



**MINUTES
Of The
3rd Regular Board of Directors Meeting for the 2023-24 Term
Held on Monday, AUGUST 21, 2023
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

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

Staff Members: Karie Papillon, Adult Programs Co-ordinator
Andrew Bailey, Assistant Programmer

Regrets: John Scherrer (Secretary)

Recording Officer: Lydia Schuster

ASA Members: Kevin Griffiths, Nick Senick

Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 12:57 hours.

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

D23-03-01 Approval of Agenda

Moved by: V.Cunningham/R.Gaby

That the Agenda be approved as distributed

CARRIED

D23-03-02 Approval of the Minutes of Previous Meetings

a) Moved by L. Gambino/D. LeGallais

**That the Minutes of the Regular Meeting held July 17, 2023
be approved as distributed.**

CARRIED

D23-03-03 PRESENTATIONS

A) Law Insurance Brokers – Brian Murphy

The President welcomed Brian Murphy of Law Insurance Brokers, current Insurance Brokers for all ASA insurance coverage.

At the July 17/23 Board Meeting; in reference to the quote from Law Insurance for a proposed increase in liability coverage, Directors agreed on the need to review the current coverage prior to considering further changes.

Brian distributed a detailed proposal for the proposed mid-term change in coverage for:

- a) Tenants Legal Liability from the current \$2,000,000. to \$5,000,000.
- b) Building and/or Contents from the current \$401,282. To \$500,000.

This represents a premium increase of \$394. for the balance of the current premium term (Nov. 25, 2023), and an annual cost of \$4,914. for the subsequent year versus the current annual premium of \$3,998.

In the ensuing discussion, Directors requested clarification of the components of the quoted coverage. They also cited the recent woodshop accident, which Brian confirmed did not warrant an insurance claim.

Directors also enquired about the Directors Liability coverage, which is a separate policy with a limit of \$2,000,000. Brian recommended increasing this policy to \$5,000,000. and will provide a separate quote.

The President thanked Brian for his presentation and advised that the Board would consider the proposal for increased insurance coverage.

In the discussion, it was also noted that Brian Murphy did not provide the pertinent information; i.e. details of current coverage and that since the A.S.A. incorporation (2004) there had not been an insurance claim.

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 since July 1, 2023, there had been 60 new memberships and 20 renewals. The current active membership is 1422 and the Centre space usage is at the pre-COVID level.

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

Jim Abram provided an overview of the meeting with Frank and Marie Leone that he and Louis Gambino had attended July 25, 2023. Jim noted that the discussion had been an amicable exchange of the interpretation

of ONCA guidelines. Jim and Louis, on behalf of A.S.A., expressed their understanding of the fact that Board Directors are not elected until ratified at an Annual General Meeting and that A.S.A. does in fact meet the ONCA guidelines pursuant to Section 24(1) – election of Directors.

c) Damage to West-MacKenzie Room Floor

With Bill Hawke currently on medical leave, Andrew reported that no further action had been pursued. The scope of the task is the issue as any major work on the floor would seriously curtail A.S.A. activities and use of the Centre in general. Karie noted that an evaluation had been done in prior years and had resulted in Bill continuing to monitor and maintain the floor in good and safe condition.

d) Confirmation of Standing Committee Chairs and Voting Members

The President presented the following list of voting members for the 2023-2024 Standing Committees:

Membership & Volunteers Committee

Chair, Sylvia Gilchrist; Board Liaison, Percy Surti

Members: Ruth Church, Carol Hedenberg, Dave LeGallais, Eileen Polsoni

Operations and Activities Committee

Chair, Dave LeGallais; Board Liaison, Louis Gambino

Members: William Ault, Gloria Smith, Joan Brownlow, Nancy Sugarman, Jane Snape

Seniors' Affairs, Grants and Awards Committee

Chair and Board Liaison, Jim Abram

Members: Cheryl Rines, Dave LeGallais, John Scherrer, Glen Sharp

Fundraising Committee

Chair and Board Liaison, Vern Cunningham

Members: Shayne Maislin, Ron Maislin, Teresa Di Giorgio, Julia Jackson, Lesley Codner-Everest

