



**MINUTES OF THE
8th Regular Board of Directors Meeting for the 2024-25 Term
Held on Monday, January 20, 2024
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)
Rob Ishoj (Treasurer)
Louis Gambino (Vice-President)
Rob Gaby (Secretary)
John Scherrer, Julia Jackson,
Vern Cunningham, Kevin Griffiths

Staff Members: Andrew Bailey, Assistant Programmer
Brandie Yorg, Program Lead

ASA Members: Dave LeGallais (Director Emeritus)
Nick Senick; Frank Snape; Harold Reiter; Theresa McKenzie
Robin Davidson; Pat DeAngelis; Mark Currie
Glen Reed; Michael Shiravand

Regrets: Karie Papillon, Adult Programs Co-Ordinator; Jim Abrams,

Recording Officer: Shirley Dionne

D24-08-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 1300 hours.

D24-08-02: Approval of Agenda

Motion: That the Agenda be approved as distributed

Moved by: Vern Cunningham

Second by: John Scherrer

CARRIED

D24-08-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on December 16, 2024, be approved as distributed.

Kevin Griffiths requested an addition to the December minutes around why membership fees are processed as amortized income.

December 2024 Meeting- D24-07-08-a: Finance: Kevin Griffiths asked: why are membership fees have been prorated versus in the month they are received. Rob Ishoj clarified for Kevin that by doing this it is more representative of how the money flows.



A further detailed explanation from Rob Ishoj has been added to the December 2024 meeting minutes as follows:

We receive most of our membership fees in the period December through February. In prior years, we would record this membership fee revenue in our income statement in the early months of the fiscal year (i.e., membership fees received in December and January in the January income statement, and whatever is received in each month after this in the respective month). This created an inordinate amount of revenue and net income in January (and February to a lesser extent) and much less revenue... and losses... for the rest of the year.

But the fees related to the entire year, not just the months they were received in. Our statements are typically on an accrual basis (not a cash basis). It was decided that for 2024 and later years, we would add all the income received into a 'pool' account and then divide this into 12 months. The result is our membership fee revenue is relatively evenly allocated across the entire year as opposed to huge amounts in the early part of the year. This provides a better picture of our financial results.

Moved by: Vern Cunningham

Second by: John Scherrer

CARRIED

D24-08-04: PRESENTATIONS

President Glen Sharp introduced Glenn Reed and Theresa McKenzie to present the 2025 Garage Sale budget. Glenn Reed presented the budget slide detailing that in 2024 this event grossing \$18,612 plus \$1,000 from Fraktals and ticket sales. This event has grown from approximately \$10,000 in past years to almost \$20,000 in 2024. He explained that \$800 was billed directly to the ASA and the other costs such as ad's, tables, lunches, etc. were paid out of pocket by himself and reimbursed later. Glenn requested a pre-approved check in the amount of \$1,600 to cover these costs for the 2025 Garage Sale.

Motion: To approve a \$1,600 advance cheque payable to Glenn Reed to cover the expenses not billed directly to the ASA for the 2025 Garage Sale.

Moved by: Vern Cunningham

Second by: Rob Ishoj

CARRIED

John Scherrer asked that a detailed spreadsheet be prepared detailing these expenses and it was confirmed that this would be done by Theresa McKenzie as in previous years.

Rob Ishoj stated that the cheque would be prepared and ready January 21, 2025

D24-08-08: BUSINESS FROM PREVIOUS MEETINGS

a) Response to Let Us Know from December (Snooker Tables)

- Dave LeGallais investigated the inquiry from the snooker players wanting to use the large tables. The board members discussed this topic at the December board meeting, details are in the minutes and no further action if required.
- Andrew Bailey is requesting quotes for the resurfacing of the small pool tables. The O&A committee will inform the board of the final expense once the quotes are analyzed, and a decision made. There might be downtime for the tables depending on timing.

Action: Quotes to be reviewed for best price and brought forth.



b) Elections Committee Changes

Louis Gambino introduced the committee members, Vern Cunningham and Carm Cornacchia, and assistants to the committee, Mark Currie, Pat DeAngelis and Michael Shiravand

Louis explained each of the nine (9) points to the board (see document 03b-Election Committee 2025 update).

The February Newsletter document was also shared

Voting Days

- A discussion ensued on the number of voting days and discussion concluded with Vern Cunningham asking John Scherrer to supply the committee the vote count by day for the past 2 elections

Vetting Process

- A discussion ensued on the process to vet or review eligibility of candidates and Louis confirmed that the Election Committee would review all the candidates and bring those to the board for final approval.

