



**MINUTES
Of The
First Regular Board of Directors Meeting for the 2023-24 Term
Held on Monday, June 19, 2023
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)
John Scherrer (Secretary)
Rob Ishoj (Treasurer)
Jim Abram (Vice-President)
Vern Cunningham, Louis Gambino
Dave LeGallais, Percy Surti

Staff Members: Andrew Bailey, Assistant Programmer

ASA Members: Frank Snape, Kevin Griffiths, Nick Senick

Regrets: Rob Gaby, 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 13:02 hours.

In his welcome address to the 2023-2024 Board, Glen noted his mutual goal is to work with Directors and Staff to maintain the excellence of the activities and programs offered at the Seniors Centre. The President further noted that as the presiding chair, he would welcome discussion, questions and new ideas, and that his role would be to facilitate a smooth meeting process.

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

D23-01-01 Approval of Agenda

Moved by: V.Cunningham/J.Abram

That the Agenda be approved as distributed

Louis Gambino requested the addition – under New Business – of the issue of the damaged parquet floor in the West-MacKenzie Room.

The Agenda was approved with the above addition.

CARRIED

D23-01-02 Approval of the Minutes of Previous Meetings

Moved by R.Ishoj/J. Scherrer

That the Minutes of the Regular Meeting held May15, 2023 be approved as distributed.

CARRIED

D23-01-03 PRESENTATIONS - NIL

D23-01-04 BUSINESS FROM PREVIOUS MEETINGS

a) Review of Membership Dues for renewals after July 1

(Reference May 15/22 Minutes – Min.#D22-12-10:

“Carol also raised a concern with the decision to reduce membership dues for new and renewing members as of July 1, 2022, referencing the substantial revenue loss incurred for the period July 1-December 2022. Carol proposed that the Board review membership dues in advance of the 2024 renewal year and will provide a report of the membership activity for the period July 1 to December 2022”

John Scherrer noted that the intent of the reduction (50%) in membership dues after July 1 was intended to rebuild the ASA membership by encouraging new and renewing members to join ASA.

John reported that Carol Hedenberg had provided a report showing that 190 new members had signed up between December 2022 and June 2023, and that the current active membership stands at 1338.

By general consensus it was agreed to refer the matter for review and input by both the Membership and Volunteers Committee and the Finance Committee.

b) Review of Unapproved Minutes of June 14, 2023 AGM (Attached)

As the draft Minutes had just been distributed, Directors agreed to review and report any concerns/corrections by Friday, June 23. The Minutes of the June 14/23 AGM will then be posted on the ASA bulletin Board.

c) Dissolution of the 2023 Nominations & Elections Ad-hoc Committee Membership

Motion by: Jim Abram/V. Cunningham

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

CARRIED

Directors engaged in a discussion regarding the possibility of shortening the Elections timelines. Jim reminded that the 2023 Elections had been unique due to the number of vacancies resulting from the COVID disruption of this annual process. It was noted that the Committee for 2024 Elections would review the established timelines.

D23-01-05 Seniors Adult Programs Coordinator's Report (Attached)

In Karie's absence, Andrew Bailey presented the topics and proposals detailed in her report:

a) Aurora Town Square

Phil Rose, Manager of Aurora Town Square has offered Directors a tour of the facility currently under construction. Tours would be scheduled in July. Directors readily accepted the offer. Andrew will communicate available dates.

b) One Book, One Aurora

The Town will again partner with the Aurora Public Library by having one of their little book houses in the Seniors Centre library from July – November.

Kevin Griffiths, Library Co-ordinator, noted that as space in the library is limited and the "book house" is substantial, it would be best to relocate it. Directors agreed that it be placed in the Lounge.

c) **September 2023 Town Activities at the Centre**

September 5 – 8 Open House (membership drive)

Motion by: R.Ishoj/V. Cunningham

That ASA provide free coffee and cookies through the September 5-8 Open House. CARRIED

Wednesday September 6, 9 a.m. to noon - Leisure and Volunteer Expo

- Feature A.S.A activities and some Town of Aurora fitness programs
- Opportunities for the A.S.A. to highlight volunteer opportunities for recruitment of new volunteers.

