



**MINUTES
Of The
Regular Board of Directors Meeting No. D22-05
Held on OCTOBER 17, 2022
At SARC Lakeside Realty Meeting Room**

Presiding: Dave LeGallais, President

Directors Present: Dave LeGallais, President
John Scherrer, Secretary
Cheryl Rines, Treasurer
Carol Hedenberg, Vern Cunningham
Nick Senick, Glen Sharp

Staff Members: Andrew Bailey, Adult Program Assistant
Brandie Yorg, Program Leader (SCWW & SCM)

Regrets: Jim Abram, Vice-President
Ann Overington, Director
Karie Papillon, Adult Programs Co-ordinator

ASA Members: Frank Snape, Rob Ishoj (Finance Committe members)
Jane Snape, Kevin Griffiths

Recording Officer : Lydia Schuster

Call to order: A quorum being present, the President declared the meeting open to transact business at 13:02 hours.

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

D22-05-01 Approval of Agenda
Moved by: J. Scherrer/C.Hedenberg
That the Agenda be approved as distributed. CARRIED

The President noted that due to Ann Overington's absence, the Special Events Report will be deferred to the November Board Meeting.

D22-05-02 Approval of the Minutes of Previous Meetings

Moved by N. Senick/J.Scherrer

That the Minutes of the Regular Meeting held September 19, 2022 be approved as distributed. CARRIED

D22-05-03 PRESENTATIONS - ASA Website Committee

ASA Website Committee Co-Chairs Jo-Anne Bartholomew and Doug Cooper presented and reviewed the ASA Website Update (attached) focusing on the following update components:

- **Donations** – Account is set up and active with Canada Helps; Donate button is moving from Home Page to About Us
- **New - Change of Information Form** – informs Reception of changes to members' information – has a skill test to verify person is filling it in
- **New – Quick Links** – located below News Items – provides quick access to specific information/web pages
- Directors suggested adding links to CHATS, TRANSPORTATION, AURORA COMMUNITY GUIDE as this contains information regarding community services.
- **E-Commerce** - requires members to create personal account in **My Active Centre** - Uses the members' FOB code to connect it to their My Senior Center account
 - If enabled, members could sign up for activities
 - Checks membership status
 - Is now setup and connected to Moneris
- **Provides for Groups – e.g. Membership Renewals, Purchase of Gold Cards**
- **Groups create a context for the purchase**
 - Amount is pre-configured
 - Proposal is that we have a group for 2023 Membership renewals (resident and non-resident separately)
 - Separates 2023 from prior years
 - Payment report can be filtered on the group
 - Activities registration can be contingent on group membership
 - Can configure a card for bulk ASC fee purchase in the same way
 - Expires with the membership

- Click a Group to Register
 - Check-out is configured – Once signed in, checkout screen is presented and amount filled in automatically;
 - Members' account is marked paid on same day it's processed and Account and Checkout form are configured with Finance.
- Test run is scheduled for October 25
 - Plan is to go live November 1st

Doug thanked Directors for their responses to reviewing website changes to date.

Dave thanked Jo-Anne and Doug for their update.

Motion by: N.Senick/V. Cunningham

That the report of the Website Committee be received. CARRIED

D22-05-04 BUSINESS FROM PREVIOUS MEETINGS

- a) **Update re. servicing of bar fridge** – Carol reported that the issue with the bar fridge (variable temperature setting) has been resolved.
- b) **Newcomers' Bus Tour** – Dave reported that he had discussed with Karie the possibility of a Welcome comment from ASA during the Newcomers' visit, but as it is a packed schedule that won't be feasible.
- c) **Board Group Photo** – Dave requested directors' decision regarding the two group photos. Directors agreed to a retake prior to the November Board Meeting.

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

D22-05-06 Treasurer's Financial Reports to September 30, 2022 (Attached)

Cheryl presented the September 2022 statements and reviewed the accompanying financial analysis.

The reports for August 2022 include:

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

Motion by: C. Rines/C. Hedenberg

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

CARRIED

D22-05-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

- By-Law Review Committee – No Meeting
- Community Development Committee – No Meeting
- Seniors Affairs and Grants Committee – No Meeting
- Social Committee – No Meeting

D22-04-08 Finance Committee Report (Attached)

Board Liaison Nick Senick presented and reviewed the report of the Finance Committee meeting held Oct.6/22 at which the following matters were addressed:

a) Review of September 2022 Financial Statements

b) **Repurposed laptop** to be provided to Rob - in the process of securing licenses

c) Filling vacant Admin. Assistant position

d) **On-line Donations to ASA Charity** – Canada Helps has approved ASA application and BMO is set up to receive e-transfers; Donatios link has been added to ASA website.

e) **Committee Recommendation re. members using Zoom** to participate in Computer and Book Club meetings:

That members who use Zoom, pay a \$10. Annual Zoom Activity Fee at the time they renew their ASA membership.

