



**MINUTES
Of The
7th Regular Board of Directors Meeting for the 2023-24 Term
Held on Monday, DECEMBER 18, 2023
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

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

Staff Members: Karie Papillon, Adult Programs Co-ordinator
Andrew Bailey, Assistant Programmer
Brandie Yorg, Program Lead, SCWW

ASA Members: Nick Senick, Frank Snape

Regrets:

Recording Officer: Lydia Schuster

Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 12:56 hours.

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

D23-07-01 Approval of Agenda

Moved by: V. Cunningham/P. Surti

That the Agenda be approved as distributed

CARRIED

D23-07-02 Approval of the Minutes of Previous Meetings

a) Moved by: J.Abram/D.LeGallais

**That the Minutes of the Regular Meeting held
November 20, 2023 be approved as distributed.**

CARRIED

D23-07-03 PRESENTATIONS – Nil

D23-07-04 BUSINESS FROM PREVIOUS MEETINGS

a) A.S.A. Insurance Coverage

The President reported that just prior to the meeting, he had received an email response from Brian McCartney, of Law Insurance Brokers, addressing the questions raised at the Nov. 22nd meeting that he, Rob Ishoj Louis Gambino and Nick Senick had attended.

The President noted that the email provided the following requested information:

- i) Intact Insurance does not cover A.S.A. Smart Serve volunteers serving at third party functions - Accordingly, Clause 14.1 must be removed from the Town/ASA Operating Agreement.
- ii) General Liability Limit – the A.S.A. additional annual premium to increase the current (\$2Million) coverage to \$5Million is \$708.00

Motion by: P.Surti/V.Cunningham

That the Board approve increasing the General Liability Insurance Limit from \$2Million to \$5Million at an additional annual premium of \$708. CARRIED.

The Board also agreed to pay the current invoice on record to ensure continued coverage until the amended policy reflecting the above increase is in place.

- lii) Directors' Liability Insurance – The President is to follow up with Law Insurance regarding an increase in the Directors' Liability Insurance.
- iv) Content Insurance – There is no need to increase the current coverage.
- v) Business Interruption coverage – current premium is \$18. - **Board agreed to retain**
- vi) Equipment Breakdown (e.g.heating, air conditioning) – As this is a Town owned building, the President is to ensure through Karie that this is covered under the Town's policy.

b) Town/A.S.A. Operating Agreement

The President reported that he and Vern Cunningham had met with Legal Counsel Damir Vrancic per the Board's agreement to obtain a legal

opinion of the Operating Agreement as drafted by the Town's Legal Department.

Legal Counsel's assessment is that this is a standard agreement; Mr. Vrancic recommended the inclusion of the word "material" in Clause 3.4(d), changing it to read: "*the ASA fails to comply with any of the material terms of this Agreement*", and the removal of Clause 3.5 as the sentence preceding it made it effectively redundant.

The Town's response on both was: agreement to the addition of the word material in Clause 3.4(d). The Town insisted on the retention of Clause 3.5, noting that the wording in 3.4 that is similar only applies to that section, whereas the wording in clause 3.5 applies to all other instances of termination or expiry of this agreement. The Town provided an updated draft showing the the above change to clause 3.4(d) (**Attached**).

The President noted that the draft agreement includes ASA requested items:

- Extension of operating hours on Thursday evenings and Saturdays
- 7.5 hrs. Use of the Aurora Family Leisure Complex for ASA activities
- Extension of termination of agreement notice to 180 days

In the ensuing discussion, John Scherrer referred to Clause 2 – Term and Termination – in the current (2023) Agreement, which provides for the extension of the Agreement for a further two 5-year terms, and objected to the draft agreement presented by the Town. Directors pointed out that the renewal option is still part of the agreement and that choosing a straight renewal would eliminate all other ASA negotiated extensions.

Further, Directors were reminded that ASA had obtained a legal opinion confirming the validity of the draft Agreement.

The discussion concluded with:

Motion by: J.Abram/R.Gaby

That the Board proceed with approval of the Town/A.S.A. Operating Agreement for the term January 1, 2024 to December 31, 2028, pending confirmation of the removal of Clause 14.1.

**A vote on the motion resulted in
J. Scherrer - Opposed**

MOTION CARRIED

Karie proposed delaying the introduction of activities during the extended hours on Thursdays and Saturdays until February 2024 to enable the Operations & Activities Committee to receive requests.

D23-07-05 Seniors Adult Programs Coordinator's Report (Attached)

Karie presented and reviewed the report containing the following information:

a) 2023 Holiday Hours

b) Non-profit groups

- Return of non-profit groups information table in the Seniors Centre Lounge on lunch days in 2024
- Staff request approval to allow non-profit groups to sell fundraising items on these days

Motion by: V.Cunningham/R.Gaby

That the Board approve allowing non-profit groups to sell fundraising items at their information displays at the Seniors Centre. **CARRIED**

c) Audio-Cine License

The Tuesday Night Movies activity requires the annual purchase of a license. The cost for the 2024 license is \$711.90.