Motion by: V.Cunningham/J.Scherrer

That the A.S.A. Board have a table at the Sept. 6/23 Leisure and Volunteer Expo to promote the 2024 Director Elections and service to members.

CARRIED

Saturday September 9, 9 a.m. to 1 p.m. our 7th Seniors Active Living Fair –

- A.S.A. to have a table manned by a Director & A.S.A. Member

Motion by: V.Cunningham/J.Abram

That the A.S.A. partner as a sponsor of the September 9/23 Seniors Active Living Fair by providing coffee service for participants, and have a table to promote A.S.A. activities.

CARRIED

September 11 – 15, Try It Week.

- Allows members to try a new activity or program for free.

d) Links2Wellbeing

Staff are excited to announce the launch of a social prescribing program in September. Social prescribing aims to transform the way healthcare providers and other professionals (doctors, pharmacists, paramedics, social workers) link older adults to social and recreational opportunities to promote holistic health and well-being. This will enable these workers to write a prescription for

socially isolated older adults with community programs and services offered by the Aurora Seniors Centre.

Brandie Yorg will be the lead on this project. More information will come to the board at the August meeting.

a) Security Camera Update:

- June 19 cabling contractor (RJ Winters) will be on site to complete rough in for (5) exterior cameras and (1) interior.
- Week of June 26 Allfine Security will complete the installation of cameras, connectivity, and testing.

Andrew noted these security camera installations are the result of the Town's Security Audit and will be part of the Town's security system.

Jim also noted that the Security Audit included lighting in the parking lot.

Motion by: J.Scherrer/D.LeGallais

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

CARRIED

D23-01-06 Treasurer's Financial Reports to May 31, 2023 (Attached)

Treasurer Rob Ishoj presented the May 2023 financial statements as reviewed by the Finance Committee and reviewed the accompanying, detailed financial position of the Association as at May 31, 2023.

The reports for May 2022 include:

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

In the ensuing discussion, Directors raised the following questions:

- a) Lack of a Budget to enable a comparison of the monthly financial status
- b) Why two reports – Financial and Finance Committee

Rob addressed these as follows:

Budget – the objective is to definitely create a budget for fiscal 2024

To that end, Rob is focused on:

- Maintaining the current finance support system

- Pursuing upgrading the accounting system and programs (detailed in the Red Cross Grant application) – Rob will present a detailed request
- Developing a budget for fiscal 2024
- Seeking additional volunteers to support the finance support team

Finance Committee – reviews the monthly financial statements and deals with other related topics – e.g. Investments, Insurance. Rob agrees the Committee report could be synchronized with the Financial Report.

Directors agreed that the Agenda could be adjusted accordingly.

Motion by: L.Gambino/V.Cunningham

That the Treasurer’s Financial Reports for the period ending May 31, 2023 be approved.

CARRIED

D23-01-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

- Community Development Committee
- Social Committee
- Special Events Committee

D23-01-08 BY-LAW COMMITTEE

John Scherrer reviewed the role of the Board Liaison to Standing Committees, referencing By-Law No. 3.02.03 which states:

“The Board of Directors will appoint ONE (1) Director to each Standing Committee as Liaison for the Board.

The Board Liaison shall be a voting member of the Standing Committee to which they are appointed.”

John further explained that Directors appointed as Liaison to Committees take on the role of Committee Chair until such time as a Committee member is confirmed as Committee Chair. John also explained that the number of voting members is seven (7), and should be listed separately from other members attending in a volunteer role.

Motion by: J.Abram/V.Cunningham

That the verbal Report of By-law Committee be received.

CARRIED

D23-01-09 Finance Committee Report (Attached)

Rob Ishoj presented and reviewed the report of the Finance Committee Meeting held May 9, 2023 at which the following matters were discussed:

- **Review of May 2023 Financial Reports**
- **Finance Committee Membership –**
Currently, the Committee's membership consists of: Ruth Church, Anita Freedland, Nick Senick, Frank Snape, Cheryl Rines and Rob Ishoj (6 members) All have confirmed they wish to continue as committee members.
- **Investments**

\$40k invested in Equitable Bank GIC (1 year - mature May 21, 2024 – 4.82%)

BMO #53 matured - \$58,992 – transferred to InvestorLine – invested in 2-year Laurentian Bank GIC at 5.070%

Next GIC renewing is Meridian #5 on September 15, 2023 (\$56,749.47)
- **Red Cross Federal funding and QuickBooks Plus / hardware plan** We learned in late May that funding for a QuickBooks update to cloud-based QuickBooks Plus and new laptops was denied.

