



**MINUTES
Of The
Regular Board of Directors Meeting No. D22-01
Held on June 20, 2022
Aurora Town Hall, Leksand Room**

Presiding: Dave LeGallais, President

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

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

Recording Officer :

Regrets: Lydia Schuster

ASA Members: Frank Snape, Jane Snape, Rob Ishoj, Kevin Griffiths
Jo-Anne Bartolomew

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:

D22-01-01 Approval of Agenda
Moved by: J.Abram/C.Hedenberg
That the Agenda be approved as distributed

CARRIED

D22-01-02 Approval of the Minutes of Previous Meetings
Moved by C. Hedenberg/C.Rines

That the Minutes of the Regular Meeting held May16, 2022 be approved as distributed.

CARRIED

D22-01-03 PRESENTATIONS

a) ASA Website Committee

Dave welcomed Doug Cooper who gave an in-depth verbal report on the written Committee Report enclosed herein. He went on to explain varying features and capabilities that would be incorporated into the newly designed website. Some questions were raised as a result of the Activity Fees for those that would be participating virtually. A number of options were explored and referred back to the Committee. The Committee recommended spending \$1130.00 to initiate the start costs of a redesigned Website. As a result the following motion was put forth.

Motion by: J. Abram/N.Senick

That the proposed ASA Website Committee receive \$1130.00 as startup costs for the proposed new Website design.

CARRIED

D22-01-04 BUSINESS FROM PREVIOUS MEETINGS

a) Update on appointment of Directors to the Board

John introduced Vern Cunningham and Glen Sharpe to the Board. With the Board's approval, the candidate repeated the Oath of Office to be sworn as Director to serve for the 2022-2023 one year term. Both Vern and Glen took a seat at the table to participate in the meeting.

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

Carol Hedenberg reported that there were some issues that had come to light and the installation has been delayed. The maintenance people had cut the cable and Bill Hawke will have to replace the cable and put it inside a metal conduit.

c) 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 400 members who had not renewed for 2022 to date by sending an a personal message via e-mail from asa@auroraseniors.ca or phone call to encourage their return to the Seniors Centre.

Carol reported that the current active membership (including new and renewed) stands at 900 members in comparison to the 1334 membership in March of 2020.

Dave noted that the **Let's Get Acquainted** sessions for new members need to be reinstated as soon as possible. Discussion as to the most effective approach given there are 117 new members, resulted in Carol

polling the new members as to how many would be interested in attending a session.

d) Review of Unapproved Minutes of June 8, 2022 AGM

No issues or question were raised

e) Dissolution of the 2022 Nominations & Elections Ad-hoc Committee and the AGM Advisory Committee

Motion by: Carol Hedenberg/ Jim Abram

That the Committee members be dismissed of their responsibilities; the 2021 the AGM Advisory Committee be dissolved and that the 2021 Nominations & Elections Committee be declared inactive.

CARRIED

D21-01-05 Seniors Adult Programs Coordinator's Report *

Karie presented the proposals detailed in her report:

a) Try It Week: Update

Karie provided update on the Active living fair including the variety of activities to be presented. Karie ask that the Board consider sponsor coffee and tea service for the event, The request resulted in a motion.

Motion by: C.Hedenberg/V.Cunningham

That the Board approve coffee and tea service in support of the event.

CARRIED

Maintenance Closurers

Karie provided an update on the progress of the maintenance completed and those that were still outstanding.

Karie distributed a sample of an advertising format providing an opportunity for local business that offer services or activities for seniors, to purchase ads in the Newsletter, Town and ASA Website

Motion by: C.Hedenberg/C Rines

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

CARRIED

D22-01-06 Treasurer's Financial Reports to APRIL 30, 2022 *

a) Cheryl presented the April 2022 statements as reviewed by the Finance Committee.

The reports for May 2022 include:

- May Balance Sheet

- May Statement of Operations
- January-May Statement of Operations

There being no questions,

Motion by: J.Scherrer/N.Senick

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

CARRIED

D22-01-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

- Community Development Committee
- Seniors Affairs & Grants

D22-01-08 BY-LAW COMMITTEE *

John presented and reviewed the By-Law Committee Report noting that the Committee **recommends the amendment to By-Law #1 Section 1.11.06 Executive Meetings as contained in the report for Board approval.** Carol raised a question as to the interpretation/intent of the Last sentence "*However, no act performed, right acquired, funds paid and /or received in good faith, while the resolution was in force, is to prejudicially affected by any such rejection, amendment or dealing*". John explained that the action taken by the Executive prior to a decision not to ratify their action would not affect as is the case in By-Law 1.27.01 if the membership failed to approve the actions of the Board at a General Membership Meeting. Ann raised question as to why there is a need for a 72 hour notice to be given prior to a call for a Board Meeting. This Section of the By-law has been in place since the By-laws were adopted. It is to provide adequate notice to the Board members and the 72 hours may be a legislated minimum By-law requirement

Moved by: N.Senick/A.Overington

That the recommendation of By-Law Committee to amend By-Law 1.11.06 be approved.

CARRIED

John introduced a Photo/Video Consent Release Form for ASA use similar to that of the town. Question arose as to the need and purpose of the form. It was explained that it is to protect the Association from any legal action. The form was accepted and approved as presented with the addition of the word "AND" (I waive any **and** all rights that I have,) John announced the addition of Kevin Griffiths as a new member of the By-Law Committee.