Action: John Scherrer to obtain 2 years of voting results for each day and provide these to the committee. A search of a couple of recent year's folders conducted yesterday by Vern and Rob Gaby (2023 & 2024 elections folders in the filing cabinet in the office) did not provide this information. Perhaps this information is filed in a different location.

c) May Board Meeting moved to Town Hall Cafeteria – verbally shared with board members.

d) By-Law review of community fixed donation change from 0.5% to 1.0%

Rob Ishoj stated that the total use to calculate this would include the retained earnings and the reserve which would roughly be 1% of \$585,000 (\$5,850). This change was already approved by the board.

Action: By-Law to review and update the Charitable Donations Policy accordingly.

Recording secretary has updated the on-line manual (04.4 Charitable Donations Policy) to read:

“In January of each year the ASA Treasurer shall present to the Board of Directors (BOD) an Annual Donation Budget calculated at 1.0% of the prior year’s closing retained earnings and reserve amounts.”

e) Board approval of the By-Law Committee regarding appointment of Treasurer.

Glen Sharp recommended that By-Law allows the board to appoint the treasurer. This appointed position will remain a voting member of the board.

- Kevin Griffiths disagreed with this appointment and understood that he has no solution to offer.
- John Scherrer feels that the election process will work as they have run into lack of knowledge in this area in the past.



- Nick Senick requested to let the By-Law committee review and get back to the board.
- Louis Gambino stated that this is a critical issue, and the board decides what to do.
- Rob Ishoj stated that this position needs to have a person with financial knowledge and experience as the ASA has relatively significant assets (cash and otherwise).
- Vern Cunningham suggested a compromise as follows:
 - 1 Treasurer position with specific requirements
 - 3 Director positions
 - Vern asked Louis how he felt about option, and Louis said he would get back to the committee.
- Andrew said that the Caucus meeting could be an issue.

Motion: An amendment to our By-laws stating that in the best interests of the ASA, that the Board may appoint an individual to the position of Treasurer. The individual would be a voting member of the Board, and the number of Board members would not change.

Moved by: Vern Cunningham

Second by: Louis Gambino

CARRIED

NOTE: Vote carried with a majority of 6; Jim Abrams not present; Opposed by: Kevin Griffiths and John Scherrer

f) By-Law committee discuss Treasurers position being appointed vs elected

Action: By-law committee to review item e) above and make the final recommendation back to the board.

g) Future Space Requirements Committee

Glen highlighted the committee team consisting of Jim Abrams, Frank Snape, Rob Gaby, and himself. Due to timing, this committee will discuss this topic at a future meeting.

D24-08-06: Seniors Adult Programs Coordinator's Report (*1)

Karie Papillion not being present, Andrew Bailey presented and reviewed the report containing the following information:

- Karie has scheduled First aid training for February 21st from 9am to 5pm. Andrew reminded John Scherrer to verify that his certification is still valid. If not, John is to reach out to Karie so he can be added to the Feb 21st session.
- Kitchen inspection completed and PASSED – Andrew to send report to Shirley for meeting package.

D24-08-07: Treasurer's Financial Reports to December 2024 and Finance Committee Report (*1)

Treasurer Rob Ishoj presented one report:

- Year-end: this monthly report will be adjusted in the weeks to come – it is preliminary only.
- The Treasurer sent out the financial report and statements prior to the meeting.
- Bank balance - \$42,913 – large increase from prior month primarily due to 2025 membership renewals in December.



- GIC's \$530,000. No changes other than accrued interest of \$2,156. Will need to invest excess funds (likely in March). Also, several existing GICs coming up for renewal – April (Meridian), June (Lauren and through Investor Line) and September (Meridian).
- Revenues \$15,041 - Expenses \$11,173
- Net income for December \$2,520 – YTD \$31,256 (though this will change).
- No issues, unusual transaction or concerns.

Motion: Approval of draft December 2024 financial statements and reports

Moved by: Vern Cunningham

Second by: Rob Gaby

CARRIED

The following committees had **Nil reports**:

- a) Nominations & Elections – detailed above in Previous Meeting Business item b)
- b) Conduct Review – Inactive

D24-08-08: STANDING COMMITTEE REPORTS

D24-08-08-a: Finance - Board Liaison **Rob Ishoj** reviewed the following:

- Introductions made to the Finance committee and Harold Reiter
- Harold will be a non-voting member until the June AGM
- Post AGM, Ruth, Rob (and perhaps Anita) will not be members of the Finance Committee going forward
- On January 7th, QuickBooks database issues which were averted through a back-up restore
- Ivo / Rob Ishoj met January 14th, to discuss bringing in technical assistance to upgrade to online QB
- Reserve account will implement in the year-end adjustment stage
- Committee stressed the importance an ad-hoc committee for future occupancy requirements
- Insurance policy came in from the Co-Operators

Motion: Approval of 2025 budget for input on our QuickBooks software

Moved by: Vern Cunningham

Second by: Rob Gaby

CARRIED

D24-08-08-b: By-Law - Board Liaison **Rob Gaby** reviewed the following:

- No report due to no meeting. February meeting scheduled.