Motion by: R.Ishoj/V.Cunningham

That the Board approve the purchase of the movie license for 2024 from Audio Cine Films Inc. at a cost of \$711.90.

CARRIED

D23-07-06 a) Treasurer's Financial Reports to NOVEMBER 30, 2023 and Finance Committee Report(Attached)

Treasurer Rob Ishoj presented and reviewed the November 2023 financial report Balance Sheet and Profit and Loss statements. The reports for November 2023 include:

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

Rob also referenced the draft 2024 Budget introduced at the November Board Meeting, noting that it was intended to serve as a framework to provide comparative budget versus actual (monthly and year-to-date) amounts for discussion and analysis. Directors were unanimous on the need for the introduction of the budget process and also agreed to move a more thorough discussion to the February Board meeting, pending the availability of the 2023 year-end position.

a) Finance Committee Report (Attached)

Rob also reviewed the report of the Finance Committee meeting held Dec. 8 /23 at which the following matters were addressed:

- Review of November/23 Financial Statements
- Discussion of 2024 Budget
- Investments Update - .
- Quickbook Conversion update -
- Insurance Update
- Membership Renewals for 2024 – currently in process
- New volunteer for the finance group – responses to e-flash; Rob to follow up
- Year-end cut-off timing
- Town of Aurora Operating Agreement
- Finance team vacations
- Scheduling of Finance Committee meetings for 2024
- BDO Review Engagement – mid-March start

Motion by: J.Scherrer/V.Cunningham

That the December 8/23 Finance Committee Report and Treasurer's Financial Report for the period ending November 30, 2023 be approved. **CARRIED**

D23-07-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

- By-Law Review Committee
- Community Development Committee
- Operations & Activities Committee

D23-07-08 Fundraising Committee Report (Attached)

Committee Liaison Vern Cunningham presented and reviewed the report of the Committee meeting held Nov.16/23 at which the following fundraising events were addressed:

- Holiday Bazaar – Nov. 5/23 – final net revenue of \$5850.77
- Wine Tasting Event – Nov.10/23 – final sponsorship cheque from DelManor received – approximate event revenue is \$4,000.
- Proposed 2024 Activities: Assisting with indoor spring sale; Mexican night on June 15; Ice Cream Social for the summer; A Casino night for September 28 and the Holiday Market on November 3.
- Adding event supervisors
- development of sponsorship package to present to potential event sponsors
- List of residences that host holiday events – re. Sale of Fraktals

- Proposed shoe-box initiative

Motion by: V.Cunnighan/P.Surti

That the Report of the Fundraising Committee be received.

CARRIED

D23-07-09 Membership & Volunteers Committee (Verbal)

Committee Liaison Percy Surti reported that the membership has grown to 1640 members and that 663 renewals for 2024 had been completed to date.

Percy also noted the need to plan for a volunteer recognition event.

Karie provided background information previous Town/ASA collaborations, which involved ASA's sponsorship at a cost of \$2,400. In 2022, volunteer recognition was in the form of donation of \$500. by both the Town and ASA to the Aurora Food Bank, as well as free coffee for all members. Karie noted the Town would only contribute a similar amount for a 2024 event.

Karie noted that for 2024, the Committee proposed awarding a 10-coffee card to all volunteers with a minimum of 10 hours of volunteer service.

In the ensuing discussion, Directors agreed that a volunteer recognition event should be considered. Vern Cunningham and Glen Sharp agreed to research options with Karie and provide an update for the February Board Meeting. Karie noted that in prior years, volunteers with 20 hours of service were invited to planned Volunteer Recognition events. Among the many suggestions was the option to award volunteers with a minimum of 10 hours' service a \$5.00 coffee card, and those with 20 hours' service to receive an invitation to a recognition event.

Motion by: V.Cunningham/P.Surti

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

CARRIED

D23-07-10 Senior Affairs, Grants & Awards Committee Report (Attached)

Committee Chair Jim Abram reviewed report advising the Board of the Committee's allocation of the remaining pre-approved donations amount of \$1400. with cheques issued to: CHATS - \$400.; Alzheimer's Society of York Region - \$500.; Aurora Food Pantry - \$500.

Motion by: J.Abram/J.Scherrer

That the Report of the Seniors Affairs Grants and Awards Committee be received.

