



**MINUTES
Of The
Regular Board of Directors Meeting No. D22-06
Held on NOVEMBER 21, 2022
At Town Hall, Leksand Meeting Room**

Presiding: Dave LeGallais, President

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

Staff Members: Karie Papillon, Adult Programs Co-ordinator

Regrets: Cheryl Rines, Treasurer
Carol Hedenberg, Director
Andrew Bailey, Adult Program Assistant
Rob Ishoj (Finance Committee Member)

ASA Members Present: Frank Snape, (Finance Committee member)
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 13:00 hours.

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

D22-06-01 Approval of Agenda

Moved by: A.Overington/G.Sharp

That the Agenda be approved as distributed.

Dave noted that due to Doug Cooper's absence the Website Update will be deferred to the December Board Meeting, and

That the concern over the Kitchen as reported by Pat Varney would be addressed under New Business.

The Agenda was approved with the above changes. CARRIED

D22-06-02 Approval of the Minutes of Previous Meetings

Moved by V.Cunningham/J.Scherrer

That the Minutes of the Regular Meeting held October 17, 2022 be approved as distributed. CARRIED

D22-06-03 PRESENTATIONS - Nil

D22-06-04 BUSINESS FROM PREVIOUS MEETINGS

- a) **Board Group Photo** – Dave requested directors' input regarding the group photo. Given that Directors' photos are posted on the ASA Website, Directors unanimously agreed to defer a decision re. a group photo to the new 2023-24 Board.

D21-06-05 Seniors Adult Programs Coordinator's Report (Attached)

Karie reviewed the following topics from her report:

- a) **Newcomers' Bus Tour** - On Friday October 28 the Town of Aurora partnered with Centre for Immigrant and Community Services to provide a bus tour for senior newcomers of Aurora. The tour was a success and we welcomed 31 Mandarin speaking newcomers for a look at the Centre
- b) **Royal Canadian Legion 10 TH Anniversary** edition of their Military Service Recognition Book to honor and recognize Veterans. This is an annual publication and the Legion is requesting ASA support in the form of an advertisement. ASA has previously purchased a ¼-page full colour ad. The cost for this year's publication is \$625.

Moved by: V.Cunningham/G.Sharp

That the Board approve the purchase of a ¼-page full colour ad at \$625.00 for the 10th Anniversary edition for the Royal Canadian Legion Military Service Recognition Book. CARRIED

c) **Christmas Holiday Hours**

The centre will close Friday December 23 at 10 p.m. (usual hours), and reopen Wednesday December 28 at 8:30 a.m.

The centre will be closed Monday January 2.
All other days will have normal operating hours.

Moved by: J.Scherrer/V.Cunningham

That the Adult Program Coordinator's Report be Received. CARRIED

D22-06-06 Treasurer's Financial Reports to October 31, 2022 (Attached)

In Cheryl's absence, Nick presented the October 2022 statements and reviewed the accompanying financial analysis.

The reports for October include:

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

Motion by: N.Senick/V.Cunningham

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

CARRIED

D22-06-07 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

D22-06-08 Finance Committee Report (Attached)

Board Liaison Nick Senick presented and reviewed the report of the Finance Committee meeting held Nov.10/22 at which the following matters were addressed:

a) Review of October 2022 Financial Statements

b) Filling vacant Admin. Assistant position – Diane Colli accepted and joined the Finance team as of Nov. 1st.

c) Law Insurance Invoices received (Directors package amount \$1,846.80 and Commercial package of \$4,317.84) Payment due Nov. 25.

d) Update re. On-line Donations

e) Update re On-line Membership Fees

f) **Bingo Licence renewed to May 26, 2023.**

Motion by: A. Overington/G.Sharp

That the Report of the Finance Committee be received. CARRIED

D22-06-09 Fundraising Committee Report (Attached)

Board Liaison Vern Cunningham presented and reviewed the report of the Fundraising Committee, co-chaired by Carol Palmer and Pat Varney - which summarized the Committee's activities over the past five months:

Bottle Drive, Fraktal's and Chocolate Bar Sales, Monthly Dinners, Muffin Mornings, monthly 50/50 Draws, Friday Evening Game Nights, Author Night with Ted Barris.

Carol and Pat reported that with the funds generated through their fundraising activities and increased membership and donations to the ASA Charity, their task is accomplished and they will resign as of December 22, 2022.

The Fundraising Committee will continue as a Standing Committee with Vern Cunningham serving as Board Liaison and temporary Chair.

Vern and Karie will draft a notice early in January 2023 to recruit new committee members.

Motion by: N.Senick/A.Overington

That the Report of the Fundraising Committee be received.

CARRIED

D22-06-10 Membership & Volunteer Committee Report (Attached)

The Committee met on October 19 and addressed the following topics:

- a) Let's Get Acquainted meeting – (held Oct. 26)
- b) 2023 Membership Renewal schedule
- c) Liaison with Del Manor (in process) and The Meadows (done)
- d) **2023 Volunteer Appreciation –Committee's Recommendation to the Board:**

That a card of thanks be sent to every volunteer in April with a note identifying that an amount (suggested \$500 from ASA and \$500 from the Town) has been given to the Aurora Food Pantry on behalf of the volunteers.

In Carol Hedenberg's absence, Karie explained that the cost of the annual event in the past had been a shared expense between the Town and ASA, costing between \$3,000. and \$6,000. which given the current financial status would be prohibitive. With this in mind, the Committee proposed the above alternative Recognition of Volunteers.

Directors noted that charitable donations are the responsibility of the Seniors Affairs and Grants Committee, but agreed that the proposal falls within the Donations Policy criteria.