Community Development Committee

Chair, Shirley Petrie; Board Liaison, Dave LeGallais

Members; Jim Abram

Special & Social Events Committee

Chair, Joan Brownlow; Board Liaison, Rob Gaby

Members: Donald Keel, Bradley Snel, Pamela Pols, Eleanor Rudge, Ruth Love

Finance Committee

Chair and Board Liaison, Rob Ishoj

Members: Nick Senick, Frank Snape, Ruth Church, Anita Freeland, Cheryl Rines

e) Update on Director's Reference Manual

In John's absence, the President reported that Directors' Manuals have been updated and distributed. Percy has yet to receive his manual.

D23-03-05 Seniors Adult Programs Coordinator's Report (Attached)

Karie presented and reviewed the report containing the following information:

September Activities:

- Open House; Sept. 5-8
- Hobby & Volunteer Expo; Sept. 6, Board table to be manned by Vern and Rob Gaby
- Seniors Active Living Fair; Sept. 9, to include Board table and Men's Shed
- Try it Week; Sept. 11-15
- Stroll and Chat with Aurora Arboretum; Sept. 20
- Aurora Seniors Centre "Town Hall" Meeting; Sept. 27, 1:00-2:00pm
Karie and Glen to host

Percy also noted that there will be a Let's Get Acquainted session for new members the same day at 11:00 a.m.

October Activity: Coffee with the Mayor; Oct. 25; 11:00 a.m. to noon

Request for A.S.A. contribution of prizes for Sept. activities:

Staff requested 10 Coffee cards, 5 Activity cards and 2 Bistro tickets (for Sept. 27 meal) to be used during the Open House as prizes for people who come in to tour the Centre. Total value: \$120.00.

So moved by: R. Gaby/R.Ishoj

CARRIED.

Motion by: V. Cunningham/P.Surti/

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

CARRIED

D23-03-06 a) Treasurer's Financial Reports to July 31, 2023

Treasurer Rob Ishoj presented and reviewed the July 2023 financial report and noted the Balance Sheet and Profit and Loss statements would follow. Rob noted that the July Balance Sheet reflects the 2nd quarterly payment of fees (\$11,600.) to the Town, as well as expected reduced revenues from membership and activity fees. Overall, Rob concluded that the July statements reflect a strong financial position, with costs under control and with reserves for the future.

The reports for July 2023 include:

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

c) Finance Committee Report (Attached)

Rob also reviewed the report of the Finance Committee meeting held August 15/23 at which the following matters were addressed:

- Review of July/23 Financial Statements
- New laptops: The two (2) new laptops are Lenovo ThinkPad laptops, powerful 16" laptops. Total cost including laptop bag and 3-year support was \$3,401, well below the approved \$5,000 before HST (\$2,500 each). These machines will hopefully provide the horsepower we need for the next 5 years.
Doug Cooper and Bob Hedenberg have been contacted for assistance in setting up.
- QuickBooks Plus online activation
The aim is to activate subscription at the end of this month.
- Conversion
The internal conversion to Cloud-based Quick Books will be a big event for the Seniors' Centre manned by volunteers.
- Meridian GIC maturity
The Meridian GIC is maturing on September 15, 2023. Face value was \$55,000, invested for 18 months at 2.10%. Value at maturity is \$56,749.47. Finance Committee will review cash needs and recommend a course of action.
- New volunteer for the finance group
Finance Committee has agreed to look for an additional volunteer for the finance group to prepare for Rob's completion of his 2-year term on the A.S.A. Board.

Motion by: R. Ishoj/J.Abram

That the Finance Committee and Treasurer's Financial Reports for the period ending July 31, 2023 be approved.

