



**MINUTES
Of The
2nd Regular Board of Directors Meeting for the 2023-24 Term
Held on Monday, July 17, 2023
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)
Rob Ishoj (Treasurer)
Jim Abram (Vice-President)
Vern Cunningham, Rob Gaby
Louis Gambino, Percy Surti

Staff Members: Andrew Bailey, Assistant Programmer

ASA Members: Frank Snape, Kevin Griffiths, Jane Snape

Regrets: John Scherrer (Secretary)
Dave LeGallais, Director
Karie Papillon, Adult Programs Co-ordinator

Recording Officer : Lydia Schuster

Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 13:00 hours.

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

- D23-02-01 Approval of Agenda**
Moved by: V.Cunningham/R.Ishoj
That the Agenda be approved as distributed CARRIED
- D23-02-02 Approval of the Minutes of Previous Meetings**
a) Moved by J.Abram/R.Gaby
**That the Minutes of the Regular Meeting held June 19, 2023
be approved as distributed. CARRIED**

b) Moved by: L.Gambino/V.Cunningham
**That the Minutes of the Special Board Meeting held
July 10, 2023 be approved as distributed.**

CARRIED

D23-02-03 PRESENTATIONS

A) Little Free Art Gallery

The President welcomed Nichole Campsall, Cultural Development Co-ordinator for the Town, who presented the recently initiated (Sept.2022) program to encourage community participation and arts and culture awareness by showcasing individual art in an accessible display case similar to the little free book libraries. Nichole noted that the current display case is located in the Town Park and has generated the intended community activity, and confirmed the viability of extending the project to a second location that being the Aurora Seniors Centre suggested by Gord Dixon. The current display case was produced and installed by the Town carpenter. The Seniors' Centre location was proposed because of its accessibility to the community and the potential that the display case could be produced in the Woodshop. The Town carpenter would do the installation.

The President thanked Nichole for her presentation and noted that the Woodshop is currently closed. Directors, however, did recognize that the project is well worth considering, which resulted in:

Motion by: V.Cunningham/R. Ishoj

**That the Board support the installation of the Little Free Art Gallery
at the Seniors Centre.**

CARRIED

B) Tour of Aurora Town Square

Nichole noted that the proposed dates for Directors to tour the site are September 11 and 12. Directors are to contact Nichole to arrange for personal tours.

D23-03-04 BUSINESS FROM PREVIOUS MEETINGS

a) Review of Membership Dues for renewals after July 1

Percy Surti, Board Liaison to the Membership & Volunteers Committee, reported that he is communicating with members of the Committee in an effort to pursue the matter in a committee meeting.

b) F. Leone's Let-us-know comment

The President referenced Louis Gambino's research of the Board's practices regarding Director Elections in the context of current ONCA (Ontario Not-for-Profit Corporation Act) legislation which had been circulated to Directors.

Louis further noted that his research confirmed that the A.S.A.'s current practice of holding Director Elections prior to the A.G.M. and ratifying same during the A.G.M. is within the legislation guidelines.

In the ensuing discussion, Directors agreed that Louis and Jim Abram are to meet informally with F. Leone to clarify the Board's established practice.

c) Damage to West-MacKenzie Room Floor

The President reported that he and Karie had done an inspection of all floor areas in the Centre which revealed that there are several areas with cracks in the floors caused by the building settling over time. Bill Hawke has managed to fix these where possible.

Jim Abram noted the age of the building and the need for Town Staff to do a proper assessment of the floor conditions with the objective of having their replacement included in the Town's 5-year capital budget.

Andrew offered to pursue the matter with Robin McDougall.

D23-02-05 Seniors Adult Programs Coordinator's Report (Attached)

In Karie's absence, Andrew Bailey presented the summary of the Special Events scheduled between June and December, 2023.

Motion by: P.Surti/L.Gambino

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

CARRIED

D23-02-06 Treasurer's Financial Reports to June 30, 2023 (Attached)

Treasurer Rob Ishoj presented the June 2023 financial statements as reviewed by the Finance Committee and reviewed the accompanying, detailed financial position of the Association as at June 30, 2023.

The reports for June 2023 include:

- June Balance Sheet
- Profit & Loss for June & YTD

Motion by: V.Cunningham/R.Gaby

That the Treasurer's Financial Reports for the period ending June 30, 2023 be approved.

CARRIED

D23-02-07 Finance Committee Report (Attached)

Rob Ishoj reported that as the Finance Committee does not meet during July and August, they had communicated via emails. Accordingly, Rob reviewed the topics discussed:

a) Finance Committee Membership for 2023-2024 Term

Ruth Church - Cheryl Rines - Anita Freedland

Frank Snape - Nick Senick and Rob Ishoj (Chair & Board Liaison)

b) June Financial Statements and Report approved for presentation at the June 17/23 Board Meeting

c) QuickBooks Plus online upgrade with hardware request (Attached)

Finance committee reviewed the request for QuickBooks upgrade and **approved** the Treasurer's proposal.

Rob reviewed the detailed request and rationale, noting that this is the same proposal that had been submitted for the Red Cross Grant. The discussion resulted in:

Motion by R.Ishoj/J.Abram

That the Board approve the acquisition of the following equipment and software to support the A.S.A. Finance Department:

2 Laptops – Windows based – Estimated Cost:* \$5,000.

Quick Books – Monthly Payment – 5 Users:

1 st year at 50% - \$ 396. Annual

2nd year & onwards at 100% - 792. Annual

Microsoft 365 (Word-Excel-Outlook) License \$ 99. Annual

Training/Consultation: \$ 2,000.

