



## MINUTES

Of The

**Regular Board of Directors' Meeting No. D21-12**

**Held on MAY 16, 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, Program Leader

**ASA Members:** Frank 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:**

**D21-12-01 Approval of Agenda**

Moved by: A.Overington/ J. Chislett

**That the Agenda be approved as distributed**

Dave noted the addition of the item re. Summer Poker Tournament under New Business.

The agenda was approved with that addition.

**CARRIED**

**D21-12-02 Approval of the Minutes of Previous Meetings**

a) Moved by C. Hedenberg/C.Rines

**That the Minutes of the Regular Meeting held April 18, 2022 be approved as distributed.**

**CARRIED**

b) Moved by A.Overington/R.Coe

**That the Minutes of the Special Meeting held May 2, 2022-05-16 be approved as distributed.**

**CARRIED**

## D21-12-03 PRESENTATIONS

### a) **Aurora Museum Project – Immigration Campaign**

Dave welcomed Jeremy Hood of the Aurora Museum Archives who provided an overview of the Immigration Campaign – to be unveiled in conjunction with the opening of the Aurora Town Square. Jeremy noted that the project is seeking first-hand stories from Aurora residents originally from other countries/cultures. Jeremy reviewed the various options for submissions and agreed to provide flyers for posting throughout the Seniors Centre.

Directors expressed appreciation for the project and Dave thanked Jeremy for his presentation.

### b) **ASA Website Committee**

Dave welcomed Jo-Ann Bartholomew and Doug Cooper who are part of the Working group that met on April 22<sup>nd</sup> to assess necessary and feasible improvements to the Website.

The working group's proposal had been distributed as part of the May 16 Board Agenda package.

Doug Cooper reviewed the proposal (attached) and respective topics:

- Proposal for setting up of an **Ad Hoc committee** with the objective of reviewing and improving the quality and timeliness of member information published to the Aurora Seniors Association website
- Committee goal and resources for achieving objectives
- Addressing potential costs – to be determined
- Proposed timeline – 2 months – for Committee's report to Board

Dave noted that the Committee would consist of: Jo-Ann Bartholomew and Doug Cooper as Co-Chairs, Jane Snape and Karie and Andrew.

Motion by: A.Overington/C.Hedenberg

**That the proposed ASA Website Ad-Hoc Committee be established with a membership comprising: Jo-Ann Bartholomew and Doug Cooper as Co-Chairs, Jane Snape, Karie Papillon and Andrew Bailey be approved. CARRIED**

## D21-12-04 BUSINESS FROM PREVIOUS MEETINGS

### a) **Update re. installation of storage shed security cameras**

Carol Hedenberg reported that Bill Hawke has started on the security cameras installation. Two cameras are to be on the shed; one is to be on the patio.

Carol asked for suggestions for the placement of the fourth camera. Directors suggested: Computer room; staff entrance; Woodshop back door; inside the shed. Carol will refer suggestions to Bill Hawke.

### b) **Final Draft - AGM 2022 Agenda (Attached)**

Motion by: J.Scherrer/N.Senick

**That the Final Draft of the June 8, 2022 AGM Agenda be approved.**

**c) AGM 2022 Reminder for June Newsletter (Attached)**

Motion by: J.Scherrer/A. Overington

**That the text of the 2022 AGM Reminder to be included in the June Newsletter be approved.** CARRIED

**d) Update re. Membership Drive & Let's Get Acquainted**

Carol provided a verbal report noting that the Membership & Volunteers Committee had discussed the current membership renewal status and as a first step proposed contacting the 600-700 members who had not renewed for 2022 to date by sending an a personal message via e-mail from [asa@auroraseniors.ca](mailto:asa@auroraseniors.ca) or phone call to encourage their return to the Seniors Centre. Carol read out the proposed text, which resulted in a

Motion by: J.Scherrer/J.Chislett

**That the Board approve the Membership & Volunteer Committee proposal to contact members who had not renewed to date.** CARRIED

Carol further noted that the Committee had suggested arranging for a stand at the Farmers' Market with ASA volunteers on hand to promote and distribute information.

In response to a question, Carol reported that the current active membership (including new and renewed) stands at 815 members; based on daily sign-ins 488 are using the Centre.

Dave noted that the **Let's Get Acquainted** sessions for new members had resulted in positive feedback and should be reinstated as soon as possible.

Carol will pursue the reactivation of Let's Get Acquainted in June/July with the Membership & Volunteers Committee.

**d) Update re. Director Vacancy for 2022-2023 Board Term**

John provided a verbal report noting that as per the Procedure for Appointment of Directors, he had contacted 16 Committee chairs and members, which resulted in: 5 of the 16 had not responded. The 11 remaining candidates had all declined. The next step is to go the membership with a notice of the Director Vacancy.

Karie reported that Glenn Sharp had contacted her with an offer to serve.

John will contact Glenn, but a notice still needs to go out to the membership with a response date prior to the upcoming AGM.

