



**MINUTES OF THE
10th Regular Board of Directors Meeting for the 2024-25 Term
Held on Monday, March 17, 2025
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)
Rob Ishoj (Treasurer)
Vacant (Vice-President)
Rob Gaby (Secretary)
John Scherrer, Jim Abram,
Vern Cunningham, Kevin Griffiths

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

ASA Members: Dave LeGallais (Director Emeritus)
Nick Senick, Frank Snape, Theresa McKenzie (Finance Committee)
Ron Maislin, Doug Cooper, Rob Seath

Regrets: Julia Jackson

Recording Officer: Shirley Dionne

D24-10-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 1300 hours.

D24-10-02: Approval of Agenda

Motion: That the Agenda be approved as distributed

Moved by: Rob Gaby

Second by: Rob Ishoj

CARRIED

D24-10-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on February 24, 2025, be approved as distributed.

Moved by: Jim Abram

Second by: Vern Cunningham

CARRIED

D24-10-04: PRESENTATIONS

Glen introduced Doug Cooper from the Computer Club. Doug Cooper shared the need to replace some very old computer equipment (eight years +) which are extremely slow and are no longer sufficient for what is required along with the projector that is also not meeting the needs of the association. A request for 2 new laptops and a new portable projector was presented and funds requested. Doug shared examples of the equipment including estimated costs.



Motion: To purchase 2 laptops and one projector up to the value of \$7,500 before taxes

Moved by: Vern Cunningham

Second by: Jim Abrams

CARRIED

Doug further commented on the other equipment that need to be replaced and asked to be invited to the next board meeting to address this equipment (laptops/printers): administration, front office, library. Invite to the April 21st board meeting was sent and added Doug as a presenter on the agenda.

D24-10-10: BUSINESS FROM PREVIOUS MEETINGS

a) Updating “At A Glance” for the last ten years – Volunteers / Suggestions

Rob Gaby requested volunteers to help update the At a Glance document and bring it up to date from 2015. Karie and Glen both suggested approaching members like Carol Hedenberg, Ruth Church and Lydia Schuster to obtain input to update this document. Also, he asked board members to send suggestions. Rob will reach out and give an update on this topic at the next board meeting.

b) Election Update

Vern Cunningham started by sharing that there are currently six nominees. Board members reminded to put forth nominees. The committee is preparing a group of questions. The election chair will ask each candidate 3-5 of these questions which will intern create a dialog and help members choose a candidate. Sandwiches will be served at the all-candidates meeting. Brandie requested that board members send her an email explaining why they enjoy being on the board as a member. This information will help promote the election on social media posts.

Vern reminded board members to ensure that when filling in nomination forms, the information is complete. By doing this it will ensure that there is no rejection due to formalities. The next committee meeting is March 25th.

c) Future Space Requirements Committee

Glen stated that he will establish a meeting with the team prior to the next board meeting.

d) Update on Volunteer Appreciation Luncheon

Glen shared with everyone that there are 139 volunteers with over 20 hours of service. He asked if the mayor had been invited to attend, and Karie responded that this was the same day of the grand opening of SARC (10:45am). Karie will reach out with an invitation just not sure he will attend. Glen suggested that if he cannot attend, he forwards a note that can be read on his behalf. Vern took over and asked Karie about give aways. He suggested that with any leftovers of candy by Carol from Home Show could be given out to the volunteers and if insufficient, chip nuts or chocolate covered nuts could be an option. It was confirmed that that all volunteers will receive a thank you along with a coffee card. Numbers are required for head count, speciality meals (vegan/gluten free).



D24-10-06: Seniors Adult Programs Coordinator's Report (*1)

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

1. Webinar REMINDER!

“Non-Profit Governance Essential” on Tuesday March 18 from 1 – 2:30 p.m.

- a) Understanding Roles and Responsibilities
- b) Enhancing Board Effectiveness
- c) Adapting to Governance Trends

2. Walk for Alzheimer's

As part of our annual walking challenge, the Aurora Seniors Centre is putting together a team to support the Annual Walk!

Saturday May 24 in Richmond Hill. Brandie will email our board the link to join the team!

