



**MINUTES
Of The
10th Regular Board of Directors Meeting for the 2023-24 Term
Held on Monday, MARCH 18, 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)
Rob Gaby, Dave LeGallais, Louis Gambino, Percy Surti
Vern Cunnigham,

Staff Members: Karie Papillon, Adult Programs Co-ordinator
Andrew Bailey, Assistant Programmer
Brandie Yorg, Program Lead (WOW & SCM)

ASA Members: 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 13:00 hours. John Scherrer introduced the three volunteers who had responded to the notice for recording assistance and had agreed to attend the meeting – Mary McKinnon, Shirley Dionne and John Vanderwiell.

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

- D23-10-01 Approval of Agenda**
Moved by: V. Cunnigham/P.Surti
That the Agenda be approved as distributed **CARRIED**

- D23-10-02 Approval of the Minutes of Previous Meetings**
a) Moved by: J.Abram/D.LeGallais
That the Minutes of the Regular Meeting held February 26, 2024 be approved as distributed. **CARRIED**

D23-10-03 PRESENTATIONS – Nil**D23-10-04 BUSINESS FROM PREVIOUS MEETINGS****a) Update re. Volunteer Appreciation Event 2024**

Vern Cunnigham reported that arrangements for the April 6th event are in place at the Stonehaven Banquet Hall. Invitations have gone out to qualifying volunteers and positive responses are coming in daily.

b) Update re Volunteer Development Program

Vern noted that as directed by the Board, he is in the process of identifying software programs that would be suitable for the ASA Volunteer Development Program.

D23-10-05 Seniors Adult Programs Coordinator's Report – Attached

Karie presented and reviewed the topics of the Staff Report:

a) Request for the use of ASA Stage

Karie referenced the request from Carly Smith, Town of Aurora Manager of Communications for the use of the ASA stage equipment in the Town's upcoming Electric Vehicle Showcase. The event is scheduled to take place on Sunday, April 28, at the Stronach Aurora Recreation Complex.

Karie noted that as the stage equipment was jointly purchased by A.S.A. and the Town and similar loan requests had been approved previously, she had obtained the following additional information:

- o The stage will be set up indoors at the SARC
- o They also require the staircase, accessibility ramp and skirting
- o Town of Aurora Facilities staff would transport and set up the equipment (as well as dismantle and return)

Motion by: V.Cunningham/R. Gaby

That the Board approve the Town of Aurora request for the use of the A.S.A. stage for the Town's Electric Vehicle Showcase Event on April 28, 2024.

CARRIED

**b) REMINDER: Seniors Centre Town Hall Meeting:
Wednesday March 27 in the lounge at 1 p.m.**

D23-10-06 a) Treasurer's Financial Reports to FEBRUARY 29, 2024 (Attached)

Treasurer Rob Ishoj presented and reviewed the financial report for February drawing attention to the implementation of Louis Gambino's

suggestion to spread the reporting of membership revenues over 12 months (accrual basis) instead of reporting on a cash received basis. This changes the 2024 budget, smooths revenues and better presents the financial position.

The reports for February 2024 include:

- February Balance Sheet
- February/YTD Profit & Loss Previous Year Comparison
- January through February 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 March 8th at which the following matters were addressed:

- Membership Fees- change in accounting of fees
- February results and financial statements for report to Board
- 2023 year-end – information to be passed on to BDO week of March 11th

- Investments Update - Two GICs matured recently and funds were reinvested. Additional cash (\$50,000) from Operating Account were invested in 3 year GIC in InvestorLine account. \$18,000 was invested in a HISA (High Interest Savings Account)

- Activity Fees discussion -
 - Annual activity fees are approximately \$25,000 to \$30,000. This works out to about \$17 per member.
 - Discussion centered on options to reduce current practice workload for volunteers and resulted in decision to maintain status quo.

Directors engaged in a discussion for the need to review the current Activity Fee collection and agreed that the topic is to be discussed at the April 15, 2024 Board Meeting.

- Backing up data - Rob has asked Doug Cooper and Bob Hedenberg to document procedures for backing up data created / used by ASA volunteers to support ASA operations – financial data, Board data, committee data, secretary data, etc.

Motion by: R.Ishoj/L.Gambino

That the March 8/24 Finance Committee Report and Treasurer's Financial Report for the period and ending February 29, 2024 be

approved. **CARRIED**
D23-10-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

Community Development Committee
 Membership & Volunteers Committee
 Operations & Activities Committee

D23-10-08 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 -

In the ensuing discussion, Directors questioned the rationale for the proposed amendments, which resulted in

Motion by: J.Abram/R.Gaby

That the By-Law Report be referred back to By-Law Review Committee and that Directors' concerns be referred to the Committee. **CARRIED**

D23-10-09 Fundraising Committee Report (Attached)

Committee Liaison Vern Cunningham presented and reviewed the report of the Committee meeting held March 18, 2024 at which the following fundraising events and Committee topics were addressed:

- Event Supervisors – duties and responsibilities to be presented at next Board Meeting.
- Indoor spring sale – Fundraising Committee will manage sale of 50/50 tickets & Fracktals. The application for a lottery licence has been submitted to the Town.
- 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 an upcoming Board Meeting
 - Casino night for September 28
 - ASA Holiday Market on November 3 – presentation re. Silent auction by L.Spagnola of Silent Auctions Canada
 - 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.
 - Volunteer Appreciation Luncheon – April 6/24
- **NEW** Reception Desk to have tickets available for sale for such purchases as Fracktal's to be redeemed for purchased items at sale table.

