



**MINUTES  
Of The  
11th Regular Board of Directors Meeting for the 2023-24 Term  
Held on Monday, April 15, 2024  
Aurora Town Hall, Leksand Room**

**Presiding:** Jim Abram, Vice-President

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

**Staff Members:** Karie Papillon, Adult Programs Co-ordinator  
Brandie Yorg, Program Lead

**Regrets:** Glen Sharp (President), Vern Cunnigham, Rob Gaby

**Recording Officer:** Lydia Schuster

**ASA Members:** Frank Snape, Kevin Griffiths Shirley Dionne

**Call to order:** A quorum being present, Vice-President Jim Abram declared the meeting open to transact business at 12:57. hours.

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

- D23-11-01 Approval of Agenda**  
Moved by: J.Scherrer/L.Gambino  
**That the Agenda be approved as distributed** **CARRIED**
- D23-11-02 Approval of the Minutes of Previous Meetings**  
a) Moved by J.Scherrer/D.LeGallais  
**That the Minutes of the Regular Meeting held March 18, 2024 be approved as distributed.** **CARRIED**

**D23-11-03 PRESENTATIONS**

**D23-11-04 BUSINESS FROM PREVIOUS MEETINGS**

**a) Update re. Volunteer Appreciation Event 2024**

On behalf of Vern Cunningham and the organizing committee Jim Abram reported that the Volunteer Appreciation event held April 6<sup>th</sup> had been an unqualified success, with positive feedback on all aspects; meal, service and venue. Jim noted a budget had been allocated for the event, and a breakdown of costs would be provided by Vern at the next meeting.

**b) Review of Activity Fee Policy**

The Vice-President noted that the intent of having a discussion on the Activity Fee Policy was to simplify the current fee collection system to reduce the workload for Reception volunteers as proposed by Louis Gambino. Jim stressed that the fee itself is not in question.

A discussion on alternatives for the marketing of the sale of the \$10. and Gold (\$100.) cards resulted in:

Motion by: L.Gamino/P.Surti

**That the discussion on the collection of the ASA Activity Fee be deferred to the new 2024-2025 Board.**

**CARRIED**

**D23-11-05 Seniors Adult Programs Coordinator's Report – Attached**

Karie presented and reviewed the April Staff Report which contained a summary of the number of invitations, responses and attendance at the April 6<sup>th</sup> Volunteer Appreciation Event.

Motion by: J. Scherrer;R.Ishoj

**That the Report of the Adult Programs Coordinator be received**

**CARRIED**

**D23-11-06 a) Treasurer's Financial Reports to MARCH 31, 2024 (Attached)**

Treasurer Rob Ishoj presented and reviewed the detailed Balance Sheet, and the Profit and Loss summary of the March 2024 Financial Report. The reports for March 2024 include:

- March Balance Sheet
- March Profit & Loss Previous Year Comparison
- January through March Profit & Loss Budget vs. Actual
- Profit & Loss Budget vs. Actual – January through December 2024

**b) Finance Committee Report (Attached)**

Rob also reviewed the report of the Finance Committee meeting held on April 5th at which the following matters were addressed:

- March results and financial statements for report to Board
- 2023 year-end information has been sent to BDO. BDO has sent back a list of questions Rob is working through
- Investments Update -  
Ruth updated the GIC spreadsheet
- Distribution of a visual ladder of ASA GIC investments
- 2 GICs mature in May 2024: Meridian \$92,203 at maturity and Equitable Bank \$41,928 at maturity. Finance Committee has looked at options.
- Discussion re. reinvesting these funds to fill in ladder gaps suggestions include 2 years to replace the Equitable Bank GIC maturing in Investor Line, and 30 months for the Meridian GIC (keep with Meridian).
- March bank reconciliation, 2 items noted
- Activity fees discussion centered on options to reduce current practice workload
- Finance Team Vacations: Rob's away April 23 through 29 (requires availability of cheque signers) and available going forward Rob reported that Cheryl Rines will resign from Finance Committee as of May 31, 2024.
- Receipt of revised annual insurance invoice and revised policy for the changes made?  
Discussion of Finance Committee Report:
- The Vice-President proposed awarding Cheryl a (Maple Leaf Tree?) pen in recognition of her long-time service and contribution to the Finance Department.
- Louis Gambino enquired whether investments can be consolidated. Rob responded it would be prudent to retain current structure due to insurance concerns.