As current processing capabilities are unsustainable and highly inefficient, Finance Committee will request funding for this project. Rob to do.

The original total cost over a 3-year period was \$11,400 plus HST (3 years because QuickBooks Plus and Microsoft 365 are subscription based). Rob will revisit hardware requirements, as 2 laptops may be the maximum required (depending on cloud access (browser requirements). Costs may therefore be less than originally expected.
- **New chart of accounts / classes / projects**

Opportunity to rethink entirely our Chart of Accounts using g/l codes, classes, and projects. Provides an opportunity to streamline our financial statements while providing greater ability to 'slice and dice' our financial information.

Team likely best to develop the new structure, including financial statements. All members present said they would like to be involved.

GO LIVE date, assuming we go ahead, would best be January 1, 2024 (first day of our new fiscal year).

- **Bingo License – proessed**

This item generated a discussion as to the need for a bingo license given that none of the activity funds are retained by A.S.A. It was agreed that the matter should be discussed with Robin McDougall.

- **BDO Invoice**

2022 invoice received and paid.

Recommendation for BDO to be appointed for the 2023 fiscal year is in the A.G.M. package.

- Fees are proposed to increase to \$6,500 plus 7% admin charge ... \$6,955 plus HST (8% increase).

Motion by: J.Abram /V.Cunningham

That the Report of Finance Committee be received.

CARRIED

D23-01-10 Fundraising Committee (Attached)

Committee Chair and Board Liaison Vern Cunningham distributed a schedule of events planned for 2023-2024:

- **Large Water Jug for coin distribution – July 1/23**
Half of proceeds 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**

Motion by: D. LeGallais/J.Scherrer

That the report of the Fundraising Committee be received.

CARRIED

D23-01-11 Membership & Volunteer Committee – No Meetng

John reported that Carol Hedenberg had provided a report showing that 190 new members had signed up between December 2022 and June 2023, and that the current active membership stands at 1,338.

D23-01-12 Operations & Activities Committee

For the benefit of new Directors, Committee Chair Dave LeGallais provided an overview of the role and schedule of the Operations and Activity Committee, noting that the Committee represents the 35-40 A.S.A. volunteer-driven activities. He also explained that activity equipment/supplies costing under \$200. are reported to the Committee by the Activity Coordinator; purchases over \$200. are brought to the Committee for approval.

Proposals for the introduction of new activities are also brought to the O&A Committee.

Dave proceeded to review the report of the meeting held June 13:

a) Bocce Courts Sun Shades and Benches

The Committee was presented with two proposals and pricing options to provide shade for the participants using the bocce courts:

- i) a commercial-quality, easily sustainable 12ft x 16ft.gazebo structure with industrial benches and wheel-chair accessible ramp. Jim Abram noted he had applied for a Trillium Grant to cover the estimated cost of between \$6,000. & \$7,000. for which a response is anticipated in 3-4 months.
- ii) Bill Hawke's proposal for a sun-sail-type shade on an open structure at the ends of the bocce courts, together with simple but commercially produced benches for the south end of the bocce courts, at an estimated cost of \$3,000., which is the O&A Committee's recommendation for the short term.

In the ensuing discussion, Jim noted that should the Trillium Grant application for the gazebo be approved, there would be no duplication as it would be situated between the bocce courts and the ASC building.

Motion by: D.LeGallais/J.Scherrer

That the recommendation of O&A Committee for the provision of the sun-sail-type shade and benches for the bocce courts at an estimated cost of \$3,000. be approved. CARRIED

b) **Other topics addressed:**

Activities to bring Seniors & Youth Together

Jim noted that A.S.A. had a previous such arrangement with students from St. Andrew's College and that this proposal would need discussion with respective activities coordinators.

