



ASA's IT requirements, Cairitech, Crestline, and TechImpact (Tech Soup). Tech Soup was disqualified immediately as it is US based and with no representation in Canada. The other two are local businesses with 30 years of experience each. He explained what would be included and excluded. A comparison of contractual agreement and cost was completed with Doug's suggesting Cairitech which was mainly due to a more comprehensive plan. Harold Reiter brought up the concern around ransomware and the need for this protection. Kevin asked about backup which Doug shared that it would be daily if not hourly (to be confirmed).

Action: Doug Cooper to supply Glen Sharp with the contract from Cairitech to be reviewed. Doug is also to confirm the back-up process and timing.

Motion: to recommend Cairitech as the preferred supplier for IT pending review of the contract.

Moved by: Vern Cunningham

Second by: Harold Reiter

CARRIED

D25-06-05: BUSINESS FROM PREVIOUS MEETINGS

- a) Finance Policy Process – **DEFERRED** until Harold Reiter has a comprehensive plan from start to finish that he can share with the board.

Action: Harold to bring plan to next meeting

- b) By-Law - Sponsorship Policy Clarity – The wording was changed to reflect the town as the first point of contact before reaching out to sponsors. This eliminates duplication possibilities.

- c) By-Law - 3.04.02 - Three updates made to reflect the need to ensure Chairs / Liaisons are put into roles throughout a given term.

- d) By-Law - Proposed amendment to Donation Policy – **DEFERRED** to Finance

- e) By-Law - Review of Election Committees Role – Wording and clarity on a couple of the points in the document were shared.

Action: Shirley Dionne will update document in preparation for the 2026 Election Committee.

Motion: to approve the By-Law report for items b-c-e only

Moved by: Kevin Griffiths

Second by: Rob Gaby

CARRIED

- f) Mandates Sub-Committee Update – Theresa McKenzie shared the wording changes made to those mandates now completed. Drafts to By-Law, Special Events, Fundraising and SAGA with a request to attend their next committee meeting to share the background and gather changes. Each committee agreed for Theresa to attend except for By-Law which she is pending a response.

Action: Theresa to attend the next committee meetings and bring back updates to the next meeting.

- g) 20 Year Celebration - **DEFERRED**

- h) In Kind Sponsorship with Aurora Today details – to many concerns, item removed.



- i) Future Space (town study) - Adrian Wong informed the board that although the town study does not consider the possible space needs of the ASA it is on Lisa Warth and Robin McDougall radar. Theresa asked Adrian whether he was aware of the town having a demographics forecast that they used for program needs planning and Adrian confirmed that the town does not. Rob Gaby will invite Adrian Wong to the next Future Space meeting.

Action: Adrian to bring updates to the board as they arise.

- j) Clarity of donations process – **DEFERRED**

- k) Templates for Procedure Manual & Volunteer

Shirley Dionne shared the two document templates. She will issue them to the key stakeholder for completion.

Action: Shirley to issue the templates to the key players with a deadline date of January 19, 2026.

D25-06-06: Seniors Adult Programs Coordinator's Report (*1)

Andrew Bailey presented and reviewed the report containing the following information:

AFLC has been booked for 2026 for ASA Pickleball; 20 Year Celebration - Staff are working with Glen and Carol on planning something exciting for this and the Blue Jays Watch Party was a big success for members. Thank you to the board for your support

Motion: To approve the Senior Adult Program Report

Moved by: Harold Reiter

Second by: Vern Cunningham

CARRIED

D25-06-07: Treasurer's Financial Reports to October 2025 and Finance Committee Report (Attached)

Treasurer Harold Reiter presented one report:

Balance Sheet

- As anticipated, the Cash position declined during the month by approximately \$10k largely due to the payment of the quarterly Town of Aurora user fee in the amount of \$12,817, the timing of expenses related to Fundraising and Social Events activities and the payment of Charitable Donations approved by the Board. There were no other significant changes to the remaining balance sheet accounts.
- Net Assets at the end of the month amounted to \$620,350 including year to date excess of revenue over expenditures of \$27,628. Net assets include:
 - o Unrestricted Reserve- \$ 120,350
 - o Contingency Reserve - \$120,000
 - o Future Needs Reserve - \$380,000

Statement of Operations

- Revenue for the period amounted to approximately \$18k. We continued to experience strong sales



of 12 Visit activity Cards (\$2k). The Wine Tasting and Trivia Night events also contributed to the October revenue.