Motion by: J.Abram/V.Cunningham

That the Report of By-law Committee be received.

CARRIED

D22-01-09 Finance Committee Report *

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 May 2022 Financial Reports**
- **Virginia Bodner:** Cheryl paid tribute to long time member Virginia who passed in May.
- **New Accounts:** Two new accounts were opened “Fundraising & Silver Stars” tto facilitate the accounting of revenues & expenses.
- **ASA 2021 Charity Tax Return:** BDO has completed, signed and returned to BDO for filing with Revenue Canada. BDO has invoiced the Association \$500.00 plus fees & taxes for a total of \$604.55

Motion by: A.Overington/V.Cunningham

That the Report of Finance Committee be received.

CARRIED

D22-01-10 Fundraising Committee *

Dave introduced an email from Carol Palmer and Pat Varney accepting an invitation to serve on the Fundraising Committee. Vern Cunningham has also offered to serve a Committee member.

Motion by: A. Overington/J.Chislett

That the membership of the Fundraising Committee be Carol Palmer, Pat Varney and Vern Cunningham be approved and that the Report of the Committee be received.

CARRIED

D22-01-11 Membership & Volunteer Committee

Carol present a report from a Meeting of the Committee held on June 17th. The Committee discussed what opportunities the Committee could explore to encourage people to take out membership since the Board rejected the proposal of a free membership for the remainder of the year if people signed up in September. The idea of a variable renewal date was suggested. After discussion on the proposal of a variable renewal date the Committee put forth a motion/recommendation for the Boards approval. John pointed out that this was in direct conflict of the By-laws and that it should be referred to the By-law committee. As a result a motion was presented.

Motion by: N.Senick/J.Abram

That the recommendation of the Membership & Volunteers Committee be referred to the By-law Committee for their review and recommendation at the next Board Meeting.

CARRIED

Carol then presented two “Let us know” of which one generated some debate. A card system was proposed similar to that of an activity card for coffee. Ultimately it was decided to try and implement a card or some means of purchasing a coffee credit.

The second “let us know” was to make 18% cream made available for the coffee/tea service.

Motion by J.Abram/Glen Sharpe

That the Report of Membership & Volunteers Committee be received.
CARRIED

D22-01-12 Operations & Activities Committee

Dave review the Operations and Activity report as presented to the Board with particular attention on the number of members participating in ASA activities.

The Committee has recommended the expenditure of \$483.64 to replace the planer in the woodshop that is very old and requires ongoing expensive repairs.

Motion by: C.Hedenberg/V.Cunningham

That the Board approve \$483.64 to replace the existing planer in the Woodshop.

CARRIED

D22-01-13 Social Committee Report – Verbal

Carol reported that the Committee has disposed of all supplies of beer, water and wine that had exceeded their expiry dates. Currently the Committee is in the process of replenishing those supplies.

Motion by: A.Overington/N.Senick

That the Report of the Social Committee be received

CARRIED

D22-01-14 Special Events Committee

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:

- Helen Stohr has resigned from the committee. The Committee thanked her for her long dedicated commitment to the Events Committee.
- July Davidson leaves for Australia August 4th and will only be available via zoom.

Motion by: C.Hedenberg/J.Abram

That the Report of Special Events Committee be received.

CARRIED

D22-01-15 Ad-hoc Committees

- a) **Conduct Review Ad-Hoc Committee** inactive
- b) **Nominations & Elections Committee** inactive
- c) **Renewal of ASA/Town Operating Agreement** No Report

D22-01-16 Vice-President's Report *

D22-01-17 President's Report

- a) Dave informed the Board that an informal meeting was held with the Principle Officers. The topic discussed were the availability of Officers to sign cheques, the current financial situation of the Association, which is projected to have an approximate \$15,720 deficit at yearend and what remedies the Executive might suggest to the Board. Some suggestions from Board member were marketing the Association at Seniors Residence ie: the Meadows & Delmanor as well as Town events and other venues around Town.

Motion by: V.Cunningham/A. Overington

That the President's Report be received.

CARRIED

D22-01-18 NEW BUSINESS

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

- b) **Appointment of Recording Officer**

Motion by C.Hedenberg/A,Overington

That the appointment of Lydia Schuster to record Minutes of Regular & Special Board Meetings for the 2022-2023 Board term be approved.

CARRIED

- c) **Appointment of Liaisons to Standing Committees**

- a) By-Law Committee John
- b) Community Development Committee Dave
- c) Finance Committee Nick
- d) Fundraising Committee Vern
- e) Membership & Volunteers Committee Carol
- f) Operations and Activities Committee Glen
- g) Seniors Affairs & Grants Committee Jim
- h) Social Committee Carol
- i) Special Events Committee Ann

d) Updating of Directors Manuals

John requested that everyone bring their manuals to the next meeting at which time he expects to have a complete package prepared for everyone.

e) VSC checks

John explained that the Police Vulnerable Sector Checks only go back for a three year period. Even though an annual declaration is signed, there should be a threshold. The Town requires that their staff must reapply every five years. There was a brief discussion on the issue resulting in;

Motion by V,Cunningham/ G.Sharpe

That members requiring a PVSC must reapply every (6) six years.

CARRIED

D22-01-19 Adjournment: the meeting was declared adjourned at 15:18 hrs.

Next Board Meeting will be MONDAY, JULY 18, 2022 at 1:00pm.