**f) Update re. Volunteer Search for Finance Division**

Cheryl reported that the e-flash notice for the Administrative Lead role had generated five responses. Cheryl had contacted all responders and provided information on the role, following which 2 responders had declined; one (Frank Snape) offered to serve on

the Finance Committee and one (Robert Ishoj) is interested in the lead role. Cheryl noted that Robert has been an ASA member for 5 years and has the appropriate background for the role. Cheryl reported she would be meeting with Robert and would offer him the Administrative Lead role for 2022-2023 Board Term.

**D21-12-05 Seniors Adult Programs Coordinator's Report – Attached**

Karie presented the proposals detailed in her report:

a) **Inactive ASA Activities** - resulting in

Motion by: C.Hedenberg/N.Senick

**That a notice be included in the June Newsletter announcing that inactive activities would have until June 30 to restart or state their restart date.**

**After June 30<sup>th</sup>, their space within the Centre may be reallocated to new activities.** **CARRIED**

b) **Reinstating Coffee Service** – resulting in

Motion by: C.Hedenberg/C.Rines

**That effective June 1, 2022, the Board approve:**

- **the reinstatement of Coffee service; and**
- **approve increasing the price to \$.50; and**
- **approve associated costs for provision of compostable cups and sleeves.** **CARRIED**

c) **Other Refreshments-** resulting in

Motion by: A. Overington/C.Rines

**That the Board approve that refreshments, including BBQ, lunch programs and popcorn at movies and special events be allowed to resume when they are ready to return.** **CARRIED**

d) **Blue Jays Watch Parties** – resulting in

Motion by: C. Hedenberg/A. Overington

**That the Board approve the staff proposal to hold Blue Jays Watch Parties on behalf of the ASA on**

**Friday June 17; July 15; and August 12 from 7 – 10 p.m.; and Charge \$1.50 entrance fee; and provide pop, popcorn, coffee and tea.** **CARRIED**

- e) **Friday Fun Night(s) – resulting in**  
 Motion by: A. Overington/J.Chislett  
**That the Board approve members Pat Varney and Carol Palmer to organize a Friday Fun Night on June 10, 2022 from 7 p.m – 10 p.m using the Craft Room, Priestly Rooms and Lounge at a \$1.00 entry fee. CARRIED**
- f) **Sale of Chocolate Bars – resulting in**  
 Motion by:N. Senick/J. Chislett  
**That the Board approve members Carol Palmer and Pat Varney fundraising proposal to sell Purdy’s Chocolate bars at ASC at \$2.00/bar, with a minimum purchase of 500 bars for \$500. CARRIED**
- g) **Bottle Drive Fundraiser – resulting in**  
 Motion by J. Scherrer/A. Overington  
**That the Board approve members Carol Palmer and Pat Varney to proceed with planning a fundraising bottle drive in June, 2022. CARRIED**
- h) **Try It Week – Tuesday, September 6<sup>th</sup> - Monday, September 12 - resulting in**  
 Motion by: A. Overington/C.Hedenberg  
**That the Board approve the staff proposals for**
  - **the promotion of select and new ASA activities during Try It Week; and**
  - **organizing an Activity Fair Wednesday, September 7<sup>th</sup> from 10:30 a.m. to 12:30 p.m. and**
  - **Promoting the week as an open house for ASA and**
  - **Providing ongoing tours, Learn to Play sessions and free coffee.**

**CARRIED**

**Membership Special during Try It Week – resulting in**  
 Motion by: C. Hedenbeg/A. Overington  
**That NEW members signing up for an ASA membership during Try It Week be covered for the balance of 2022 and all of 2023.**

In the ensuing discussion Directors noted that ASA already has a similar provision for new members effective November 1<sup>st</sup> of each year.  

**MOTION DEFEATED**

i) **Photo Release Form**  
 Staff recommend that the ASA ask members to sign a photo release form (similar to that used by the Town) in conjunction with updating the ASA Website.

Karie explained that photos of people taking part/attending a large event are considered as having implied consent. ASA being a small social club may require a photo release form to post photos of members on the website.

Motion by: R.Coe/A. Overington

**That the subject of the Photo Release Form be referred to the By-Law Review Committee to evaluate implications and viability for ASA members.**  
**CARRIED**

Motion by: J. Scherrer/A. Overington

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

**D21-12-06 Treasurer's Financial Reports to APRIL 30, 2022 - Attached**

a) Cheryl presented the April 2022 statements as reviewed by the Finance Committee. The reports for April 2022, include:

- April Balance Sheet
- April Statement of Operations
- January-April Statement of Operations

There being no questions,

Motion by: C. Hedenberg/A. Overington

**That the Treasurer's Financial Reports for the period ending April 30, 2022 be approved.**

**CARRIED**

**D21-12-07 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

- Community Development Committee
- Fundraising Committee – (still needs committee members)
- Membership & Volunteers
- Operations & Activities

**D21-12-08 BY-LAW REVIEW COMMITTEE – ATTACHED**

John presented and reviewed the By-Law Committee Report noting that the Committee **recommends the adoption of the Treasurer's Operating Manual and the following amendment to By-Law #1 – Section 1.11.04 – Treasurer:**