CARRIED

D23-03-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

- By-Law Review Committee
- Community Development Committee
- Membership & Volunteers (See Min. #D23-03-04 a)
- Operations & Activities Committee
- Seniors Affairs, Grants and Awards Committee

D23-03-08 Fundraising Committee

Committee Chair and Board Liaison Vern Cunningham reviewed the status of the various fundraising events planned for 2023-2024:

- **Ice Cream Social – August 30/23 – Del Manor sponsor**
- **Holiday Bazaar – November 5/23**
- **Wine Tasting – November 10/23**
Wine & appetizer refreshments to be provided by presenters; A.S.A. to provide tableware
- **Casino Night – March 2/24**

Motion by: V.Cunningham/P.Surti

That the report of the Fundraising Committee be received.

CARRIED

D23-03-09 Special Events/Social Committee

Board Liaison Rob Gaby reviewed the report of the Committee meeting held August 3rd, containing the following:

- Addition of two voting members to the Committee:

Motion by: R.Gaby/V. Cunningham

That the Board approve the addition of Pamela Pols and Bradley Snel as voting members of the Special & Social Events Committee.

CARRIED

- Arrangements for the upcoming Summer Fling Event; Aug. 25th. 64 tickets sold to date
- Committee Recommendations: Provision of funds for the Smart Serve and Safe Food Handling certification/recertification of A.S.A. Volunteers

Motion by: R. Gaby/V. Cunningham

That the Board approve up to \$500. respectively for the certification/recertification of up to 10 Smart Serve volunteers and, similarly, up to 10 volunteers to take the Safe Food Handling training.

CARRIED

Motion by: R.Gaby/V. Cunningham

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

CARRIED

D23-03-10 Ad-hoc Committees

- a) **Conduct Review Ad-Hoc Committee** inactive
- b) **Nominations & Elections Committee** inactive
- c) **Renewal of ASA/Town Operating Agreement** - In Process

D23-03-11 Vice-President's Report – NIL

D23-03-12 Secretary's Report - NIL

D23-03-13 President's Report

a) Update re Woodshop

The President provided a verbal summary of the August 16/23 meeting with Town staff regarding the outcomes of the investigation of the Woodshop and recommendations for A.S.A. relative to reopening and future operation of the Woodshop.

Glen noted that with the exception of Vern Cunningham, all other Directors were present at the meeting and had agreed to adopt the Town's requirements for A.S.A. to fully assume responsibility for the operation of the woodshop as well as recommendations relative to procedures and supplies.

To undertake the reopening of the woodshop, a sub-committee consisting of Rob Gaby, John Scherrer and Don Overington was established.

Directors also agreed to accept Don Overington's recommendation for the purchase of a replacement table saw with updated safety technology, which resulted in:

Motion by: D. LeGallais/R. Gaby

That the Board approve the expenditure of up to \$6,500. for the purchase of a replacement table saw and a moisture meter.

CARRIED

Karie also suggested the purchase of other recommended safety supplies in preparation for the woodshop reopening.

Motion by: V. Cunningham/R.Gaby

That the Board approve up to \$500.00 for the purchase of woodshop safety supplies recommended by the Town.

CARRIED

b) Men's Shed Update

The President reported that the Breakfast meeting on August 30th to launch the activity has over 50 members registered to date.

The committee is recommending the purchase of 72 white T-shirts with 'Men's Shed Aurora' logo printed in blue on the front at a cost of \$1,500. Glen noted that the \$1,000. grant that has been applied for would offset that cost and the T-shirts would be a good promotional item. Karie noted that her application for the New Horizon's Grant on behalf of the Town also includes \$5,000. for the Men's Shed activity.

Motion by: D.LeGallais/V.Cunningham

That the Board approve the purchase of the Men's Shed Aurora T-shirts at a cost of \$1,500.

CARRIED

c) Directors' Listing for Bulletin Board and A.S.A. Website

On behalf of John Scherrer, the President asked Directors to confirm the posting of their names and email address. Directors agreed as requested.

Motion by : V.Cunningham/R.Ishoj

That the President's Report be received.

CARRIED

D23-03-14 NEW BUSINESS

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

D23-03-15 Adjournment: The Regular Board meeting of August 21, 2023 was declared adjourned at 14:37 hrs. on a Motion by: R.Gaby/L.Gambino/

Next Board Meeting will be Monday, September 18, 2023.