So moved by: V. Cunningham/N.Senick and
on a vote of 5/7

CARRIED

(D.LeGallais & J.Scherrer opposed)

f) Marketing of Gold Cards + on-line purchase availability

g) **E-Commerce Update** – Merchant account now established with Moneris and integration with My Seniors Center “My Active Centre” in process.

Motion by: C.Hedenberg/G.Sharp

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

D22-05-09 Fundraising Committee Report (Attached)

Board Liaison Vern Cunningham presented and reviewed the report of the Fundraising Committee which contained updates on the following activities:

- a) **Bottle Drive ending as of Oct. 31st**
- b) **Fraktal's and Chocolate Bar Sales** – continuing with good support
- c) **On-Going fundraising events** – monthly dinners ending Nov. 18 & Thursday Morning Muffin/coffee ending Nov. 10.
- d) **Monthly 50/50 draws** – will continue – license application in process
- e) **Timely reimbursement of expenses** – resulted in

Motion by: V. Cunningham/G.Sharp

That the Board approve the provision of \$500. Advance funds to the Fundraising Committee to pre-pay purchases associated with fundraising projects, to be reimbursed upon receipt of expense reports.
CARRIED

Motion by: C.Hedenberg/G.Sharp

**That the Report of the Fundraising Committee be received.
CARRIED**

D22-05-10 Membership & Volunteer Committee Report (Verbal)

Board Liaison Carol Hedenberg provided the following updates:

- a) Four Let-Us-Know comments requesting reconsideration of 2023 membership fees increases for non-residents.

Board Response: ASA has not increased membership fees in 8 years – in comparison to other Ontario Seniors Centre membership fees, ASA has consistently been in the lower fee range.

- b) October 26th Let's Get Acquainted – 113 new members are being invited to attend. (93 new members joined in Sept.)
- c) Current membership is at 1227 members.

Moved by: V.Cunningha/C.Rines

That the verbal report of the Membership & Volunteers Committee be received. CARRIED

D22-05-11 Operations & Activities Committee (Verbal)

Committee Chair Dave LeGallais reported that while there had not been a meeting of the committee, Don Overington had reported the purchase of repair equipment at \$90.00.

Further, the Tai-Chi Group are ready to resume their activities and has been liaising with Andrew – activity will return in their 9:00-10:00 a.m. time slot

D22-05-12 Special Events Committee Report (Deferred to November Board Meeting)

D22-05-13 Ad-hoc Committees

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

b) **Renewal of ASA/Town Operating Agreement** No Report

D22-05-14 Nominations & Elections Committee (Attached)

Committee Chair John Scherrer presented and reviewed the report noting that Jim Abram had joined the committee and two more members from the Reception Team will be sought to start the work of actively promoting/marketing the 2023 Director Elections.

Five Director positions will need to be filled for the 2023-2024 Board:

3 positions for a 3-year term

1 position for a 2-year term

1 position for a 1-year term

Moved by: C. Hedenberg/v. Cunningham

That the report of the Nominations & Elections Committee be received. CARRIED

D22-05-15 Vice-President's Report – Nil Report

D22-05-16 President's Report – Nil Report

D22-04-18 NEW BUSINESS

a) **NOVEMBER Newsletter Board Page** – Dave to provide text

- b) Badminton Courts – Trevor Gibbs Proposal** – Dave reported that the proposal for the conversion of the current court markings in the West MacKenzie Room to provide two badminton courts had been reviewed by Town staff and found to be unsafe given the room dimensions and its other uses (Pickleball).

Dave advised Trevor to pursue other Town gym facilities that could accommodate the ASA Badminton activity, which resulted in none being available.

Andrew will continue to pursue alternative options with the Badminton group.

- c) Update re. International Singing Group** – Dave reported that he had contacted the group spokesperson – Ms. Wang - and notified her that the membership fee for the duration of their activity at the Seniors Centre would be half the 2022 membership fee. There hasn't been further communication to date.

- d) Executive Meeting – Sept.29 Report (Attached)**

Cheryl reviewed the report of the meeting regarding the filling of a vacancy in the Finance Department to ensure adequate coverage for the upcoming membership renewal period.

Cheryl noted that the e-flash seeking volunteers for the position had positive results and the vacancy is filled.

Moved by: V.Cunningham/J.Scherrer

That the Executive Committee Report be received.

CARRIED

- e) Remembrance Day Wreath**

Moved by: C. Hedenberg/G.Sharp

That the Board approve the purchase of the Remembrance Day Wreath at \$125.00.

CARRIED

Jim Abram will attend the Remembrance Day Commemoration at the Cenotaph on behalf of ASA.

D22-05-19 Adjournment: the meeting was declared adjourned at 14:45 hrs.

Next Board Meeting will be MONDAY, November 21, 2022 at 1:00pm.