



**MINUTES OF THE
4th Regular Board of Directors Meeting for the 2024-25 Term
Held on Monday, September 16, 2024
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)
Rob Ishoj (Treasurer)
John Scherrer, Jim Abram, Julia Jackson, Shayna Masilin

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

ASA Members: Nick Senick, Frank Snape (Finance Committee)
Kevin Griffiths

Regrets: Louis Gambino (Vice-President)
Rob Gaby (Secretary)
Vern Cunningham (Director)
Dave LeGallais (Director Emeritus)

Recording: Lydia Schuster recording for Shirley Dionne

D24-04-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 1300 hours.

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

D24-04-02: Approval of Agenda

Motion: That the Agenda be approved as distributed

Moved by: Rob Ishoj Second by: Shayna Masilin

John Scherrer requested the addition of "Appointment of 2025 Nominations & Elections Ad-Hoc Committee Chair" under New Business.

The agenda was approved with the above addition.

CARRIED

D24-04-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on August 19, 2024, be approved as distributed.

Moved by: Julia Jackson Second by: Ron Ishoj

- a) John Scherrer requested two corrections to the Minutes: Min. #D24-03-08 needs correction to show that the Activity Fee Policy as presented was approved by the Board.



b) Min. #D24-03-13 re. Dissolution of Community Development Committee - requires a Board motion.

The Minutes of August 19, 2024, were approved with the above corrections.

CARRIED

D24-04-04: PRESENTATIONS - NIL

D24-04-05: BUSINESS FROM PREVIOUS MEETINGS

- a) **Updating of Directors' Reference Manuals** - Deferred to October due to Shirley's absence
- b) **ASA insurance effective date** - Rob Ishoj clarified that the effective date of the increased CGL coverage to \$5 Million (July 16, 2024) as shown on the invoice is not a concern.
- c) **Executive Committee signing for Meridian** - The Treasurer reported that he and the President had signed the required documents earlier in the year. Rob Gaby and Louis Gambino still need to do so.
- d) **Reserve Fund Proposal update** - Rob Ishoj reviewed the Draft Reserve Funds Proposal (Attached) which details the rationale for the establishment of two reserve funds. Rob noted that the proposal had been discussed and deliberated by the Finance Committee, resulting in the following recommendation:
 - ***That the ASA set aside two (2) reserves for future usage, as follows:***
 - ***ASA Future Needs (Building) Fund \$380,000***
 - ***ASA General Operating Fund \$120,000***

Rationale:

The ASA Future Needs Fund (or FN fund) recognizes that at some point in the future (timing unknown) the current premises will no longer be fully suitable or available for ASA usage and that the ASA will need to occupy new or additional facilities to carry out its mandate. It is fully expected that ASA will need to contribute or fund such new or additional facilities.

The current ASA premises at 90 John West Way was built by the Town of Aurora in 2005 with a significant contribution from money raised from donations of ASA members and community / corporate donors. The Town owns the building. The Town and the ASA share the facilities.

ASA's current occupancy is governed by an agreement with the Town of Aurora (Seniors Centre Operating Agreement dated January 2024). The Agreement runs for 5 years with extensions.

Finance Committee's recommendation for the allocation a significant portion of ASA's 'excess funds' towards a Future Needs Fund, recognizes that:



- *Membership in the ASA is reaching historical highs. The Town is growing, as is the surrounding areas of York Region. The seniors' demographic is one of the fastest growing cohorts. This puts a continuous strain on our facilities and limits our ability to offer more or extended programs.*
- *The 90 John West Way facility is fully occupied almost all the time. The ability to expand the current facility may be restricted and/or there are significant costs to expand.*

The purpose of this Future Needs Fund is to set aside reserves (i.e. funds) to allow ASA to contribute to renovated / additional / new premises at some point in the future (timing unknown) as required.

The Future Needs Fund is defined as a reserve set aside by the ASA for future building requirements, up to a maximum of \$1,000,000 CAD, as set by the Board of Directors and reviewed by the Board on an annual basis. The Building Fund will initially be funded with \$380,000 from current investments. Any further additional funds added to the FN Fund will be approved by the Board on an annual basis.

***The ASA General Operating Fund (or OF)** recognizes that at some point, additional funds may be required for day-to-day operations. The recent COVID shutdown is an example. A significant negative event not covered by insurance could be another example.*

The OF should be set aside to provide funds to operate the ASA and / or the facilities should there arise the need to do so.

The funds set aside are recommended to be \$120,000, or approximately 12 months of scaled down revenues.

