable cups had been approved when those units had been installed. This resulted in

Amendment Motion by: J.Scherrer/N.Senick

**That the Board approve reinstating the Seniors Centre water coolers and associated expenses.**

**AMENDMENT MOTION CARRIED**

Motion by: C. Hedenberg/J.Chislett

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

**D21-11-05 Treasurer’s Financial Reports to MARCH 31, 2022 & 2021 Year End Reports - Attached**

a) Cheryl presented the March 2022 statements noting that the Finance Committee had reviewed same.

The reports for March 2022, include:

- March Balance Sheet
- March Statement of Operations
- January-March Statement of Operations

The 2021 Year-End statements include:

- December 31/21 Balance Sheet
- Operations Statement January through December 31/21

Cheryl noted that the 2021 Year-End Reports will be presented for members’ approval at the June 8<sup>th</sup> A.G.M.

There being no questions,

Motion by: C.Rines/C. Hedenberg

**That the Treasurer’s Financial Reports for the period ending March 31, 2022 and the 2021 Year-End Statements be approved.**

**CARRIED**

**D21-11-06 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

- Community Development Committee
- Fundraising Committee – (Carol reported committee membership is in process)
- Finance Committee

**D21-11-07 BY-LAW REVIEW COMMITTEE – ATTACHED**

John presented and reviewed the By-Law Committee Report noting that a Special Events question at the March Board Meeting with respect to members approaching business for donations and or discounts in support of an activity or event had been referred to By-Law Committee. While this is addressed in the document, “**Members Responsibilities**” the committee agreed that it needed to be reinforced in our By-laws and a mechanism in place to deal with violations. Therefore the committee is recommending a new clause in our Bylaws **1.14.03** and an amendment to the **Code of Conduct**.

Accordingly the By-law Committee **recommends the following**:

**a) The addition of Clause 1.14.03 to By-Law #1 - Membership Responsibilities**

*Duly accepted member of the Association shall abide by the association’s Code of Conduct and Member’s Responsibilities of which a copy has been provided.*

*Duly accepted members shall not present themselves as a representative or allow themselves to be perceived as a representative of the Association either directly or indirectly unless such representation has prior approval of the Board of Directors. Violations of this article shall be referred the "Conduct Review Committee".*

**b) Code of Conduct addition of “Violations or failure to comply with the By-laws, Regulation and Policies of the Association” to Unacceptable behavior section.**

So moved by: J.Scherrer/N.Senick and

**CARRIED**

**Directors clarified that unsolicited, non-consequential donations will be accepted by ASA.**

Regarding the upcoming A.G.M. – John noted that By-Law #3 – Clause 3.02.06 requires Committee Chairs to provide a written summary of the Committee’s activities to be included in the A.G.M. Agenda. For the June 8<sup>th</sup> A.G.M., these reports will be due by May 23. Board Liaisons are to inform respective Committee Chairs.

Moved by: N.Senick/A.Overington

**That the By-Law Committee Report be received.**

**CARRIED**

**D21-11-08 Membership & Volunteers Committee –Verbal**

Carol provided an update on the status of membership renewals, noting that to date There are 771 active members. This figure includes 76 new members since Oct. 1/21

**D21-11-09 Operations & Activities Committee – Attached**

Committee Chair Dave reported that the O&A Committee had met on April 12 – that being the first meeting since the Centre closure in 2020 due to the COVI-19 Pandemic.

Board Liaison Ron presented and reviewed the report, focusing on the following:

- a) **Expenses Under \$200:** Pickleball - \$172. 64; Silver Stars \$47.43
- b) **Poker – Committee recommendation** to the Board to have the Poker activity resume its 5:00pm end time, starting in May.

Karie noted that as the Town does not have a Facilities Operations staff available for Thursday evenings, staff is requesting that the Poker activity conclude by 4:30 p.m.

Moved by: C.Hedenberg/A.Overington

**That the Thursday afternoon Poker Activity closing time remain at 4:30 p.m.**  
**CARRIED**

**c) Garden Committee Request**

**Recommendation: That the Board approve up to \$400. for garden supplies**  
Moved by: R.Coe/J.Abram and **CARRIED**

**d) Activities not yet returned to ASC** - categorized as ‘Reactivate ’ or ‘On Hold’  
“On Hold” activities to be listed in May Newsletter to encourage new Coordinators for any of the ‘On Hold ’activities to volunteer.

e) Minutes of O&A Committee Meetings to be forwarded to all activity co-ordinators.

f) Motion by: J.Scherrer/C.Rines

**That the Report of O&A Committee be received.** **CARRIED**

**D21-11-10 Seniors Affairs and Grants Committee –Attached.**

Jim Abram referenced his e-mail correspondence to United Way informing them of the disposition of the grant funds ( \$4742. Vs. Grant of \$5750). Jim is still waiting for a response regarding the remaining \$1503.