Accordingly, the Membership & Volunteers Committee's recommendation was approved on a motion by N. Senick/V. Cunningham and CARRIED.

Moved by: N.Senick/V.Cunningha

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

D22-06-11 Operations & Activities Committee (Attached)

Board Liaison Glen Sharp reviewed the report of the meeting held Nov. 8/22, which addressed the following matters:

a) **French Conversation Group** has 6-11 participants

b) **Proposal for a Writer's Circle** resulted in a

Motion by G.Sharp/A.Overington

That the Board approve the establishment of a Writer's Circle as a new ASA Activity with space and schedule to be determined.

CARRIED

c) **Purchase of Mah-Jongg cards** resulted in a

Motion by N.Senick/A.Overington

That the Board approve the purchase of 16 Mah Jongg cards at a cost of \$308.00.

CARRIED

d) **Pickleball** - At the request of participants, the schedule for January at AFLC which switch from two three hour sessions to three two hour sessions per week.

e) **Carpet Bowling** – has 12 participants

f) **Replacement of 12 decks of Bridge cards at \$56.95**

g) **The following request – the need for a new Woodshop Filter -** was not presented at the O&A Meeting, but is requested by D. Overinton and Bill Hawke. The cost of the new filter is \$800.

Moved by: V. Cunningham/A.Overington

That the Board approve the purchase of a new Woodshop Filter at a cost of \$800. CARRIED

Moved by: N.Senick/V.Cunningham

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

D22-06-12 Seniors Affairs and Grants Committee – Verbal

Jim reported he is still waiting for the response to his application for a grant through New Horizons. Jim has provided additional information requested and is awaiting a response.

D22-06-13 Special Events Committee Reports (Attached)

Ann reviewed the reports of the Committee meetings of Oct. 6 noting the Committee's recommendation for the addition of Cecile Goodman as a voting member of the Committee.

Moved by: G.Sharp/V. Cunningham

That the Board approve the appointment of Cecile Goodman as a voting Member of the Special Events Committee. CARRIED

Referring to the Report from the Nov. 3rd Committee meeting, Ann noted the following upcoming events:

- a) **Christmas with the Stars** – 2 performances Dec. 3 and 4/22
- b) **Newmarket Citizens Band** – Free event on Dec. 20/22 – tickets to be available Nov. 28th on a first-come-first-serve basis
- c) **Karaoke Evening** with Terry Todd on January 20th

d) Friday, Oct. 27, 2023 - Lianne Harris booked - Topic: Superstitions for Hallowe'en

Ann noted that Melanie Attridge, Community Relations Manager of Roxborough Retirement Residence has offered to cover the cost of Lianne's presentation (Lianne's Fee is \$175.00 + \$22.75 Tax = \$197.75)

During the ensuing discussion, it was confirmed that this offer meets the criteria of the Sponsorship Policy which is administered by the Fundraising Committee and accordingly Vern Cunningham as Board Liaison and temporary Committee Chair confirmed approval to accept the offer.

Moved by: N.Senick/V.Cunningham

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

D22-06-14 Ad-Hoc Committee Reports

Renewal of ASA/Town Operating Agreement No Report
Conduct Review Committee – Inactive

Nominations & Elections Committee

Committee Chair John Scherrer reported that a poster advertising the upcoming Director elections will be posted throughout the Center as well as the Newsletter and ASA Website from now until the start of the Nominations period in order to give advance notice to members. John also advised that Cheryl Rines has joined the Committee.

D22-06-15 Vice-President's Report – Nil Report

D22-06-16 President's Report

a) Queen's Platinum Jubilee

Dave reported that ASA was awarded the Queen's Platinum Jubilee award at the event for York Region held at the Royal Canadian Legion and hosted by Tony VanBynen. Dave and Jim attended the presentation of this Federal Award on behalf of ASA. The event is held in recognition of non-profit organizations throughout Canada.

Dave circulated the Award to all present and noted that it will be displayed in the Senior Centre display case and an e-flash would be issued to notify members.

D22-06-17 NEW BUSINESS

a) M. Miller's e-mails – Proposed Response

Dave noted that he had circulated the member's e-mails objecting to the \$15. ASA Membership fee increase for non-residents, whereas the increase for members is \$10.

Dave noted that John had drafted a response to the member which clearly details the process and rationale for the membership fee increase and sets out comparisons with neighbouring Senior Centres' practices.

In support of the member's objection to the greater fee increase for non-residents, Carol Hedenberg had emailed a notice of motion which was moved by Nick Senick:

That the 2023 membership year fee for non-resident members be decreased by \$5.

As there was no seconder for the motion – motion failed.

The draft response was accordingly approved UNANIMOUSLY.

b) **DECEMBER Newsletter Board Page** – Dave requested all Directors to provide a personal message for inclusion in the December Newsletter.

c) Provincial Chief Medical Officer's Recommendation re. Masking

Dave proposed that another e-flash be issued to remind members of the Board's position that masks are strongly recommended while taking part in ASA activities.

Directors agreed unanimously.

d) Pat Varney's email re. Kitchen

Ann presented the concerns expressed regarding the status of the Kitchen and noted that the kitchen needs a deep cleaning.

In the ensuing discussion it was noted that the Town-contracted cleaning service does not include the kitchen and that as this area is used by both ASA and third-party rentals, the deep cleaning cost needs to be shared with the Town.

It was ultimately agreed that a meeting with Karie should be set at the earliest to address the matter.

D22-06-18 Adjournment: the meeting was declared adjourned at 15:10 hrs.

Next Board Meeting will be MONDAY, December 19, 2022 at 1:00pm.