Pickleball Expenses - \$110. for engraving names of Men's and Women's doubles winners

Summer Schedule – Dave reported that the following activities will be suspended during July and August: Silver Stars; Hand & Foot Canasta; Book Club 1, Evergreen Choir and Snooker League.

Little Free Art Gallery – Nicole Campbell, Cultural Development Coordinator for the Town to make a presentation to the Board at July 17/23 Board Meeting.

Motion by: V. Cunningham/J.Abram

That the Report of Operations & Activities Committee be received.

CARRIED

D23-01-13 Seniors Affairs, Grants and Awards Committee – Verbal

Jim Abram noted that he had provided his verbal report in conjunction with the discussion of the bocce courts gazebo grant application to Trillium.

D23-01-14 Ad-hoc Committees

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

b) **Nominations & Elections Committee** inactive

c) **Renewal of ASA/Town Operating Agreement**

Dave LeGallais reported that another meeting with Robin McDougall and Town staff is scheduled for Friday, June 23rd. Discussion of the first 12 clauses is complete – the remaining clauses will be discussed at Friday's meeting.

Jim added that the current renewal process provides the opportunity to engage in discussion regarding future A.S.A. space needs.

D23-01-15 Vice-President's Report - NIL

D23-01-16 President's Report

The President noted that in the coming week, he, Dave, Louis and Rob would be meeting to discuss the implementation of the new “Men’s Shed” activity.

D23-01-17 Secretary’s Report

a) F. Leone’s Let us Know re. Director Elections

John noted that both he and Louis had researched the ONCA Legislation with respect to the procedure for Director Elections. In the ensuing discussion, Directors agreed that the research summary be circulated to the Board for discussion and response at the July 17/23 Board Meeting.

b) **Committee Reports** – John reminded Directors that Committee reports need to show the voting members separately (for quorum purposes) from other attendees.

c) **Directors’ Contact Information** – Directors agreed that all member communication/enquiries should be directed to the A.S.A. Secretary and that a separate email address be established for that purpose.

d) **Let-Us-Know- Request to have the current \$5.00 coffee card show 11 cups (11th cup being free).** Directors noted that the current \$5.00 10-cup card was introduced as a convenience to members and is fair. The current practice will continue.

D23-01-18 NEW BUSINESS

a) **July Newsletter Board Page** – Glen to provide text

b) **Appointment of Recording Officer**

Motion by G.Sharp/J.Abram

That the appointment of Lydia Schuster to record Minutes of Regular & Special Board Meetings for the 2023-2024 Board term be approved.

CARRIED

c) **Appointment of Liaisons to Standing Committees for 2023-24**

a) By-Law Committee	John Scherrer
b) Community Development Committee	Dave LeGallais
c) Finance Committee	Rob Ishoj
d) Fundraising Committee	Vern Cunningham
e) Membership & Volunteers Committee	Percy Surti

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| f) Operations and Activities Committee | Louis Gambino |
| g) Seniors Affairs & Grants Committee | Jim Abram |
| h) Special Events/Social Committee** | Rob Gaby |

**Motion by: V.Cunningham/J.Abram

That the Social Committee be amalgamated with the Special Events Committee with Rob Gaby as Board Liaison.

CARRIED

- d) **Updating of Directors Manuals**
John will provide updated inserts for the Directors' Manuals at the July 17/23 Board Meeting.
- e) **VSC checks** – John distributed reference letters to new directors for their application for Police Vulnerable Sector Checks.
- f) **Sharon Morris proposal** – Glen to contact Sharon and report that both Karie Papillon and Lydia Schuster attend board meetings as non-voting members. Glen will invite Sharon to attend and receive Minutes as well.
- g) **Microphones at Board Meetings** – John noted these were requested and have been purchased and are available. Directors agreed these are not required at the current location.
- h) **Damage to West-MacKenzie Parquet Floor** – Jim noted this has been an on-going concern and as it is a Town responsibility, it needs to be discussed with Bill Hawke.

D23-01-19 Adjournment: the meeting was declared adjourned at 15:35 hrs. on a Motion by: V.Cunningham/R.Ishoj.

Next Board Meeting will be Monday, July 17, 2023.