Motion: for the board to donate an additional \$500 towards the walking team

Moved by: Jim Abram

Second by: Kevin Griffiths

CARRIED

3. First Aid Training - To date, we have trained 31 ASA volunteers in Emergency First Aid. These volunteers are from the woodshop, reception, our board of directors and pickleball. The cost per person is \$60 for the 8-hour training. Glen added that he loves investing in people and learning something new is beneficial to all.

Motion: For the board to continue sponsoring this program twice a year at a cost of approximately \$2,000 (16 people x \$60 = \$960 x 2 time annually = \$1,920)

Moved by: Vern Cunningham

Second by: Kevin Griffiths

CARRIED

4. Andrew Bailey presented the OSGA partnership request to host a snooker tournament at the Aurora Seniors Centre. This event would take place on a Friday in May (2-9-16-23-30) and would run from 9am to 4pm utilizing the two large tables with approximately 24 people in attendance. History with the group has not been good. A very detailed discussion brought forth the following items to be included in an agreement that would be signed by Andrew Bailey and Glen Sharp:

- No food services
- Coffee is at a cost of \$0.50 per cup
- Damages to tables needs to be included
- Guest passes must be signed
- Clear responsibilities

Motion: To deny the request for the partnership with the OSGA.

Moved by: Vern Cunningham

Second by: Kevin Griffiths

CARRIED

D24-10-07: Treasurer's Financial Reports to February 2025 and Finance Committee Report (Attached)

Treasurer Rob Ishoj presented one report:

- Bank balance - \$54,029 – slightly lower than prior month. Excess cash (\$20,000 say) in HISA to be allocated to the reserves



- GIC's \$534,663. Accrued interest of \$1,962. Will look at renewal reinvestments next meeting.
- Deferred revenue pools on balance sheet - \$41,729. Amortized \$4,453 to income in February (received \$3,370).
- Revenues on the Income Statement were \$5,764 – a low month. Activity / event costs exceeded revenues during the month.
- Expenses \$8,719 – Town fees \$4,272, hospitality costs \$943, promotional (Mariachi Band) \$835, etc.
- Net income for February was loss of \$2,956.
- No issues, unusual transactions or concerns.

Motion: that the board approves the February 2025 draft financial statements and report

Moved by: Rob Ishoj

Second by: Kevin Griffiths

CARRIED

D24-10-08: STANDING COMMITTEE REPORTS

D24-10-08-a: Finance - Board Liaison **Rob Ishoj** reviewed the following:

- Rob has sent information to BDO for year-end reporting
- QuickBooks updates – discussion on the structure of the Chart of Accounts. 2024 trial balances will be uploaded to the new QB.
- Registering volunteer hours – Rob has ensured that the Finance Committee members are set-up on the sign-in system for volunteer tracking.
- GICs and excess cash - recommend investing \$20,000 in HISA at BMO InvestorLine
- New Business: discussion with BMO on reserve fund and signing authority changes come June; looking at how POS and Moneris can be linked to remove manual intervention; digital/paper back up process in the works

Motion: that the board approves the transfer of \$20,000 from the BMO bank account to our HISA account at BMO InvestorLine.

Moved by: Rob Ishoj

Second by: Vern Cunningham

CARRIED

D24-10-08-b: By-Law - Board Liaison **Rob Gaby** reviewed the following:

- Key change to By-Law 1.03.01 Management
 - a) Voting Directors
The Board shall consist of have nine (9) elected voting Directors, either nine (9) elected or eight (8) elected and one (1) appointed. and each voting Director shall be a member of the Association in good standing.

Motion: To accept the wording to By-Law 1.03.01 Management as noted above.

Moved by: Rob Gaby

Second by: Kevin Griffiths

CARRIED

D24-10-08-c: Fundraising - Board Liaison **Vern Cunningham** reviewed the following:

- All key events are running well
- Bowling event has had lots of interest, next stage to ask those interested to pay the entrance fee. Andrew Bailey will be sending out an e-flash. There could be league started if this event goes well.



- Rob Ishoj asked if Fundraising and Special Events should be combined. Response was that Glen and Vern are investigating that possibility.

