



**MINUTES
Of The
Regular Board of Directors Meeting No. D22-07
Held on DECEMBER 19, 2022
At Town Hall, Leksand Meeting Room**

Presiding: Dave LeGallais, President

Directors Present: Dave LeGallais, President
Jim Abram, Vice-President
Cheryl Rines, Treasurer
Carol Hedenberg, Ann Overington,
Nick Senick, Glen Sharp

Staff Members: Karie Papillon, Adult Programs Co-ordinator
Brandie Yorg, Program Lead (SCWW & SCM)

Regrets: Vern Cunningham & John Scherrer, Directors
Andrew Bailey, Adult/Older Adult Programmer

ASA Members Present: Rob Ishoj & Frank Snape (Finance Committee Members)
Jo-Ann Bartholomew & Doug Cooper (Website Committee)
Kevin Griffiths (By-Law Review Committee)

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:

D22-07-01 Approval of Agenda

Moved by: A.Overington/G.Sharp

That the Agenda be approved as distributed.

CARRIED

D22-07-02 Approval of the Minutes of Previous Meetings
Moved by C.Rines/J. Abram
**That the Minutes of the Regular Meeting held
November 21, 2022 be approved as distributed.**

CARRIED

D22-07-03 PRESENTATIONS –

ASA Website Committee Update (Report Attached)

Doug Cooper and Jo-Ann Bartholomew were on hand to present the Committee's report.

Doug reviewed the report which covered the following topics:

- Updates to ASA Website including 2023 Membership Fee information
- Tested e-commerce function to ensure purchase, refund and confirmation functions are in place.
- Provided members instructions on establishing MyActiveCentre account to facilitate on-line membership renewal through debit and credit (enabled Dec. 1). 70 on-line renewals recorded to Dec. 18th.
- To address continuation of Computer Club hybrid calls, the Website Committee proposed establishing a group specifically for the computer club at an annual fee of \$40. to cover 42 sessions/year.
- These functions being in place, Doug noted that the website update had been completed and the ad-hoc committee had fulfilled their objectives.
- Doug will work with Karie and Andrew to transfer the calendar update process to staff.
- On-going maintenance will require a member to drive website updates – notice to go out via e-flash early in 2023.

Dave thanked Doug and Jo-Ann for their work on the Website Committee.

D22-07-04 Referring to the Committee's proposal re. Computer Club, Nick noted that a decision had been taken at the October 17/22 Board Meeting to impose a \$10. annual fee for Computer Club and Book Club Hybrid participants.

In the ensuing discussion Doug clarified that the \$40. fee for Computer Club hybrid participants would serve as the activity fee for both hybrid and in-person participation and would simplify the activity fee collection for this group. Further discussion resulted in:

a) Motion by C.Hedenberg/A.Overington

That the decision of October 17/22 – Min. #D22-04-08(d): “That members who use Zoom, pay a \$10. Annual Zoom Activity Fee at the time they renew their ASA membership” be rescinded.

MOTION CARRIED on a vote of 6/7 with Nick Senick opposed.

b) Motion by C.Hedenberg/A.Overington

That the Board approve the Website Committee proposal to establish a group specifically for Computer Club Participants with a \$40.00 annual activity fee to cover hybrid calls or in person participation.

MOTION CARRIED on a vote of 6/7 with Nick Senick opposed.

c) **Hybrid Book Club** – Directors noted that the rescindment of the October decisions requires a separate arrangement for Hybrid Book Club participants. Karie noted that the Hybrid Book Club meets twice monthly, with only one meeting in December and no meetings in July and August (a total of 19 meetings/year.

Motion by: A.Overington/G.Sharp

That a separate group specifically for Hybrid Book Club Participants be established with a \$20.00 annual activity fee.

A discussion of the proposal noted a disparity in the total annual Book Club meetings (19) versus 42 Computer Club sessions, which resulted in

Amendment Motion by: J.Abram/A. Overington

That the Hybrid Book Club annual activity fee be set at \$15.00.

MOTION CARRIED AS AMENDED on a vote of 6/7 with Nick Senick opposed.

D22-07-05 BUSINESS FROM PREVIOUS MEETINGS - NIL

D22-07-06 Seniors Adult Programs Coordinator’s Report (Attached)

Karie reviewed the following topics from her report:

- a) Blood Pressure Clinic will resume in 2023
- b) Yearly Kitchen Inspection – December 12/22 –
- c) Kitchen Update – Dishwasher needs repairs – still operational - parts are on order
- d) Cleaning Contract – Karie has pursued concerns with Greg McClenney – is waiting for his input.
Karie proposed arranging a meeting with Robin McDougall in February to discuss these and other matters – Directors agreed.
- e) Cameras and areas to be covered are currently being scoped – report to come.
- f) Andrew promoted to AdultOlder Adults Programmer –
CONGRATULATIONS ANDREW!