Motion by: J.Scherrer/D.LeGallais

**That the April 5/24 Finance Committee Report and Treasurer's Financial Report for the period and ending March 31, 2024 be approved.**

**CARRIED**

**D23-11-07 COMMITTEE REPORTS**

The following committees had **Nil reports**:

Community Development Committee

Membership & Volunteers Committee

**D23-11-08 By-Law Review Committee Report (Attached)**

Committee Liaison and Chair John Scherrer presented and reviewed the Committee's report and recommendations for amendments to By-Law #1 and By-Law #3,

By-Law #1

Clause 1.03.01 – Management – Ex-Officio Directors

Clause 1.11.01 – President

Clause 1.12.03 – The Board Authorize

Clause 1.12.02 – Contracts

By-Law #3

Clause 3.03.01 -

Clause 3.03.03 -

John noted that the report contains the rationale for the proposed amendments (in green) and the Committee's recommendations (in blue).

In the ensuing discussion, Directors raised the issue as to whether the proposed by-law amendments – and ASA By-Laws in general – meet the ONCA legislation and resulted in

Motion by: L.Gambino/R.Ishoj

**That any changes to current ASA By-Laws be deferred pending the installation of the 2024-2025 Board and the retention of legal counsel to review the By-Laws to ensure they meet the ONCA legislation.**

**CARRIED**

**D23-11-09 Fundraising Committee Report (Attached)**

In Vern Cunningham's absence, the Vice-President presented and reviewed the report of the Committee meeting held April 4, 2024 at which the following fundraising events and Committee topics were addressed:

- Event Supervisors – duties and responsibilities to be presented at the May Board Meeting.
- Indoor spring sale; Fundraising Committee will manage sale of 50/50 tickets & Fracktals. The application for a lottery licence has been received. Andrew will print tickets. Fracktals have been ordered.
- Other Fundraising Committee events in planning stage:
  - Mexican Fiesta on June 15; Mariachi Band has been reserved
  - Ice Cream Social; August 21/24, Delmanor to host and provide supplies
  - Sale of Fracktals at Bazaars and Fairs
  - Artwork sales to be offered at Holiday Bazaar
  - Sponsorship package for presentation to potential event sponsors to be presented at the May Board Meeting

- Casino night for September 28; Two potential Casino operators to be interviewed
- ASA Holiday Market on November 3 Silent auction by L.Spagnola of Silent Auctions Canada – **Committee agreed to offer this option. Contract has been received Jim noted he requested that two “Organizer” signatures be required.**
- Coin Collection Jar returning in March; 50% of proceeds to go to Aurora Food Pantry to be matched by ASA
- Volunteer Development Program; Vern is identifying appropriate software for program management.
- Success of Volunteer Appreciation Luncheon – April 6/24

Motion by: P.Surti/L.Gambino

**That the Report of the Fundraising Committee be received.**

**CARRIED**

**D23-11-10 Membership & Volunteers Committee - Verbal**

Committee Liaison Percy Surti reported that the current active membership is 1400.

Motion by: D.LeGallais/J.Scherrer

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

**CARRIED**

**D23-11-11 Operations & Activities Committee - Attached**

Committee Liaison Louis Gambino presented and reviewed the O&A Report of the meeting held April 9/24 at which the following topics were discussed:

- Woodcarvers no longer require additional space
- **June 12/24 AGM BBQ times:**

A discussion of this item resulted in:

Motion by L.Gambino/R.Ishoj

**That the June 12, 2024 AGM commence at 11:00 a.m. to be followed by the annual BBQ at a cost of \$2.00 per serving.**

**CARRIED**

- Badminton: Allan Goodale has replaced Trevor Gibbs as Chair
- Replace sign-in computer at the front desk: Cost not to exceed \$500.00.
- Pickleball Paddles: 8 paddles purchased at 225.86 plus tax.
- Special Events & Social Committee - Joan Brownlow's resignation effective May 31/13
- **Committee recommendations re new activities/purchases:**

Motion by L. Gambino/R.Ishoj

**That the Board approve the following NEW activities and activities' requests;**

**a) Colouring in the Lounge- New Activity;**

**b) Cribbage – New Activity;**

**c) ASA Garden Budget request for \$700. and**

**d) Woodshop request for \$875. for replacement of dirt filter.**

**CARRIED**

**D23-11-12 Senior Affairs, Grants & Awards Committee Repor**

While the Committee had not met, Chair Jim Abram reported that ASA will apply for the New Horizons Grant to replace card tables. Jim will work with Bill Hawke to determine the quantities of side tables and trays needed to replace the current inventory and qualify for the New Horizons Grant within the grant timelines.