**The Treasurer is responsible for overseeing the financial affairs of the Aurora Seniors Association as directed in the Treasurers Operating Manual.**

**The Treasurer must ensure that segregation of duties exist and are managed with the assistance of Administrative Officers. With Board approval, Administrative Officers will be appointed by the Treasurer to assist in the performance of these duties.**

**The Treasurer, or Officer performing duties assigned by the Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Association in proper**

books of account and shall deposit all monies or other valuable effects in the name and to the credit of the Association at such bank or banks as may from time-to-time be designated by the Board of Directors. He/she shall disburse the funds of the Association under the direction of the Board of Directors, **maintain financial records**, and **report** to the Board of Directors at regular meetings thereof or whenever required by him or her, an account of all his or her transactions as Treasurer, and of the financial position of the Association.

**The Treasurer** shall also perform such other duties as may from time to time be determined by the Board of Directors.

Moved by: C. Hedenberg/A.Overington

**That the recommendation of By-Law Committee be approved and the Report be received. CARRIED**

**D21-12-09 Finance Committee Report – Attached**

Nick Senick presented and reviewed the report of the Finance Committee Meeting held May 6, 2022 at which the following matters were discussed:

- **Review of April 2022 Financial Reports**
- **ASA Investments** – review of Investment Spreadsheet updated on March 15, 2022.  
Meridian GIC #4, with a value of approximately \$86,700. will mature on May 12/22. The Committee agreed that since there are several investments maturing over the next several months, the principal and interest from GIC #4 will be invested in a Non-Redeemable certificate for a 2-Year Term. Cheryl will contact our representative at Meridian and ask for their best rate.
- **Bingo Licence** - expired on April 29th. An application had been sent to the Town of Aurora in March to apply for a licence for a 6-month period. The Town requested a fee of \$48.60 and once paid, ASA received a licence for the period May 06 to November 04, 2022.
- **Town User Fees.** Cheryl advised that the Town had reduced the Q1 User Fees by 30%. A cheque in the amount of \$3,483. was delivered to the Town on April 20/22.

Motion by: J.Scherrer/C.Hedenberg

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

**CARRIED**

**D21-12-10 Seniors Affairs and Grants Committee –Attached.**

Jim Abram referenced his e-mail correspondence of April 28<sup>th</sup> reporting the purchase of a **HEPA Air Cleaner and** purchase of 10 replacement HEPA filters to use up the remaining funds of the United Way Grant.

Motion by: A. Overington/J.Chislett

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

**D21-12-11 Social Committee Report – Verbal**

Carol reported that the Committee recommends disposing of all current supplies of beer, water and wine in order to avoid potential problems (water and beer have expiry dates, whereas wine is not as definite).

Motion by: A.Overington/J.Chislett

**That the Board authorize the Social Committee to dispose of all current supplies of beer and water and wine. CARRIED**

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

Ann Overington presented the report of the Committee meeting held May 3/22. Ann noted the report details all the topics discussed, and highlighted the following:

- Joan Fellows has resigned from the committee.
- Proposed “Hoedown” event in July 22 – Plans are proceeding – entertainer still to be confirmed.

Motion by: C.Hedenberg/A. Overington

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

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

**a)Conduct Review Ad-Hoc Committee - Attached**

Dave presented the report.

Motion by: C.Hedenberg/A. Overington

**That the Report of the Conduct Review Ad-Hoc Committee be received. CARRIED**

b) Renewal of ASA/Town Operating Agreement – Nil Report

c) AGM Advisory Committee – Nil Report

**D21-12-13 Vice-President’s Report – Attached**

Motion by: J.Scherrer/C.Rines

**That the Vice-President’s Report be received. CARRIED**

**D21-12-14 President’s Report –**



a) **Timing of Presentations by Chairs of Ad-Hoc Committees**

Dave referred to Jo-Ann Bartholomew's request for Ad-Hoc Committees to be scheduled earlier on the agenda.

Directors agreed that the approval of the agenda provides for necessary/courtesy changes.

- b) Dave also announced that he will be stepping down as President effective June 8<sup>th</sup> and will not stand for any nomination for the coming board term.

Motion by: A. Overington/C.Hedenberg

**That the President's Report be received.**

**CARRIED**

**D21-12-15 NEW BUSINESS**

- a) **June Newsletter Board Page** – Dave to provide text

- b) **Poker Tournament** – Dave referred to Peter Maxwell's e-mail request (attached). Karie noted that the available dates are: July 8<sup>th</sup> and 29<sup>th</sup>. Directors noted that this event had been a customary annual activity for the Poker group.

Motion by: C. Hedenberg/J. Abram

**That the Poker Group Annual Tournament and the amount of \$200. for trophies be approved**

**CARRIED**

- c) **Caucus Meeting – June 8<sup>th</sup>, 2022 – at 11:00 a.m.**

**D21-12-16 Adjournment: the meeting was declared adjourned at 15:18 hrs.**

**Next Board Meeting will be MONDAY, JUNE 20, 2022 at 12:30 p.m.**