Motion: That the Board accept the recommendation for the establishment of two reserve funds - (a) ASA Future Needs Fund at \$380,000. and (b) ASA General Operating Fund at \$120,000. - to be reviewed annually by the Board.

Moved by: Jim Abram

Second by: John Scherrer

CARRIED

e) Inquiry into the By-Law Review - ONCA revised Act Review 2024 (Attached)

The President invited Nick Senick - By-Law Review Committee member - to comment. Nick noted that he had done a comparison of the six ONCA sections applicable to ASA By-Laws and found that ASA By-Laws are basically in compliance with ONCA, requiring minor amendments as detailed in the Report of By-Law Review Committee meeting held September 10, 2024.

f) Status update of the New Directors Orientation Kit - The President noted this would be available for the October Board meeting.

g) Vote to remove the Community Development from By-Law #3



Motion: That the Community Development Committee be dissolved, and all references be removed.

Moved by: John Scherrer

Second by: Jim Abram

CARRIED

D24-04-06: Seniors Adult Programs Coordinator's Report - Attached

Karie Papillion presented and reviewed the report containing the following information:

1. **The Bistro** is set to resume on Wednesday September 25, tickets for members only available at reception starting Monday September 16. Menus are set until the end of 2024. Andrew to liaise with caterer Healthy Now.
2. **Christmas Lunch** to be provided by The Residences on Yonge - **date** to be confirmed.
 - The lunch will include a full Christmas menu!
 - Tickets will be \$5, and all proceeds will go to the Aurora Food Pantry, 80 tickets will be available.
 - We will also collect non-perishable food donations Centre-wide that day.

Motion requested: That the board match the proceeds of this event for the Aurora Food Pantry (\$400).

Moved by: Shayna Maislin

Seconded by: Julia Jackson

CARRIED

3. **Kitchen Inspection** • The ASC passed our most recent inspection, report is attached.
4. **Coffee with the Mayor** - Wednesday October 9th from 10:30 a.m. – 11:30 a.m.
5. **Stargazing**- a free event provided by York Simcoe Amateur Astronomers - Wednesday, October 9th from 8 to 10 p.m.
6. **Open House and Hobby & Volunteer Expo** - Karie noted that the two events held September 4th had been an unqualified success resulting in 23 new members on September 4th and an additional 11 new members joining the following week.

Motion requested: That In 2025 the Hobby & Volunteer Expo and Open House be combined into 1 event: Open House & Hobby Expo from 10 a.m. – 2:30 p.m.

Moved by: Shayna Maislin

Seconded by: Rob Ishoj

CARRIED

Karie thanked the Board for supporting the 2-day event. The President added special thanks on behalf of the Board to all the Reception Volunteers.

Motion: To Receive the Seniors' Adult Programs Coordinator Report

Moved by: Rob Ishoj

Seconded by: Shayna Maislin

CARRIED

D24-04-07: Treasurer's Financial Reports to August 31, 2024, and Finance Committee Report (Attached)



Treasurer Rob Ishoj presented the Financial report for August and reviewed the Report of the Finance Committee meeting held Sept. 6/24 at which the following topics were addressed:

- a) **New Finance Committee (FC) members** – Theresa McKenzie and Ivo Varmuza
- b) **Review of August 2024 financial statements and report**
- c) **Proposal re. ASA Reserves discussion** - Recommended setting up a Future Needs (FN) Fund agreed to be \$380,000. Operating Fund was agreed to be \$120,000.
- d) **Insurance update and discussion** - Nick Senick will be reviewing our 2024 / 2025 insurance renewal with our broker.
- e) **Budget 2025** - Rob Ishoj will begin work on the 2025 budget in the same format as the 2024 budget.
- f) **Computer / QuickBooks update** - In progress – Rob, Ruth and Doug Cameron
- g) **Signing authority updates** - Rob Gaby and Louis Gambino need to sign documents at BMO
- h) **New BMO account for “CUBE” transactions** - new account documents have been signed and should be ready to go.
- i) **Investments – new GIC spreadsheet** - Will be completed soon.
- j) **Charitable donation in kind** - Donation was in cash - \$750 in August
- k) **Treasurer – In search of....** - Rob to post with the help of Karie and Andrew in an e-Flash and the October newsletter.

Motion: That the board approve the Financial Report to August 31, 2024, and received the Report of Finance Committee.