D24-08-08-c: Fundraising - Board Liaison **Vern Cunningham** reviewed the following:

- Committee would like to give the contents of the Coin Jar to the Optimist K.I.N.D. (Kids In Need Delivered) Program. As the policy states that funds collected must be given to older adults. In this case we would need the policy modified to help people in the community.

Motion: To amend Financial Assistance Policy to state that proceeds can be given to people in the community in need.

Moved by: Vern Cunningham

Second by: Kevin Griffiths

CARRIED

- Fraktals / Chip Nuts – table secured at the Aurora Chamber of Commerce Home Show on April 26/27
- Bingo – January 31, 2025, SOLD OUT



- Murder Mystery Dinner – 2025 – John Scherrer suggested to look at the in-house Silver Stars group if you do this again. Timing not good this year as they are preparing for their play. Rob Ishoj asked if the ASA was financially tied if it was not sold out, Vern responded we have a cancellation date if needed so all is good.
- Ice Cream Social – Aug 20, 2025; Wine Tasting – Sep 13, 2025; Holiday Marketplace – Nov 2, 2025.

Motion: To approve Fundraising report

Moved by: John Scherrer

Second by: Kevin Griffiths

CARRIED

D24-08-08-d: Membership & Volunteers - Board Liaison **Julia Jackson** reviewed the following:

- No Meeting, Julia verbally reported:
- Reminder about the Let's Get Acquainted now open to everyone. Glen to speak at an upcoming one
- Membership renewals as of Friday, January 17th, 2025, was at 1,129 members which is 70% of our highest membership level, best in our history.

D24-08-08-e: Operations and Activities - Board Liaison **Louis Gambino** reviewed the following:

- Expenses of \$337.87 for a new Sander for the woodshop; \$450 replacement cabinet for books for Membership & Volunteers; funds to recover pool tables – quotes being gathered by Andrew Bailey
- The draft document “Roles and Responsibilities of Activity Coordinators” was presented as amended.
- Julia thanked Dave and Louis for their inputs
- Dave LeGallais noted that once this has been approved it will be shared with all the coordinators.

Motion: To approve the revised Roles & Responsibilities of Activity Coordinators

Moved by: Louis Gambino

Second by: Vern Cunningham

CARRIED

Motion: To approve Operations and Activities report

Moved by: Louis Gambino

Second by: Vern Cunningham

CARRIED

D24-08-08-f: Senior Affairs, Grants & Awards - Board Liaison **Jim Abrams** reviewed the following:

- No Meeting and due to illness Jim not in attendance.

D24-08-08-g: Special Events/Social – Board Liaison **Glen Sharp** reviewed the following:

- Glen shared that the committee is running smoothly, and the After-Hours Big Band was successful
- Upcoming events: Tony the Entertainer: Valentine Dinner & Dance Event Friday Feb 14th; Bent Fork Improv Group, March 21/25 – no charge; Trivia Night May 2/25; The Flailing Shilaleighs; Celtic dance Band, June 20/25; Lianne Harris Wed July 23/25; The Pacemakers (dance band) August 15/25

Motion: To approve Special Events/Social report

Moved by: Glen Sharp

Second by: Vern Cunningham

CARRIED

D24-08-09: Ad-hoc Committees

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

D24-08-10: Secretary's Report - Nil



D24-08-11: Vice-President's Report - Nil

D24-08-12: President's Report – Verbal/Attached

The President provided the following updates:

- Friday, January 17th, Dawn Gallagher Murphy was at the centre. Introduced her to the Men's Shed group and was given a t-shirt by Dave LeGallais. She has invited us to a question period downtown. Waiting to get details and if a bus will be provided.
- January 19th, Chris Ballard informed Glen that Bonnie Crombie would like to come to the centre on Tuesday, January 21st and this has now been changed to Thursday, January 23rd. Just waiting for time confirmation for a tour of the centre.
- Linda LeGallais and others have worked hard to update the ASA website. Glen asked that everyone to look at the new and improved website. He will also put a mention in on the upcoming Newsletter and issue an E-flash to promote the website.
- Subsidy for memberships go to Karie for approval and 2 members have been approved. They were also given 2 coffee cards each. Theresa McKenzie explained that they are given gold cards for activities.
- Vern asked a question about the \$500 spend without board approval. It was clarified by Dave LeGallais that this spend is for replacement items only and can be used as needed.
- Vern stated that come early April he will be asking for funds for Chip Nuts and Fraktals

D24-08-13: NEW BUSINESS

D24-08-13a: Newsletter Board Page

- Glen to submit February Newsletter to Andrew by January 27, 2025

D24-08-14: ADJOURNMENT

The Regular Board meeting of January 20, 2025, was declared adjourned at 1500 hours.

Moved by: Vern Cunningham

Second by: John Scherrer

CARRIED

Next Board Meeting will be **Monday, February 24, 2025**, at the Town Hall in the Leksand Room.