Moved by: C.Hedenberg/A.Overington

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

D22-07-07 Treasurer's Financial Reports to November 30, 2022 (Attached)

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

The reports for November include:

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

Motion by: C.Rines/N.Senick

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

CARRIED

D22-07-08 COMMITTEE REPORTS

The following committees had **Nil reports**:

- By-Law Review Committee – No Meeting
- Community Development Committee – No Meeting
- Operations and Activities Committee – No Meeting
- Seniors Affairs and Grants Committee – No Meeting
- Social Committee – No Meeting
- Special Events Committee – No Meeting

D22-07-09 Finance Committee Report (Attached)

Board Liaison Nick Senick presented and reviewed the report of the Finance Committee meeting held Dec. 9/22 at which the following matters were addressed:

- a) Review of November 2022 Financial Statements**
- b) CMHA Documentation**

In July, ASA entered into an agreement with the Town of Aurora and the Canadian Mental Health Association York & South Simcoe to provide their clients with pre-paid memberships and activity cards so that they could enjoy activities at the Aurora Seniors Centre. CMHA provided ASA with \$500. as part of the agreement which will draw down as members apply over the next year. Documentation for the process has been developed and is included in the Treasurer’s Binder in the ASA Office.

- c) On-Line Donations - Process Documentation.**

A document outlining the process and the transactions necessary to account for on-line donations to the Association’s charity has been completed. The document has been added to the Treasurer’s binder in the ASA office.

- c) Preliminary Review: Quickbooks Accounts**

- d) On-line Memberships and Reconciliation.**

On-line memberships started on December 1st and several members have signed in to renew their 2023 membership fees. Finance committee members met in the days that followed to discuss the most efficient way to reconcile the transactions reports produced by the Moneris payment system, MySeniorCentre and the Bank of Montreal.

Motion by: C. Hedenbeerg/A. Overington
That the Report of the Finance Committee be received. CARRIED

D22-07-10 Fundraising Committee Report (Attached)

Board Liaison Vern Cunningham had provided details of a proposed Wine-Tasting fundraising activity scheduled for February 24, 2023. The activity meets the terms set out in the ASA Solicitation Policy and was accordingly approved.

Dave noted that the Fundraising Committee needs more members and an e-flash would be issued in January.

D22-07-11 Membership & Volunteer Committee Report

Board Liaison Carol Hedenberg reported that to date, a total of 472 members had renewed for 2023, 70 of which are on-line renewals.

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

Jim reported that Karie had forwarded him an email of an available grant similar to the previous United Way/Red Cross grant that could be accessed for operational needs. Jim noted he is still waiting for the response to his application for a grant through New Horizons and as no specific other needs had been identified, he had not followed up on the announcement.

D22-07-13 Ad-Hoc Committee Reports

Renewal of ASA/Town Operating Agreement No Report
Conduct Review Committee – Inactive
Nominations & Elections Committee - No Report

D22-07-14 Vice-President’s Report – Nil Report

D22-07-15 President’s Report – Nil Report

D22-07-16 NEW BUSINESS

a) **JANUARY Newsletter Board Page – Dave will provide text.**

b) **ASA Charitable Registration Number for ASA Website**

Dave reported that he had received an email from M. Leone to the effect that the ASA charitable registration number should be posed on the ASA Website. Jim noted that ASA is obliged to show the registration number on donation receipts for income tax purposes, but is not required to publish the number. Directors agreed by general consensus that the registration number remain on donations receipts, but not be posted on the website.

c) **Member Proposal for Donations to ASA**

Dave presented H. Trussler’s suggestion that donation requests be specific to support individual activities/groups. Directors noted that all funds raised through donations and fundraising events are used to support all ASA volunteer-driven activities. All activities/groups can access funds through the Operations and Activities Committee.

d) Fundraising Committee – 50/50 Draw

Cheryl reported that to obtain a licence from the AGCO for a 50/50 Draw, the Association must state on the application what the funds will be used for. For every draw since September, the Fundraising Committee stated "Kitchen Equipment". Also, it is important to note that the Association has a specific bank account used for all gaming purposes. It is the Community/Trust account. Currently, there is approx \$1,300. in the account. These funds can only be used for Kitchen Equipment and Licences. Payment for the expenses will come from the Community/Trust account and should be noted on the Expense Report

D22-07-17 Adjournment: the meeting was declared adjourned at 14:20 hrs.

Next Board Meeting will be MONDAY, January 16, 2023 at 1:00pm.