Jim also reported that he has requested and additional 4 cases of Rapid Test Kits from Red Cross, to be distributed to ASA members.

Jim also cautioned Directors regarding the upcoming Provincial Elections reminding that ASA cannot allow campaigning or canvassing at the Seniors Centre.

Moved by: J. Scherrer/C.Rines

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

**CARRIED**

**D21-11-11 Social Committee Report – Verbal**

Carol reported that Don Keel had informed her that as Special Events Committee is planning events with bar service, the current supply of beer and water needs to be disposed of as these items are no longer saleable. Wine supplies do not have a date timeline.

Motion by: C.Hedenberg/N.Senick

**That the Board authorize the Social Committee to dispose of current supplies of beer and water as per Gaming Commission guidelines. CARRIED**

Cheryl will need the respective quantities for financial records.

Don Keel is determining the availability of smart serve volunteers; he also proposed that the member price of beverages remain unchanged for the time being.

### **D21-11-12 Special Events Committee – Attached**

Ann Overington presented the report of the Committee meeting held April 5/22. Ann noted the report details all the topics discussed, and highlighted the following:

- Leanne Harris Zoom presentations have been well received and may be scheduled as i-person events in future.
  - April 22 Zoom event: “Jay Franco and His One Man Big Band”
  - September Trivia Night
  - **Proposed “Hoedown” event in July 22** – Ann noted that there are several matters that need clarification.
- a) This is proposed as an evening event with food, bar service and entertainment. Ticket price of \$15.00 is designed to cover all expenses.

Given current decisions regarding no food or drink being available for the May Silver Stars performances, and unknowns relative to potential COVID developments, Ann noted that the Committee needs direction regarding proceeding with plans for the July Hoedown, which resulted in:

Motion by: A.Overiington/C.Hedenberg

**That the Board approve in principle the Special Events Committee proceeding with plans for the July 22<sup>nd</sup> Hoedown event.**

In the ensuing discussion, Ann noted the concern regarding the entertainer’s fee (\$525) should the event need to be cancelled. Directors discussed adding a notwithstanding clause to the letter of intent. A vote on the motion resulted in **MOTION CARRIED**

**b)** Ann also requested confirmation whether past procedures i.e. volunteers pay ½ the price of a catered event and nothing for a non-catered event is appropriate. Directors confirmed this would apply to the Hoedown event, and noted that in the absence of a clearly defined policy/procedure, the matter be referred to By-Law Review Committee.

c) Coffee/tea supplies (previously provided from ASA supplies at 25 cents/person). Directors agreed for the July 22<sup>nd</sup> Hoedown event the Committee should purchase those supplies.

Motion by: C.Hedenberg/N.Senick

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

**CARRIED**

**D21-11-12 Ad-hoc Committees**

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

**D21-11-13 AGM Advisory Committee - Attached**

Dave reported that the Committee had met on April 7th and discussed the logistics for the June 8<sup>th</sup> Annual General Meeting as outlined in Doug Cooper's notes (attached).

As Board Secretary, John reviewed the draft A.G.M. agenda and the notice of meeting that is to be included in the May Newsletter which resulted in the following changes:

- a) Questions concerning ASA financial reports are to be addressed to Cheryl at [asatreasurer@outlook.com](mailto:asatreasurer@outlook.com)
- b) Add: Members must be in good standing – i.e. must have a current (2022) membership
- c) Pre-registration for Zoom attendance is to be by 4:00 p.m. Friday, June 4<sup>th</sup>

Directors also discussed the capability of recording the meeting and noted that there is to be an **in-person rehearsal on Wednesday, May 25<sup>th</sup> at 9:30 a.m. in the West-McKenzie Room.**

Moved by: N.Senick/A.Overington

**That the Report of the AGM Advisory Committee and draft A.G.M. Agenda and Notice to Members be received.**

**CARRIED**

**D21-11-14 Reopening Committee Report – Attached**

Jo-Anne Bartholomew, Committee Co-chair reviewed the decisions/recommendations from the committee meeting held April 14/22:

Jo-Anne noted that the discussion regarding membership numbers had identified the need to reinstate the "Let's Get Acquainted" sessions for new members, as well as the need and recommendation for a membership drive.

