



**MINUTES
Of The
Regular Board of Directors Meeting No. D22-02
Held on JULY 18, 2022
Aurora Town Hall, Leksand Room**

Presiding: Dave LeGallais, President

Directors Present: Dave LeGallais (President)
John Scherrer (Secretary)
Jim Abram (Vice-President)
Nick Senick, Carol Hedenberg, Ann Overington
Vern Cunningham, Glen Sharp

Staff Members: Karie Papillon, Adult Programs Co-ordinator
Andrew Bailey, Assistant Programmer

Regrets: Cheryl Rines, Treasurer

ASA Members: Frank Snape, Rob Ishoj (Finance Committee members)

Recording Officer : Lydia Schuster

Call to order: A quorum being present, President Dave LeGallais declared the meeting open to transact business at 13:10 hours.

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

D22-02-01 Approval of Agenda

Moved by: C.Hedenberg/V. Cunningham

That the Agenda be approved as distributed

Ann requested the addition of two items under Business

From Previous Meetings:

d) Maple Leaf Forever Pens

e) Update re. Bar Fridge Service

The Agenda was approved with the above additions. CARRIED

D22-02-02 Approval of the Minutes of Previous Meetings

Moved by C.Sharpe/J.Scherrer

That the Minutes of the Regular Meeting held June 20, 2022 be approved as distributed.

Ann noted the following corrections to the Minutes under the Special Events Committee Report:

- a) Min.#D22-01-14 – should show the Special Events Committee Report of **June 2/22** instead of May 3/22
- b) The Minutes did not contain the approval for bar fridge service – i.e. The Board had approved \$192.

The Minutes of June 20/22 were approved as amended. CARRIED

D22-02-03 PRESENTATIONS

a) ASA Website Committee

Committee Co-Chair Doug Cooper provided a verbal update noting his report will address the progress of the redesign of the Website and Hybrid sessions for the Computer Club as raised at the June 20th meeting.

Progress of Website redesign:

- On accessing the website, visitors will be able to get a quick view of ASA activities with more information re. two activities being featured every month. Activity Co-ordinators will provide details/text each month.
- The calendar will be changed to a “Google” format, which includes “My Seniors Centre” to enable visitors to view information on various daily activities.
- Back issues of the monthly newsletter will be available up to 3 months.
- The redesigned Website launch is planned for September. It will feature 3 news items: Website changes; Computer Club and Pickle Ball information.
- Activities will be shown as a basic index page and will distinguish between ASA and Town programs (one-stop place for 55+ activities).

- For launch purposes stock photos will be used to replace current outdated photos. Over time, these will be replaced with current photos for which permission forms will be kept on file.
- A Focus Group will be used to evaluate/monitor different website areas and provide feedback.
- Website Committee will continue to meet to provide assistance to contributors of news items.

Hybrid Sessions for virtual participants

Doug noted that Computer Club members like the Zoom option and want it to be available on a continuing basis. Approximately 2/3 of their members participate virtually and do not pay the daily activity fee (the Computer Club Executive ascertain that all virtual participants are current ASA members). Doug proposed that a different tier of membership fee could be considered for Zoom participants in order to continue offering this option.

In the ensuing discussion, Directors questioned whether with reduced in-person participants and no drop-ins (Tuesday afternoon sessions are by appointment) the computer room could be reconfigured to provide more space that could accommodate other activities. Doug agreed to take the request back to Executive.

The Computer Club request to continue Zoom availability resulted in:

Motion by: J.Abram/V. Cunningham

That starting in September the Board approve the provision of hybrid sessions for Computer Club presentations at no extra fee until December 31, 2022.

CARRIED

D22-02-04 BUSINESS FROM PREVIOUS MEETINGS

a) Update: re. installation of storage shed security cameras

Bill Hawke is on vacation this week. Karie reported that the electrical connections are complete.

b) Update re. Membership & Let's Get Acquainted

Membership: Carol provided a verbal report noting that the current active membership is at 939 – 125 of whom are new members. Renewals and new registrations continue daily; in June there were 26 in total; thus far in July there are 6.

Carol noted that one Committee member has resigned and the current membership consists of Sylvia Gilchrist (Chair), Ruth Church and Carol as Board Liaison.

Let's Get Acquainted: Carol reported that polling the new members to determine how many would be interested in attending a session had resulted in 9 positive responses.