He also confirmed that he had sent an email to the Town regarding the two benches for the bocce courts as well as accessibility items.

Motion by: P.Surti/L.Gambino

**That the verbal report of the Seniors Affairs, Grants & Awards Committee be received.**

**CARRIED**

**D23-11-13 Special Events/Social Committee – (Attached)**

On behalf of Rob Gaby, the Vice-President presented the report of the Committee's meeting held April 4, 2024 at which the following matters were discussed:

a) Review and expense breakdown re. Tony the Entertainer event held March 16/24

b) Committee Chair as a result of Resignation of Joan Brownlow on April 30, 2024 to be selected from committee members in May.

c) Upcoming events:

- Trivia Night on April 19/24
- The Pacemakers Band on July 19/24
- Trivia Night, on Oct. 18/24
- Carl Stedmond, on August 16/24
- Dec. 13/24 @ 7:00pm. AFTER HOURS BIG BAND

Motion by: L.Gambino/J.Scherrer

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

**CARRIED**

**D23-11-14 Ad-hoc Committees**

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

b) **Nominations & Elections Committee**

Committee Chair John Scherrer reported that the volunteers for the voting period are in place. Directors proposed that multiple e-flashes; Director Elections voting period be issued. Karie noted that an e-flash is scheduled for delivery later this week.

The voting period is from May 3<sup>rd</sup> to May 9<sup>th</sup>, and the advance poll is scheduled for April 23<sup>rd</sup>.

Motion by R.Ishoj/P.Surti

**That the report of the Nominations & Elections Committee be received**

**CARRIED**

c) **Woodshop Safety Committee**

a) John Scherrer reported that the Woodshop Regulations – as developed by the Shop co-ordinator and team - has yet to be presented to the Board for approval.

The safety training for Supervisors has been completed.

Motion by: D.Legallais/R.Ishoj

**That upon confirmation of completion of the First Aid training session on May 29<sup>th</sup>, the Ad-Hoc Workshop Safety Committee be dissolved.**

**CARRIED**

**D23-11-15 Secretary's Report -**

a) **Computers for Board Secretary Responsibilities**

John Scherrer reported that because ASA has Federal Charitable status, Microsoft 365 is free, but in order to access this service it requires a credit card. Doug Cooper cannot configure the two new computers because of the credit card requirement.

In the ensuing discussion, Directors agreed the matter needs further deliberation and resolution.

Motion by P.Surti/J.Scherrer

**That the requirement for a corporate credit card be referred back to Finance Committee for research and recommendation.**

**CARRIED**

**D23-11-16 Vice-President's Report – NIL**

**D23-11-17 President's Report**

Jim noted that Glen had requested the following matters be included under the President's report:

- a) Glen's personal thanks to all volunteers
- b) Clarification on. payment of activity fee
- c) Town Clean-Up Day. Volunteers from Men's Shed Group; ***Glen/Rob G. are to advise Men's Shed volunteers the time and location.***

**D23-11-18 NEW BUSINESS**

a) **MAY Newsletter Board Page**; President to provide text

**b) Coffee Tasting**

In response to a member's request for a better quality of coffee, Karie had obtained several samples ranging in price from the current \$58.50 for a case of 20 packages to \$65./case. Directors and volunteers participated in a taste test of the samples, which resulted in

Motion by D.LeGallais/P.Surti

**That the current Imperial Premium Blend coffee be retained.**

**CARRIED**

**D23-11-19 Adjournment: the Regular Board meeting of April 15, 2024 was declared adjourned at 15:15 hrs. on a Motion by: D.LeGallais/J.Scherrer**

**Next Board Meeting will be Monday May 27,2024**