Motion by: J.Scherrer/A.Overington

**That the Board request the Membership & Volunteers Committee to develop a proposal for a Membership Drive.**

**CARRIED**

Jo-Anne proceeded to review the other meeting topics:

- Distribution of COVID Rapid Test Kits

- Website Working Group – initial meeting to explore areas that need to be updated is scheduled for April 22/22
- **Recommendation re.Dissolution of the Seniors Centre Reopening Committee**

Jo-Anne noted that the committee had been established in June 2020 as an Ad-Hoc Committee with a mandate to develop a plan for the reopening of the Seniors Centre.

The committee's task involved working with Town staff on how and when to reopen the Centre; liaising with Federal and Provincial members of Parliament as well as other seniors' centres in the GTA to develop a viable plan and to ensure constant and effective communication to the membership.

With the easing of restrictions and ASA returning to a full slate of its activities and the Operations & Activities Committee being re-established, the Committee agreed its task had been achieved.

Motion by: N.Senick/C.Hedenberg

**That the Seniors Centre Reopening Committee be dissolved. CARRIED**

On behalf of the Board, Dave thanked the committee members for their dedication to attaining a return to a normal schedule of in-person activities. Dave further noted that should future circumstance require it, the committee would be reactivated.

Motion by: C. Hedenberg/A.Overington

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

**D21-11-15 Vice-President's Report** – Jim referenced the Provincial Announcement: Ontario Making it Easier to Volunteer – which eliminates the cost (\$40.) for Criminal Record checks. Jim noted these checks are required for ASA Directors and Reception Volunteers.

**D21-11-16 President's Report** –

a) **Proposal by ASA Member Danielle Brunet for fundraising projects in support of Ukraine**

Directors agreed that the situation in Ukraine is critical and deserving of individual support. Directors reviewed the Association's Policy - REQUESTS TO RAISE MONEY FOR CHARITIES AT THE SENIORS CENTRE BY MEMBERS – which does not provide for the Association's support of unregistered charities. As such the proposed fundraising activities cannot be approved.

b) **Annette Gagne's Letter re. Pickleball and its Co-ordinator, Jane Snape**  
Dave read the above letter commending Jane Snape for her dedication and organizing skills re. the Pickleball activity at the AFLC.

**D21-11-17 NEW BUSINESS**

- a) **May Newsletter Board Page** – Dave to provide text
- b) **Aurora Museum Request** - Dave referred to the request from Lauren Ulbricht, Collections & Exhibitions Coordinator, Aurora Museum & Archives requesting the promotion of their project on creating a new exhibit highlighting stories from new Aurorans who have made their home in our community. Lauren will make a presentation on this project at the May 16 Board Meeting.
- c) **55+ Games – request to use ASA snooker tables June 1 10-3:00 pm**  
Directors discussed this request and noted that under current circumstances it would not be viable to approve having this activity at the Seniors Centre.

Motion by: N. Senick/J. Abram

**That the request of the York Region 55+ Games be declined. CARRIED**

- c) **Culture Days 2022** – Dave referenced the Minutes of the April 14 meeting of the Culture Days Planning Team. Culture Days for 2022 will be September 23 to October 16. The Multicultural Festival will be held September 24. Additionally, there may be pop-up events in conjunction with the Farmers' Market.

In 2021 ASA had committed to 2 pop-up events sharing the Tow's tent. Due to COVID-associated events, neither event took place.

Dave will keep the Board informed on further developments with this Committee.

**D21-11-18 - (4:00 p.m.) The Board recessed and reconvened in Committee of the Whole to address an individual matter.**

**D21-11-19 - (4:15 p.m.) The Board reconvened in Public Session to receive the Report of Committee of the Whole.**

Motion by: J. Abram/J.Scherrer

**That the Board ratify the decision of Committee of the Whole relative to an ASA Member request. CARRIED**

**D21-11-20 Adjournment: the meeting was declared adjourned at 16:17 hrs.**

**Next Board Meeting will be MONDAY, MAY 16, 2022 at 12:30 p.m.**