In the ensuing discussion, Vern offered to meet with Dave to help organize a session for new members since the March 2022 reopening.

c) Directors' Reference Manuals

John distributed updated Directors' Reference Manuals materials noting the documents provided consist of By-Laws, policies and procedures approved since 2019.

d) Maple Leaf Forever Pens and ASA Pen Sets

Ann requested clarification for awarding the 9 remaining Maple Leaf Pens in reference to recognition of a long-time committee member.

The ensuing discussion reaffirmed the current practice of not singling out individual volunteers for recognition as all volunteers are equally valued, as evidenced by the recent installation of the Volunteer Appreciation Clock.

Dave noted that the Membership & Volunteers Committee (M&V) deals with volunteer matters and needs to recruit additional members. Ann agreed to join the Committee's membership and refer the clarification regarding the Maple Leaf Forever Pens and ASA Pen Sets to the Committee and report at the August Board Meeting.

e) Update re. Bar Fridge Service

Karie reported that she had made Bill Hawke aware of the Board's decision to proceed with a service call for the bar fridge. Bill is away this week and will follow up on his return.

D21-02-05 Seniors Adult Programs Coordinator's Report (Attached)

Karie presented the report containing the following topics:

- a) **GO VAXX Bus** to be at Seniors Centre Sept. 28th from 10:00 a.m. to 6:00 p.m.

b) The Prevention of Elder Abuse Committee of York Region Fundraiser

The Committee has requested the Aurora Seniors Centre to sell tickets in support of their annual fundraiser “Hello Beautiful”. Staff needs the Board’s decision.

Moved by: C.Hedenberg/A.Overington

That the Board decline the request of the Prevention of Elder Abuse Committee of York Region.

CARRIED

c) Aurora Seniors Centre Membership & Activity Guide

Karie referenced the draft document (attached) created by staff, noting that it is intended as a comprehensive guide to activities, programs and volunteer opportunities offered at the Seniors Centre. ASA Activity Co-ordinators have reviewed and approved the initiative. The guide will be updated quarterly. Directors are to review and provide changes by July 20th.

Motion by: J.Sherrer/G.Sharp

That the Adult Program Coordinator’s Report be received.

CARRIED

D22-02-06 Treasurer’s Financial Reports to JUNE 30, 2022 (Attached)

In Cheryl’s absence, Rob Ishoj presented the June 2022 statements and reviewed the accompanying financial analysis.

The reports for May 2022 include:

- June Balance Sheet
- June Statement of Operations (Income Statement)
- January-June Statement of Operations (YTD Income Statement)

In the ensuing discussion, Rob noted that inflation is a concern relative to current ASA fees as is reduced membership.

Motion by: C. Hedenberg/A. Overington

That the Treasurer’s Financial Reports for the period ending June 30, 2022 be approved.

CARRIED

D22-02-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

- Community Development Committee – No Meeting

- Finance Committee – No Meeting
- Special Events Committee – No Meeting

D22-02-08 BY-LAW COMMITTEE REPORT (Attached)

John presented and reviewed the By-Law Committee Report noting that the report reflects the Committee’s deliberations regarding two matters referred by the Board.

- a) The recommendation from Membership & Volunteers Committee regarding **variable renewal dates** which affect By-Law 1 Section 1.16.00 (Dues and Fees)

John noted that the Committee’s proposal for amending Section 1.16.00 is detailed in the Committee’s report.

A discussion regarding the proposed **variable membership renewal** revealed potential administrative difficulties (more work) and the preference for maintaining the current membership year at January 1-December 31. Directors also recognized the need to attract new and returning members with a reduced membership fee option. The discussion resulted in:

Motion by: V. Cunningham/G. Sharp

That starting from July 1, 2022 all members joining the Aurora Seniors Association after July 1st will pay half the annual membership fee.

CARRIED

- b) **Fundraising Committee mandate and policy.**

John presented the proposed Fundraising Committee mandate which resulted in:

Motion by: C. Hedenberg/N. Senick

That the Fundraising Committee mandate be approved as written: “The mandate of this Committee is to raise financial funding to support expenditure for activities, events and programs provided by the association for the enjoyment of its membership.”

CARRIED

John noted that the Fundraising Policy is in process to be presented at the August Board Meeting.

Motion by: V. Cunningham/N.Senick

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

CARRIED

D22-02-09 Fundraising Committee Report (Attached)

Board Liaison Vern Cunningham presented the Committee's requests:

- a) Approval for ASA to cover the cost for two members to take the food safety training course at \$35.00 each, and
- b) Approval to access up to \$500. to enable implementation of fundraising projects without Board approval.

Motion by: V. Cunningham/A. Overington

That the Board approve the Fundraising Committee to draw up to \$500. for fundraising initiatives and cover the cost for two members to take the food safety training course at \$35.00 each.