***HST excluded**

CARRIED

D23-02-08 COMMITTEE REPORTS

The following committees had **Nil reports**:

- By-Law Review Committee
- Community Development Committee
- Membership & Volunteers

D23-02-09 Fundraising Committee

Committee Chair and Board Liaison Vern Cunningham reported on the schedule of fundraising events and support teams planned for 2023-2024:

- **Large Water Jug for coin distribution – July 1/23**
Half of proceeds to be retained by A.S.A. and half to go to Welcoming Arms.
- **Ice Cream Social – August 30/23**
- **Holiday Bazaar – November 5/23**
- **Wine Tasting – November 10/23**
- **Casino Night – March 2/24**
- **Fundraising Committee Membership:**
 - JULIA JACKSON - STEVE McCOROQUODALE
 - LESLEY CODNER-EVEREST
 - TERESA DEGIORGIO - ERIKA ALLEN
 - SHAYNA MAISLIN & RON MAISLIN

Motion by: V.Cunningham/P.Surti

That the report of the Fundraising Committee be received.

CARRIED

D23-02-10 Operations & Activities Committee (Attached)

Board Liaison Louis Gambino presented and reviewed the report of the Operations and Activities Committee meeting of July 11, at which the following topics were addressed:

Decision Items:

A) Pickleball Expenses –

Motion by V.Cunningham/J. Abram

That the purchase of 50 pickle balls at \$197.50 plus Tax for a Total of \$223.18 be approved. CARRIED

B) Motion by: V.Cunningham/L.Gambino

That the \$200. purchase amount without prior Board approval be increased to \$500.00 including taxes for purchases of replacement equipment/supplies by activities coordinators and reported through the Operations and Activities Committee. CARRIED

Information Items:

- Bocce Courts - resurfacing
- Youth & Seniors Activity – Dave Dixon to pursue
- Summer Schedule
- Little Free Art Gallery
- Aurora Seniors Group of Artists – Dave Dixon to pursue
- Computer Club Equipment purchase
- Upcoming Special Events

D23-02-11 Seniors Affairs, Grants and Awards Committee – Verbal

Jim Abram reported that MPP Tony VanBynen would be attending the July 26th BBQ. He also noted that he had provided updated financial information regarding the application for the Trillium Grant.

D23-02-12 Special Events/Social Committee – Report (Attached)

Board Liaison Rob Gaby reviewed the report of the Committee meeting held July 6th, noting that while he had not attended the meeting he would do so at the August meeting.

Rob noted the report contains information on the following:

- Review of the recent 4-String Ukelele Band event
- Trivia Night – rescheduled to October 6, 2023

- Arrangements for the upcoming Summer Fling Event – Aug. 25th for which tickets are now on sale at \$18./person
- Committee Membership for 2023-2024 Term: Joyce Latimer, Nancy Singh, Brad Snel, Irene Turrin, Mortaza Metadayan and Joan Brownlow (Chair) – to be confirmed at the August 21 Board Meeting.

Motion by: R.Gaby/V. Cunningham

**That the Report of the Special Events/Social Committee be received.
CARRIED**

D23-02-13 Ad-hoc Committees

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

D23-02-14 Vice-President's Report – NIL

D23-02-15 Secretary's Report - NIL

D23-02-16 President's Report

a) Restocking of the Woodshop First Aid Kit

Moved by : R.Gaby/R. Ishoj

That the Board approve the expenditure of up to \$300. to restock the Woodshop First Aid Kit. CARRIED

b) Law Insurance Brokers

The President referred to the recent quote received from Law Insurance Brokers re. the proposed increase in liability coverage for the balance of the current insured period – to November 25/23.

In the ensuing discussion, Directors proposed that it would be prudent to have the Insurance representative attend at a Board Meeting to provide details regarding the current coverage prior to making any further changes.

c) Men's Shed Activity

The President reported that he, Louis Gambino, Dave LeGallais and John Pellettieri had met recently to discuss the implementation of the activity at the Seniors Centre. To date they've had input from two

representatives of the Ontario organization and have planned to launch the activity with a Breakfast meeting on August 30th.

Motion by : R.Gaby/J.Abram

That the President's Report be received.

CARRIED

D23-02-17 NEW BUSINESS

- a) **August Newsletter Board Page** – Glen to provide text

- b) **Updating of Directors Manuals**
John is updating and will provide updated inserts at the August Board Meeting.

- c) **Confirmation of Standing Committee Chairs and Voting Members – deferred to August Board Meeting**

D23-02-18 Convening in-Camera re. Woodshop Update

The Regular Board Meeting was recessed at 14:30 hrs. and reconvened In-Camera on a Motion by J.Abram/R.Gaby and

CARRIED

D23-02-19 Reconvening in Open Session

On a Motion by: V.Cunningham/R. Ishoj

The Regular Board Meeting reconvened in Open Session at 15 :05 hrs.

to receive the Report of the In-Camera session at which the professional cleaning of the Woodshop by the Town was agreed to.

CARRIED

D23-02-20 Adjournment: the Regular Board meeting of July 17, 2023 was declared adjourned at 15:08 hrs. on a Motion by: L.Gambino/R.Ishoj.

Next Board Meeting will be Monday, August 21, 2023.