Moved by: Rob Ishoj

Second by: John Scherrer

CARRIED

D24-04-08: STANDING COMMITTEE REPORTS

D24-04-08-a: By-Law Committee - Report of Meeting held Sept. 10/24 ATTACHED

Board Chair **John Scherrer** reviewed the following:

1. Review summation of ONCA vs ASA By-laws (attached)
2. Proposed amendments to By-law 1.03.01
3. Proposed amendments to By-law 1.11.01
4. Proposed amendments to By-law 1.12.00
5. Proposed amendments to By-law 1.17.00

Motion: That the Board accept the report of the By-law Committee and approve the recommended by-law amendments as defined therein.

Moved by: John Scherrer

Second by: Shayna Maislin

CARRIED

D24-04-08-b: Fundraising Committee - Report Attached

Shayna Masilin presented and reviewed the report of the committee meeting held September 5, 2024, at which the following matters were discussed:

1. Ice Cream Social - August 21, 2024
2. Coin Jar



3. Fracktal Sales

Motion Request: **That the Board approve an advance of \$1,800. + taxes for the purchase of Fracktals to be sold at various upcoming events.**

Moved by: Shayna Maislin

Second by: Jim Abram

CARRIED

4. Casino Night October 1, 2024 - To be cancelled due to low ticket sales.

5. Holliday Marketplace November 3, 2024 - all vendor tables sold.

6. 2025 Events Planned: Bingo, January 25; Murder Mystery Dinner

Motion: To approve Fundraising report

Moved by: Shayna Maislin

Second by: Jim Abram

CARRIED

D24-04-08-c: Membership & Volunteers Report - Attached

Board Liaison **Julia Jackson** reviewed the report of the Committee meeting held September 11, 2024, at which the following matters were discussed:

- Role of Committee
- Let's Get Acquainted – October 2, 2024 & future LGA events
- M & V Stats for monthly Board Meetings
- Total membership from December 1, 2023, until September 11, 2024, stands at 1617
- Hours of Operation - Interest in Thursday evenings and Saturdays
- Julia also provided an update regarding new members who joined between December 1, 2023, and September 11, 2024, and Volunteer statistics for the year to date (2024) - **Attached**

Motion: That the Report of Membership & Volunteer Committee be received.

Moved by: Julia Jackson

Second by: Shayna Maislin

CARRIED

D24-04-08-d: Operations and Activities Report - Attached

The President reviewed the Committee Report of the meeting held September 10, 2024, on behalf of Board Liaison Louis Gambino.

Report topics:

- Voting member resignation - Nancy Sugarman
- Creative Meditation Proposal - deferred
- Purchase of new music for Evergreen Choir
- Proposal for Scrapbooking as new activity - interest list to be posted
- Bible Study & ASC Schedule - deferred
- Snooker League needs more time - D. LeGallais & Andrew to pursue

Committee Recommendation re. Increase in stipend for Evergreen Choir Director:

That there be a 10 percent increase - approximately \$560. /Year - to the fee presently being paid to the Choir Director be approved.

Moved by: John Scherrer

Second by: Julia Jackson

CARRIED



D24-04-08-e: Senior Affairs, Grants & Awards - Attached

Board Liaison Jim Abram reviewed the power-point presentation detailing the role of the committee.

D24-04-08-f: Special Events/Social Committee Report - Attached

Board Liaison Shayna Maislin reviewed the following:

- Results of Carl Stedmond event.
- Trivia Night – October 18, 2024
- No events in September and November
- After Hours Big Band – December 13, 2024
- Events planned for 2025

Motion: **That the Report of the Special Events Committee be received.**

Moved by: Shayna Maislin

Seconded by: John Scherrer

CARRIED

D24-04-09: Ad-hoc Committees

- a) Nominations & Elections - Inactive
- b) Conduct Review – Inactive

D24-04-10: Secretary's Report - Nil Report

D24-04-11: Vice-President's Report – Nil Report

D24-04-12: President's Report – Verbal

The President provided the following updates:

- ASA Men's Shed volunteers to co-host Sept. 24 Orientation of Cultural Centre
- ASA Men's Shed activity requested approval for a separate business card - no cost to Board

Motion: **That the Board approve the ASA Men's Shed Activity request for a separate business card.**

Moved by: Rob Ishoj

Seconded by: Jim Abram

CARRIED

D24-04-13: NEW BUSINESS

D24-04-13a: OCTOBER Newsletter Board Page

- Glen to submit to Andrew

D24-04-13b: - Appointment of 2025 Nominations & Elections Committee Chair

- Deferred to October Board Meeting

D24-04-14: ADJOURNMENT

The Regular Board meeting of September 16, 2024, was declared adjourned at 14:55 hours.

Moved by: John Scherrer

Second by: Shayna Maislin

CARRIED

Next Board Meeting will be **Monday, October 21, 2024**, at the Town Hall in the Leksand Room.