- Expenses for the month amounted to approximately \$16k. Significant items included expenses related:

o Charitable Donations	\$1,700
o Wine Tasting (Fundraising)	\$1,187
o Bistro (2 Lunches)	\$1,955
o Food for Trivia Night	\$1,040

- The surplus for the month amounted to \$2,378

Motion: that the board approve the Financial Report to October 2025

Moved by: Harold Reiter

Second by: Kevin Griffiths

CARRIED

D25-06-08: STANDING COMMITTEE REPORTS

D25-06-08-a: Finance - Board Liaison **Harold Reiter** reviewed the following:

Finance Committee Mandate

- Theresa McKenzie advised that the Board had established a sub committee to review the mandates of each of the ASA Committees to ensure that there was a clear understanding by all the stakeholders of the roles and responsibilities of each Committee. She reviewed the draft Finance Committee mandate. The committee suggested some minor revisions to the mandate.
- Ivo Varmuza enquired whether a mandate for Information Technology and related systems had been reviewed. TM advised that IT is currently under the Operations & Activities Committee and that this had not been specifically addressed in the mandate review. The Committee agreed that we should recommend that the Board request that the Mandate Committee develop a separate mandate for this activity.

Expense Report Process (Amounts in Excess of \$500) - DEFERRED

Harold Reiter is working to develop a process that coordinates a project from inception, to approvals, to implementation. Also, we are investigating to determine if QBO can facilitate the process to reduce or eliminate the need for surround systems.

Fixed Asset Count / Depreciation Policy (Computers)

- Nick Senick advised that fixed asset count had been substantially completed and was awaiting some information from a couple of committees. He expected to have the results of the count complete within the next few weeks at which point we will adjust the accounting records to align with the count.
- Harold Reiter noted that we currently classify computer equipment as "Office Equipment" that is effectively amortized over a period of approximately 7 years (15% Declining balance). Given the sizable investment in new computer this year (\$6.6k) and that computers generally experience a useful life of 5 years it was concluded that the Committee should recommend to the Board of



Directors that we account for Computer equipment separately and amortize the asset over 5 years (Straight Line method).

Motion: To approve the reclassification of computers and amortize straight line over five years.

Moved by: Harold Reiter

Second by: Rob Gaby

CARRIED

Archived Records

Harold Reiter verified that there are 13-14 boxes of historical files in the shed from the early 2000's. These need to be destroyed. Harold obtained quotes from UPS at \$39.00 per box which would have to be brought to them, and Shredit who will come on site and destroy for \$370.

Motion: To approve Shredit at a cost of up to \$400 to have the historical files destroyed.

Moved by: Harold Reiter

Second by: Rob Gaby

CARRIED

ASA Charitable Donation Policy & Procedure

Harold Reiter advised that the Board had requested the Finance Committee review and clarify the process and policy related to ASA Charitable Donations. After some discussion it was concluded that the Finance Committee recommend to the Board that the ASA Treasurer will present the prior year's operating surplus, if any, to the Board and that the Board shall determine the annual donation budget. SAGA will then establish specific recommendations for approval by the Board.

Theresa McKenzie drafted a revised policy that will be shared with the board members and By-Law for review at the next meeting.

Action: Shirley Dionne to issue document for review.

Administrative

The committee discussed several administrative matters; all revenue items be posted to the 40000 series of accounts and operating expenses are to be posted to the 50000 series of accounts. No netting of revenues and expenses. Unsure of where to code use account 70900 "Unallocated Expense" which will be reviewed monthly and properly posted once sure. OneDrive storage will be allocated to meet needs.

