



**MINUTES
Of The
8th Regular Board of Directors Meeting for the 2023-24 Term
Held on Monday, JANUARY 22, 2024
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

ASA Members: Carol Hedenberg, Nick Senick, Frank Snape, Kevin Griffiths

Regrets:

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. John Scherrer introduced the three ladies who had responded to the notice for recording assistance and had agreed to attend the meeting – Nancy Spinks, Mary McKinnon and Anna Kroeplin.

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

- D23-08-01 Approval of Agenda**
Moved by: V. Cunningham/J.Scherrer
That the Agenda be approved as distributed CARRIED
- D23-08-02 Approval of the Minutes of Previous Meetings**
a) Moved by: V.Cunningham/D.LeGallais
**That the Minutes of the Regular Meeting held
December 18, 2023 be approved as distributed. CARRIED**

D23-08-03 PRESENTATIONS –

a) Spring Sale 2024-

The President introduced event co-ordinators Glen Reed and Theresa McKenzie.

Glen Reed noted that the 2024 Spring/Garage Sale will be held on April 28th; donations to be received two days prior to the sale. Glen requested approval for \$2,000. to cover expenses for the rental of the mobile sign, table rentals, volunteer lunches and other related expenses.

Glen reported that the 2023 Spring Sale had attracted 1200 visitors and raised \$13,629. net of expenses.

Motion by: D.LeGallais/V.Cunningham

That the Board approve allocating \$2,000. for anticipated expenses for the A.S.A. Spring/Garage Sale to be held April 28, 2024.

CARRIED

D23-08-04 BUSINESS FROM PREVIOUS MEETINGS

a) A.S.A. Insurance Coverage -

The President referred to the communication received from Brian McCartney of Law Insurance Brokers (Attached) **responding to matters discussed at the December 18/23 Board Meeting** –and recorded in Min. #D23-07-04 (I) – (ii) – (iv) – (v) – (vi) shown below

- (I) **Alcohol Permit** – ASA Insurance will not cover the Association or its members serving alcohol for third parties. Only events organized by ASA should be using this permit
- (ii) **Increasing the Tenants Legal Liability Limit to \$5,000,000.**
(approved Dec.18/23)
*“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.”*
- (iv) **Contents limit of \$417,333.00 remains the same**
- (v) **Business Interruption (annual cost \$18.00) – Board agreed to retain .**
Law Insurance recommends keeping this coverage

- (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.

Law Insurance response for Jan.22/24 Board Meeting:

Law Insurance recommends requesting confirmation from the Town of Aurora responsibility for heating and air conditioning units, electrical panel, or other larger mechanical equipment.

The President referenced Franco DeMarco's email dated Dec. 20/23 (**Attached**) relaying the Town's Legal Department's response regarding:

- **Removal of Clause 14.1** from the Town/ASA Operating Agreement, and
- **Confirmation that ASA is not required to have insurance coverage relating to breakdown of items such as HVAC and electrical, mechanical, etc..**

Accordingly, the President noted that the main decision with respect to insurance is the Equipment Breakdown coverage, which resulted in

Motion by: J.Abram/R.Ishoj

That the coverage for Equipment Breakdown be removed from the ASA insurance policy at a cost saving of \$467. CARRIED

Treasurer Rob Ishoj noted that he will need an adjusted invoice from Law Insurance to cover the \$708. additional premium for the Increased Tenants Legal Liability coverage minus the \$467. for the removal of the Equipment Breakdown coverage.

- b) **Certificate of Insurance** (Attached)
The President noted that at the Dec. 18th Board Meeting he was requested to follow up with Law Insurance regarding an increase in the Directors' Liability Insurance from \$1,000,000. to \$2,000,000. per occurrence. The attached Certificate of Insurance confirms the \$2,000,000. amount.
- c) **Wind Phone Update**
Vern Cunningham reported that with the Board's support he had met with Robin McDougall and presented the information package regarding the Wind Phone proposal. The Town is receptive to the Wind Phone project as it might be a potential fit with their Reflection Place initiative for the Queen's Jubilee Park; the OSASIS group has met with Mayor Mrakas. Vern has copied The Aurora Arboretum with all information as there are 3 additional locations being considered for the Wind Phone installation.
- d) **Directors' Name Tags**
Vern Cunningham referred to the supplier price list and two sample name tags provided in the agenda package and recommended using Keith Davis Engraving in Newmarket to produce the name tags at a unit cost of \$14.50 based on 3-20 units.

A brief discussion regarding the preferred model resulted in:

Motion by: J.Abram/R.Ishoj

That the Board proceed with ordering name tags for current Directors at ASA expense, from Keith Davis Engravers, Newmarket, at a unit cost of \$14.50 – using the same format as ASA Reception Volunteers, showing the Director’s name in full and replacing “Volunteer” with “Director”.

CARRIED.

The President and Carol Hedenberg are to order the name tags.