Motion by: V.Cunnighan/P.Surti

That the Report of the Fundraising Committee be received.

CARRIED

D23-10-10 Membership & Volunteers Committee

While the Committee had not met, Committee Liaison Percy Surti provided the following volunteer hours statistics:

Reception Desk – 3,500 hours; General Office – 1410 hours; Woodshop 1262 hours.

D23-10-11 Operations & Activities Committee - Verbal

Committee Chair Dave LeGallais reported that while the Committee had not met, Woodshop Co-ordinator Don Overington reported that he had purchased a replacement sander at a cost of \$399.99 plus applicable taxes.

D23-10-12 Senior Affairs, Grants & Awards Committee Report – Verbal

While the Committee had not met, Chair Jim Abram reported on the availability of two grants: a Provincial grant that the Town has applied for, and the upcoming New Horizons Federal Grant. 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 the Town will provide the two benches for the bocce courts.

Motion by: J.Abram/V.Cunningham

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

D23-10-13 Special Events/Social Committee – (Attached)

Board Liaison Rob Gaby presented the report of the Committee's meeting held March 7, 2024 at which the following matters were discussed:

a) February event – The Sparklettes Duo on Feb. 17/24 – reported a cost overrun of \$37.65

b) Committee Membership:

(i) Resignation of Brad Snell as a voting member **and recommendation to add Joyce Latimer to the Committee membership.**

So Moved by R.Gaby/J.Abram and

CARRIED

(ii) Resignation of Committee Chair Joan Brownlow on April 30, 2024. Committee members interested in assuming the role of Chair are to inform Joan for the April 4, 2024 meeting

c) Upcoming events:

- Tony the Entertainer on March 16/24
- 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: R.Gaby/L.Gambino

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

D23-10-14 Ad-hoc Committees

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

b) **Nominations & Elections Committee** -

Committee Chair John Scherrer distributed the notice announcing the results of the 2024 Director Elections Nominations period.

There are 6 nominees for the three 3-year term vacancies.

An all-candidates meeting is scheduled for Wednesday, April 10 from 10:45 to 11:45 a.m. Karie noted that April 10 is chosen to capitalize on the larger attendance as it ties in with a Budget Bistro day. The advance poll is scheduled for April 23rd.

In response to Directors' questions, John clarified that the two evening voting sessions will be from 5:00 to 6:30 p.m. and will require one volunteer.

Motion by J.Scherrer/V.Cunningha

That the report of the Nominations & Elections Committee be received. CARRIED

- c) **Woodshop Safety Committee** – Rob Gaby provided a verbal report noting that there are now 12 trained Approved Persons (woodshop and carvers) to monitor scheduled activities. Rob also reported that for the May 29th First Aid training (16 spots available), all 12 A. P.'s will attend, as well as Glen Sharp, Louis Gambino and Rob Gaby.

D23-10-15 Vice-President's Report – NIL

D23-10-16 Secretary's Report -

- a) **Let-Us-Know** – two Let-Us-Know comments were received.

One suggesting the purchase of insulated hot water containers for tea or an electric kettle for the lobby coffee/tea cart. Karie has offered to look into the possibility of adding a tea kettle to the coffee cart.

The second Let-Us-Know proposed the availability of take-out lunches on Budget Bistro days. John noted that he had discussed the suggestion with the Budget Bistro Co-ordinator and was informed that the B.B. volunteer team does not have the time or resources to accommodate a take-out-lunch service.

- b) **Computer purchases** approved for Board Secretary and support staff
John reported that the two laptops have been purchased and the actual cost came in at \$2,083. vs. \$3379.76.

D23-10-17 President's Report

The President reported that Don Keel had enquired about criteria to train as a Smart-Serve trainer. Rob Gaby offered to discuss the Smart Serve role and potential liability with Don

D23-10-18 NEW BUSINESS

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

b) **Bulk purchase of Fracktals for Spring Sale and other events**

Motion by: V.Cunningham/R.Gaby

That the Board approve \$900. for the bulk purchase of Fracktals for resale at the 2024 Spring Sale and other events. CARRIED

D23-10-19 Adjournment: the Regular Board meeting of March 18, 2024 was declared adjourned at 14:30 hrs. on a Motion by:

J.Scherrer/V. Cunningham

Next Board Meeting will be Monday, April 15,, 2024