Motion: To approve the Finance report

Moved by: Harold Reiter

Second by: Theresa McKenzie

CARRIED

D25-06-08-b: By-Law - Board Liaison **Kevin Griffiths** reviewed the following:

See above under Previous Business items b-c-d-e.

Motion: To approve the By-Law report for items b-c-e. D is under review.

Moved by: Kevin Griffiths

Second by: Rob Gaby

CARRIED

D25-06-08-c: Fundraising - Board Liaison **Vern Cunningham** reviewed the following:

All key events have run smoothly and contributing to the ASA's bottom line. Vern thanked Julia Jackson, Rob Seath and Robin Davison for their contributions to Bingo and the Holiday Market.

Bingo – Halloween themed was well received and made a profit of \$1,110.00. Reminder for next year for members to bring their own dabbers.

Holiday Market – another resounding successful event, bring in a total of \$8,600.00 after expenses.

Sweet & Salty - Bingo and the Holiday Marketplace sales was about \$1,248.00. Vern proposed that at the 3 Christmas lunches that each attendee be given one as a gift.



Kitchen update – this was **DEFERRED**. Issues will be discussed, documented and brought forth to the next meeting

Vern asked about the spend on the 50/50 account and asked if the kitchen inspection could be included as it needs to be reduced. He also asked for clarification on the value of the account.

Motion: To approve the Operations & Activities report

Moved by: Julia Jackson

Second by: Vern Cunningham

CARRIED

D25-06-08-f: Senior Affairs, Grants & Awards - Board Liaison **Jim Abram** reviewed the following:

No meeting. No Report

D25-06-08-g: Special Events – Board Liaison **Rob Gaby** reviewed the following:

Another successful Trivia brought in \$159. December, Tony the Entertainer. January, a magician and February the Valentines event. Lots under way being planned for 2026.

Motion: To approve the Special Events report

Moved by: Rob Gaby

Second by: Vern Cunningham

CARRIED

D25-06-09: Ad-hoc Committees

- a) Nominations & Elections
- b) Conduct Review – Not Active
- c) Future Space – Active – no meeting

D25-06-10: Secretary's Report - Verbal

Future Space committee will invite Adrian Wong to attend the next meeting. Rob thanked all board members that completed the Police check sign off.

D25-06-11: President's Report – Verbal

The President provided the following updates:

1. Wreath presentation – Both Jim Abram and Glen attended the ceremony. Things like this will be brought forth in the newsletter so members know how we contribute to the community.
2. Sports Hall of Fame Gala - Both Jim Abram and Glen attended. Erlinda's write up and speech can be viewed on the Sports Hall of Fame website at <https://aurorashof.ca/inductee/erlinda-biondic/>
3. Christmas Lunches - tickets are sold out. Glen asked that a member of the board be at each luncheon to stand and give a few words and wish everyone a Merry Christmas. Board representatives will be; Rob Gaby on December 3rd, Glen Sharp on December 10th and Julia Jackson on December 17th. Brandie Yorg gave huge shout out to Carol for making the ticket sales easy and members happy. Theresa McKenzie raised the food bank giving. Brandie Yorg will ensure the table area set up outside the pool room and that an E-Flash and incursion in the newsletter will be issued.
4. Evergreen Choir – Glen Sharp to be the Master of Ceremonies.
5. Glen reminded the board members that reports are to be sent to Shirley Dionne the Thursday prior to the board meeting.



D25-06-13: NEW BUSINESS

D25-06-13a: Newsletter Board Page

- December Newsletter is due on Thursday, November 20 at 12 PM

D25-06-13b: 2026 Election Chair

Glen shared that Vern Cunningham will not be running in the election this year and has offered to be the 2026 Election Chair.

Motion: To approve Vern Cunningham as the 2026 Election Chair

Moved by: Nancy Spinks

Second by: Harold Reiter

CARRIED

D25-06-14: ADJOURNMENT

The Regular Board meeting of November 17, 2025, was declared adjourned at 15:15 hours.

Moved by: Rob Gaby

Second by: Nancy Spinks

CARRIED

Next Board Meeting will be **Monday, December 15, 2025**, at the Town Hall in the Leksand Room.