D23-08-05 Seniors Adult Programs Coordinator’s Report (Nil Report)

D23-08-06 a) Treasurer’s Financial Reports to DECEMBER & YEAR-END 2023 (DRAFT) and Finance Committee Report(Attached)

Treasurer Rob Ishoj presented and reviewed the preliminary December 2023 Statements and Balance Sheet noting potential adjustments that may result once BDO undertakes their annual review engagement in mid-March. Rob also reviewed the December 2023 Profit & Loss and the ASA Year-End Revenue Summary chart showing the total revenues and respective percentages generated by ASA activities grouped under umbrella categories.

The reports for December 2023 include:

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

b) Finance Committee Report (Attached)

Rob also reviewed the report of the Finance Committee meeting held by Email on Jan.19/24 at which the following matters were addressed:

- Review of December/23 DRAFT/UNAUDITED Financial Statements
- Discussion of 2024 Budget
- Investments Update - .Three (3) GIC investments coming up -
- Insurance Update
- Membership Renewals for 2024 – ongoing
- Thank you to Finance Team
- Town of Aurora Operating Agreement- 2023 Fourth quarter payment in January; New fee structure for 2024 takes effect in January
- Finance team vacations
- Finance Committee meetings schedule for 2024
- BDO Review Engagement – mid-March start

Motion by: R.Ishoj/R.Gaby

That the January 19/24 Finance Committee Report and Treasurer's Financial Report for the period and ending December 31, 2023 be approved. **CARRIED**

Jim Abram noted that the Seniors Affairs, Grants & Awards Committee will need the Donations amount for 2024 based on the annual formula once the ASA financial position for 2023 is determined.

D23-08-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

Community Development Committee

D23-08-08 By-Law Review Committee Report (Attached)

Committee Chair John Scherrer reviewed the report of the Committee meeting held Jan. 15/24 to review the amended (2024) Membership Registration form for:

- compliance with ASA By-Laws (1.14.00) and Privacy Policy
- had there been legislative or specific requirement for additional information to necessitate amending the form approved in 2017
- reason for collection of medical information and legislative requirements for ASA to protect such information
- the addition of the Town to the ASA Waiver and requirement for annual signature on membership renewal
- the amended form had not been brought to the Board for approval

The Committee conclusion is that the 2017 Membership Registration Form meets all the requirements of the ASA By-Laws and Privacy Policy. The information required to satisfy membership in ASA is:

Full Name, Address, Date of Birth (Members must be 55+); Home Phone and/or Cell Number; e-mail address and signed consent along with emergency contact information of Full Name, Relationship, phone numbers, day and alternate.

Committee Recommendation:

That the 2017 Board-approved Membership Registraton Form stands as the official document to entering into a contract with new/returning members.

In the ensuing discussion, Directors addressed the By-Law Committee's concerns regarding the amended Registration Form:

- Reason for the collection of medical information – Karie noted this was introduced to provide staff with helpful information to make

staff response to a potential medical emergency easier, that it was voluntary and that the word “**Optional**” had been added to the form.

- Addition of the Town to the ASA Waiver – Karie noted that following the Woodshop incident she had alerted the Board that the Town would require a waiver as well, which would require yet another form. Including the Town in the amended form, met that requirement
- Requirement for annual Waiver verification – a proactive measure to ensure current Waiver validity in the event of a court challenge.

The discussion resulted in

Motion by: D.LeGallais/V.Cunningham

That the current, amended Form continue to be the official ASA Membership Registration Form.

A vote on the motion resulted in

MOTION CARRIED.

John Scherrer - Opposed

D23-8-09 Fundraising Committee Report (Attached)

Committee Liaison Vern Cunningham presented and reviewed the report of the Committee meeting held January 4/24 at which the following fundraising events were addressed:

- Wine Tasting Event – Nov.10/23 – final total to come
- Adding Event Co-ordinators
- Proposed 2024 Activities:
- Assisting with indoor spring sale – sale of 50/50 tickets & Fracktals; Mexican night on June 15; Ice Cream Social for the summer; A Casino night for September 28 and the Holiday Market on November 3.
- development of sponsorship package to present to potential event sponsors
- List of residences that host holiday events – re. Sale of Fraktals
- Reactivate Coin Jar on March 1/24 – 2023 collection generated \$700. - cheque for \$335.75 was presented to Welcome Table Wed. Jan. 16th by ASA President.

Motion by: V.Cunnigham/P.Surti

That the Coin Jar collection resume March 1 for 2024, and that 50% of donations be allocated to the Aurora Food Pantry, that ASA match the donation to the Aurora Food Pantry.

CARRIED

Motion by: V.Cunnighan/P.Surti

That the Report of the Fundraising Committee be received.

CARRIED

D23-08-10 Membership & Volunteers Committee (Verbal)

Committee Liaison Percy Surti reported that the current membership is at 1106 including new and renewing members.