CARRIED

Vern reported the Fundraising Committee's current and upcoming events:

- Friday Evening Fun & Games
- Thursday Muffins Mornings to start in August
- September 17th – Colossal Sale – Trunk Sale + Book Sale +Vendors
- September 28th - Carol MacDonald Presentation
- November 21st – Author Ted Barris

Motion by: C.Hedenberg/G.Sharp

That the Report of Fundraising Committee be received. CARRIED

D22-02-10 Membership & Volunteer Committee - See Min. D22-02-04 b

D22-02-11 Operations & Activities Committee Report (Attached)

Noting that Board Liaison Glen Sharpe could not attend the July 12th meeting, Dave reviewed the Operations and Activity report and presented the Committee's recommendations:

- a) **Expense Request from Carol Hedenberg on behalf of Budget Bistro Teams** for the purchase of biodegradable plates and cutlery:

Motion by: J. Abram/N.Senick

That the Board approve the purchase of 65 boxes of biodegradable plates and cutlery at \$10.00 per box of 50 sets for a total of \$650.00

CARRIED

b) Poker Club request for extension of time for Thursday afternoons poker sessions from 12:30 to 4:30 p.m. Currently, the Poker activity goes to 4:00 p.m. on Thursdays. It was agreed to defer this request pending consultation with staff.

c) Duplicate Bridge

Dave reported that Co-ordinator Gloria Smith had approached the directors of the Aurora Bridge Club and two of them, Gail Model and Mark Garel, are willing to run the Duplicate Bridge Club at ASC. The Bridge Club uses the same system as at ASC so should work out well.

The O&A Committee discussed whether Gail and Mark should become members of ASA, which was referred to the Board.

In the interest of providing this much-desired activity to members, and in appreciation for their service, Directors agreed that Gail Model and Mark Garel will not be required to become ASA members.

Motion by: J.Scherrer/V. Cunningham

**That the Report of Operations & Activities Committee be received.
CARRIED**

D22-02-12 Seniors Affairs & Grants Committee – Verbal Report

Jim reported on the availability of a grant of between \$5,000. - \$25,000. that could potentially be applied for to provide an awning for the Bocce court area. Jim has asked Bill Hawke to request an estimate from the supplier of the existing deck awning.

D22-02-13 Social Committee Report – Verbal

Carol reported that the Committee has restocked supplies for the BBQ, an Poker tournament and Hoedown events.

D22-02-14 Ad-hoc Committees

a) Conduct Review Ad-Hoc Committee inactive

b) Nominations & Elections Committee inactive

c) Renewal of ASA/Town Operating Agreement No Report

D22-02-15 Vice-President's Report - Nil Report

D22-02-16 President's Report – Nil Report

D22-02-17 NEW BUSINESS

- a) **August Newsletter Board Page** – Dave to provide text
- b) **Confirmation of Standing Committee Chairs & Members**
The following Committee memberships were confirmed:
By-Law Committee: John Scherrer (Chair) Lydia Schuster,
Nick Senick, Kevin Griffiths
- Finance Committee:** Cheryl Rines (Chair) Nick Senick,
Robert Ishoj, Frank Snape, Ruth Church, Anita Freedland
- Fundraising Committee:** Carol Palmer (Chair), Pat Varney,
Vern Cunningham
- Membership & Volunteers Committee:** - Sylvia Gilchrist (Chair),
Carol Hedenberg, Ruth Church, Ann Overington
- Operations and Activities Committee:** Dave LeGallais (Chair),
Glen Sharp, Bill Ault, Jane Snape, Nancy Sugarman,
Joan Brownlow, Gloria Smith
- Social Committee:** Don Keel (Chair), Carol Hedenberg, Don
Overington
- Special Events Committee:** Joan Brownlow (Chair),
Ann Overington, Don Keel, Don Overington, Eleanor Rudge, Judy
Davidson, Margaret Alton
- Still to be confirmed are: Community Development Committee and
Seniors Affairs & Grants Committee.
- c) **Board Photo**
Dave noted that a current Board and individual Director photos
should be scheduled, and proposed this take place at 12:30 p.m.
at either the August 15 or September 19 Board meetings. John is to
contact Tom Yates to arrange for the photos.

**D22-02-18 Adjournment: the meeting was declared adjourned at 15:55 hrs. on a
motion by: G.Sharpe/C.Hedenberg**

Next Board Meeting will be MONDAY, AUGUST 15, 2022 at 1:00pm.