Motion: To approve Fundraising report

Moved by: Vern Cunningham

Second by: Rob Ishoj

CARRIED

D24-10-08-d: Membership & Volunteers - Board Liaison **Julia Jackson** reviewed the following:

In the absence of Julia Jackson, Glen Sharp gave a verbal report.

- Membership is at an all time high for this time of year sitting at 1360 (additional memberships / renewals will occur as people return from winter vacations)
- Split between women and men have changed slightly (66.7% Women and 33.3% Men)
- Age demographics are not relevant as it is skewed by system inputs
- AGM BBQ – should it be repeated

Motion: To approve the AGM BBQ for \$2.00/person

Moved by: Rob Gaby

Second by: Kevin Griffiths

CARRIED

D24-10-08-e: Operations and Activities - Board Liaison **Dave LeGallais** reviewed the following:

- No Meeting – nothing to report

D24-10-08-f: Senior Affairs, Grants & Awards - Board Liaison **Jim Abram** reviewed the following:

- Donations – various donation cheques to Alzheimer Society of York Region; Southlake Health Centre; CHATS Aurora Community and Home Assistance to Seniors; Margaret Behan Hospice; Hope House Community Hospice; Doane House Hospice Newmarket; Aurora Food Pantry June Food Drive will be presented by Jim Abram and Glen Sharp
- Senior Affairs – not proactively looking at any one to come to the centre and will be dealt with on an as needed basis
- Grants – no grants at present, if there are any requirements, please bring them to this committee for review and action. Jim Abram will continue to work with Karie Papillon on such collaboration.
- Vern asked if there were any grants that could be applied for to replace computer equipment. ASA bank balance would not qualify us for grants.
- Awards – Suggesting two lifetime membership awards to be presented at the AGM

Motion: To approve the lifetime membership awards to two individuals.

Moved by: Jim Abram

Second by: Vern Cunningham

CARRIED

Motion: To approve Senior Affairs, Grants & Awards report

Moved by: Jim Abram

Second by: Vern Cunningham

CARRIED

D24-10-08-g: Special Events – Board Liaison **Glen Sharp** reviewed the following:

- Committee if functioning well
- Glen thanked Andrew Bailey for all his assistance

Motion: To approve Special Events report



Moved by: Glen Sharp

Second by: Vern Cunningham

CARRIED

D24-10-09: Ad-hoc Committees

- a) Nominations & Elections - see previous meeting items 5b
- b) Conduct Review – Pending issue

D24-10-10: Secretary’s Report

- Shuffle Board – The Meadows is interested and we are waiting to hear back from their coordinator. Rob thanked Andrew Bailey and Bill for taking the time to dismantle the table and if needed Bill will wrap the table for transportation. Update at next board meeting.

D24-10-11: Vice-President’s Report – Position Vacant until 2025-2026 term

D24-10-12: President’s Report

The President provided the following updates:

- Update on building repair (*1)
Karie forwarded a list of items to Bill’s boss (Jenna Firth, Supervisor, Facilities, Town of Aurora) who responded positively with a plan of action in place. Glen will follow up with Jenna if required in May. A suggestion for gym mats to cover the hole in the wall in the West Mackenzie. Karie pointed out that once the cost estimate is prepared that Glen pushes back on Jenna to pay for this as it is a town building. Rob Ishoj suggested that mats could have our partners’ logo and used as advertising. Other items: door handles replacement; removal of bar in coat room.
- Indoor Garage Sale
Looking for volunteers for the Garage Sale – see Theresa McKenzie. Kevin asked why there were not going to be refreshments, Theresa replied that the bake sale replaced the refreshments. This change proved to be successful.
- The pool table felt was replaced. They did a great job.
- Town Program registration is now open and available.

D24-10-13: NEW BUSINESS

D24-10-13a: Newsletter Board Page

Newsletter, April 2025 – Monday, March 24th at 9 a.m.

D24-10-14: ADJOURNMENT

The Regular Board meeting of March 17, 2025, was declared adjourned at 1440 hours.

Moved by: Rob Ishoj

Second by: Rob Gaby

CARRIED

Next Board Meeting will be **Monday, April 21, 2025**, at the Town Hall in the Leksand Room.