Motion by: V.Cunningham/P.Surti

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

CARRIED

D23-08-11 Operations & Activities Committee Report (Attached)

Board Liaison Louis Gambino presented and reviewed the report of the Committee meeting held January 9, 2024 which generated the following **recommendations for purchases related to ASA Activities for board approval**

a) \$300. to cover the cost of Workshop Supervisor Training

b) \$240./year to cover the cost of Pickleball registration software

c) \$320.92 to cover the purchase of a new bookcase and computer desk for the library

d) \$1400.00 for recloting the snooker table.

Other matters discussed:

- Trip to Glass & Clay Museum in Kitchener
- Linking youth and senior Art Group - no report
- Wood Carving group request for additional space - deferred
- ASA Operating Hours - Badminton & Pickleball requests for additional hours - deferred; Bid Euchre - to resume Friday evenings as of January 26th.
- Committee Chair Dave LeGallais added that the extended hours Thurs. Evenings and Saturdays have no impact on ASA Insurance, and that he had issued an e-mail to all Activity Co-ordinators requesting input re. Requests for additional space.

• Motion by: J.Scherrer/J.Abram

That the Recommendations of the Operations & Activities Committee be approved and that the Committee Report be received.
CARRIED

D23-08-12 Senior Affairs, Grants & Awards Committee Report

Committee Chair Jim Abram provided a verbal update noting that the Committee will meet January 23/24; that **Pat Strongitharm has been added as a Committee member**; that no donations requests have been received to date. Jim also reported that the Town has agreed to provide two benches for the Bocce Court.

Motion by: J.Abram/V.Cunningham

That the verbal report of the Seniors Affairs Grants and Awards Committee be received.
CARRIED

D23-08-13 Special Events/Social Committee – (Attached)

Board Liaison Rob Gaby presented the report of the Committee's meeting held January 4, 2024 and noted that the

- Magic Show with Magician Scott Dietrich held January 20/24 had been well attended, and suggested Directors promote and attend the events organized by Special Events Committee
- February event – The Sparklettes Duo on Feb. 17/24
- March event – Tony the Entertainer on March 16/24
- April event – Trivia Night on April 19/24
- July event – The Pacemakers Band on July 19/24
- October event – Trivia Night – on Oct. 18/24

Motion by: R.Gaby/V.Cunningham

That the report of the Special Events Committee be received.

CARRIED

D23-08-14 Ad-hoc Committees

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

b) **Nominations & Elections Committee** -

Committee Chair John Scherrer distributed the notice regarding the 2024 Director Elections that is to be included in the February Newsletter. The Nominations period commences March 1st and Information packages for nominees will be ready by Feb. 29th. Three 3-year positions are to be filled.

The elections committee – John Scherrer, Louis Gambino, Cheryl Rines and Carm Cornacchia will review the length of the elections process with a view to shortening the timeline.

- c) **Woodshop Safety Committee** – Rob Gaby reported the committee is close to finalizing the Woodshop Policy to be presented for Board approval. Rob also noted that the Woodshop Supervisor Training session will be held Tuesday, January 30th from 4:30 to 7:00 p.m.

D23-08-15 Vice-President's Report – NIL

D23-08-16 Secretary's Report -

a) Computer Equipment for Board Secretary support

John informed the Board that he would be requesting appropriate computer equipment to provide a standard Minutes and Board documents format, and would be liaising with Doug Cooper to determine the recommended acquisition.

b) Let-Us-Know – John read the Let-Us-Know proposing a charge of \$1.00 for the replacement of misplaced I.D. fobs.- Karie to discuss with Reception Volunteers at Jan. 26th meeting.

A second Let-Us-Know focused on the ASA Waiver – Board response is that current Waiver has been provided by Legal Counsel and ASA is in compliance with Legislation.

c) Update re. Candidates for Recording Role

John noted that the three volunteers – Nancy Spinks, Anna Kroeplin and Mary McKinnon are superbly qualified to take on the role of recording officer and thanked them for attending the meeting. John also noted that the recording role would be a shared commitment between the three candidates in order to provide for continuity and a reasonable time commitment.

D23-08-17 President's Report

The President provided the following updates:

- **Smart Serve Volunteers** – currently there is a shortage of Smart Serve Volunteers – Don Keel is working on arranging for a group training session – the testing to be taken individually.
- **Receipt of Donations Thank-you's** from Alzheimer's Society and Aurora Food Pantry.

D23-08-18 NEW BUSINESS

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

b) Volunteer Appreciation Event

Vern referenced the Dec. 18th discussion regarding a Volunteer Recognition event. He noted that celebrating volunteers is an investment in ASA, and proposed holding an event off-site with entertainment. Karie added that the current complement of 120 ASA volunteers represents the equivalent of 8 full-time positions.

The ensuing discussion resulted in
Motion by: V.Cunningham/J.Scherrer

That a Volunteer Appreciation Event be held off-site at a suitable venue, and that the Board approve an expenditure of up to \$10,000. for this purpose.

CARRIED

**D23-08-19 Adjournment: the Regular Board meeting of January 22, 2024 was declared adjourned at 15:22 hrs. on a Motion by:
V. Cunningham/R.Gaby**

Next Board Meeting will be Monday, February 26, 2024