CARRIED

D23-07-11 Special Events/Social Committee –

Board Liaison Rob Gaby noted the two upcoming special events organized by the Committee:

- Christmas Social with Four-String Uke Band – Dec. 20/23
- Saturday, January 20/24 from 2 – 3:00pm. Magician Scott Dietrich

Motion by: V.Cunningham/D.LeGallais

That the verbal report of the Special Events Committee be received.

CARRIED

D23-07-12 Ad-hoc Committees

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

b) **Nominations & Elections Committee** Nil Report

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

In view of the approval of the draft Town/ASA Operating Agreement

Motion by V.Cunningham/Rob I.

That the Ad-Hoc Committee for the Renewal of the ASA/Town Operating Agreement be dissolved.

CARRIED

d) **Woodshop Safety Committee** - Rob Gaby provided a verbal update noting that the Woodshop Policy is in process and that a qualified individual has been confirmed to provide equipment training for Woodshop A.P.'s. Currently there are two qualified A.P.'s – Don Overington and John Scherrer; the Committee will focus on recruiting more A.P.'s.

Motion by: R.Gaby/R.Ishoj

That the verbal report of the Woodshop Committee be received.

CARRIED

D23-07-13 Vice-President's Report – NIL

D23-07-14 Secretary's Report -

a) **Approval of 2024 ASA Board of Directors Schedule**

John Scherrer noted that in accordance with By-Law #1, the annual schedule of Directors' monthly meetings needs to be set by the Board.

Accordingly for 2024, John proposed that **Regular Board Meetings be held on the third Monday of each month, with the exception of February and May which conflict with Statutory Holidays in which**

case the meetings are to be moved to the subsequent Monday – e.g. February 26 and May 27 – and that the 2024 A.G.M. be held June 12th.

Rob Ishoj noted that as he is returning from vacation on January 17 and would prefer to give his reports in person, he requested **that the January meeting be moved back one week to January 22nd.**

Moved by: J.Scherrer/V.Cunningham

That the Board approve the 2024 Directors' Meetings Schedule as detailed above including the January, February and May exceptions, and that the 2024 A.G.M. be held June 12th. CARRIED

b) Let-Us-Know – John read the Let-Us-Know submitted by Jeff Walker on behalf of the Carpet Bowling group, for the resumption of providing all members with name tags.

While this had been the practice prior to the introduction of the My Seniors Centre sign-in system, and is still available to any members that request it, Directors agreed that the Activity Co-ordinators should request name tags on behalf of their participants.

D23-0-16 President's Report

The President provided the following updates:

- Louis Gambino, Rob Gaby and Glen Sharp have worked the Reception desk
- The President has also manned the Membership Renewals desk
- and has participated in the Snooker League organized by Dave LeGallais
- Directors' Name Tags - The President turned over this item to Vern Cunningham who circulated sample Probus and Optimists Club name tags. Directors agreed to go with the Probus sample. Vern is to pursue with the supplier. John Scherrer noted that ASA has been using a Newmarket supplier. Vern will look into that as well.

D23-06-17 NEW BUSINESS

a) **DECEMBER Newsletter Board Page** – President to provide text

b) ASA Membership Application

John Scherrer noted that the updated form should have come to the Board through the Membership and Volunteers Committee as the modified form which provides for members to disclose medical concerns and

requests the emergency contact email address contravenes the ASA Privacy Policy.

Karie explained that members are told the medical information is voluntary and was intended to provide assistance in relaying information in the event of a members' emergency. The form also includes the Town in the Waiver as a proactive precaution and provides for the annual confirmation of the Waiver. The form was reviewed with the Membership and Volunteers Committee.

Directors agreed the word "Optional" is to be added to the medical concerns line and the emergency contact email should be removed.

Motion by: D. LeGallais/V.Cunningham

That the ASA Membership Form be referred to the By-Law Review Committee prior to the 2025 membership renewal period to be reviewed in the context of ASA By-Law #1 and the ASA Privacy Policy. **CARRIED.**

c) Wind Phone

Vern distributed an overview of the Wind Phone project (attached) noting that the concept - intended to provide a place for people to grieve the loss of loved ones that may be buried in out of town locations – is being piloted in York Region through "Oasis, a Centre for Bereavement and Healing". The first Wind Phone installation was unveiled Dec. 11/23 in Keswick and the next is to be in Newmarket in early spring 2024. Aurora has been selected for a number of installations. The request is for the Board's support of this initiative for the benefit of the Aurora Seniors Community by providing a location that will be healing and a health benefit.

Motion by: R.Gaby/J.Abram

That the Board approve sending a letter to the Town supporting the Wind Phone initiative. **CARRIED**

D23-07-18 Adjournment: the Regular Board meeting of December 18/23 was declared adjourned at 15:20 hrs. on a Motion by: V. Cunningham/P.Surti

Next Board Meeting will be Monday, January 22, 2024

