





*Shirley Dionne is to send both copies to By-Law to revisit this document against the draft from Theresa McKenzie and bring back a final version to be signed off by the board in January.*

b) Mandates Sub-Committee Update

Theresa McKenzie attended four committee meetings to share the vision of the new Mandate and Purpose.

**Special Events** was accepted and is now complete.

**Fundraising** there was some discussion and the committee asked to see the other committee's documents which Theresa shared. Now complete.

**Senior Affairs and Donations** was accepted with the change of name along with Membership and Volunteers taking over the awards. With updates this one will be complete.

**By-Law** had lots of discussion and in the end a new draft is being written. Once reviewed by By-Law it will be shared with the board. Key elements discussed were: the concern that board members make governance errors; Jim Abram shared that By-Law is to be in compliance with ONCA and Finance in compliance with CRA.

*Action: Theresa McKenzie to complete the rewrite for By-Law's Mandate / Purpose and have revisited by the committee and bring to the board in January.*

c) IT Mandates

*Action: to be revisited in the new year due to timing and requirements*

d) 20 Year Celebration

Glen passed it over to Brandie Yorg. Brandie shared that on January 21, 2026, the West McKenzie Room has been booked for a cake cutting and refreshment celebration. A slide show of the 20-year history of the centre is being pulled together and will be playing on screen during the celebration and in the lounge throughout the month. Carol Hedenberg and Brandie Yorg are working on turning the bulletin board outside the McKenzie Room into a vision board by using the At a Glance document as a starting point. Brandie also shared that Nelson from the town is working on a 90 second video using members' words about the centre. Glen Sharp will promote this event in the December newsletter to promote excitement.

e) Testing of on-line renewal

This was tested by a few board members and worked smoothly. Theresa McKenzie shared that there has been approximately 10-15 members who have used the on-line renewal. The one item that needs to be addressed moving forward is the signing of annual waiver form.

*Action: Membership and Volunteers committee to discuss this upgrade for 2026 renewals.*

f) Archive Records Update

In November there were 13 boxes of historical records shredded at a cost of \$358.

**D25-07-06: Seniors Adult Programs Coordinator’s Report (\*1)**

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

1. **20 Year Celebration** - We are going to hold the celebration on Wednesday, January 21 at 1 p.m. with a fun event. We are requesting \$600 from the board approval to support with refreshments  
*Motion: To approve a spend of up to \$600.00 to cover refreshments.*  
Moved by: Vern Cunningham                      Second by: Rob Gaby                      **CARRIED**
2. **Christmas Lunches** – huge success with one more to go. A huge shout out to Carol Hedenberg for taking the lead on these events and ensuring volunteers involved and all have run smoothly. Glen shared his thanks to the facility staff.
3. **Staffing update** – Andrew has accepted the role of Senior Adult Coordinator. He will be transitioning offices over the next few weeks. Also, the programming role has been posted, close, and recruitment is underway.
4. **Staff Holidays** – Brandie: December 22 to December 26 inclusive and Andrew: December 29 – January 2 inclusive
5. **Centre Holiday Hours: attachment available**



HOLIDAY HOURS	
Monday December 22	8:30 - 4:30 p.m.
Tuesday December 23	8:30 - 9 p.m.
Wednesday December 24	8:30 - 12 P.M.
Thursday December 25	CLOSED
Friday December 26	CLOSED
Monday December 29	8:30 - 4:30 p.m.
Tuesday December 30	8:30 - 9 p.m.
Wednesday December 31	8:30 - 12 p.m.
Thursday January 1	CLOSED
Friday January 2	8:30 - 9 p.m.

*Motion: to accept the Senior Adult Programs Coordinator’s Report*

Moved by: Harold Reiter                      Second by: Theresa McKenzie                      **CARRIED**

**D25-07-07: Treasurer’s Financial Reports to November 2025 and Finance Committee Report (Attached)**

Treasurer Harold Reiter presented:

**Balance Sheet**

- Our cash position increased in November by approximately \$7,800 driven largely by proceeds from the Holiday Market (\$7k), Activity revenue (\$2.4k) and sales of the Christmas Lunch tickets. It should be noted that certain costs related to these revenues will be paid in December, the most significant being the costs related to the Christmas Lunches.
- We received and paid our annual insurance premium (Property & Directors and Officers Liability) in the amount of \$3,745. There was no increase in the cost of the D&O insurance and the Property



insurance increased by approximately 4%.

- Net Assets at the end of the month amounted to \$633,106 including year to date excess of revenue over expenditures of \$40,384. Net assets include:
  - Unrestricted Reserve- \$ 133,106
  - Contingency Reserve - \$120,000
  - Future Needs Reserve - \$380,000

### Statement of Operations

- Revenue for the period amounted to approximately \$28k. As noted above the proceeds from the Holiday Market amounted to almost \$7k. In addition, we continued to experience strong sales of 12 Visit activity Cards (\$2.4k). The Knotty Knitters generated revenues of approximately \$1.6k and the Men’s Shed received a grant Men’s Shed Canada in the amount of \$1.3k for several programs that operated during November and December.
- Expenses for the month amounted to approximately \$16k. Significant items (other than normal operational expenses) included expenses related:
  - Program Equipment & Supplies \$1,020
  - Bistro \$2,233
- Revenue for the month exceeded expenses by \$12.7k and year to date revenue exceeded expenses by \$40.4k

*Motion: that the board approve the Financial Report to November 2025*

Moved by: Harold Reiter

Second by: Jim Abram

**CARRIED**

### D25-07-08: STANDING COMMITTEE REPORTS

D25-07-08-a: Finance - Board Liaison **Harold Reiter** reviewed the following:

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

- It was agreed that this would be a 2026 project given the complexity of the issue as well as the implication to the daily operations of the organization.
- In the interim, TM will continue to maintain a log of Board approved expenses and track actual expenses incurred as against the approved amounts. It should also be noted that the Operations Committee is now receiving monthly cash receipts and disbursements reports that are reviewed by the committee on a regular basis.

#### Fixed Asset Count

- Harold R advised that the fixed asset count was now complete. (Many thanks to Nick and the count team members for the significant effort in getting this project completed!)

#### Archived Records

- were destroyed on November 27, 2025. The total cost of the destruction amounted to \$358.

#### Administrative

- Harold will prepare an outline of each of the critical operational activities and the people assigned to those tasks. We will need to ensure that our team is adequately resourced and cross-trained on each of the main functional activities.
- Jim Abram asked if the dollar amount and what can be done with the 50/50 monies. This is being



looked at by Carol Hedenberg. This discussion reminded all that 50/50 draws will be ending as of December 2025 due to the work effort for a small win.

**Finance Committee Meeting Dates**

**Finance Committee Meetings  
January to June 2026 @ 11 AM**

Reporting month	Date of meeting	Location	Board meeting date
Jan-26	February 6, 2026	Leksand	February 23, 2026
Feb-26	March 6, 2026	Leksand	March 16, 2026
Mar-26	April 3, 2026	Leksand	April 13, 2026
Apr-26	May 8, 2026	Leksand	May 25, 2026
May-26	June 5, 2026	Holland	
Jun-26	TBA	TBA	

*Motion: To approve Finance report*

Moved by: Harold Reiter

Second by: Jim Abram

**CARRIED**

D25-07-08-b: By-Law - Board Liaison **Kevin Griffiths** reviewed the following:

Kevin Griffiths was not present, so Jim Abram started the discussion for By-Law

- Proposed amendment to 1.03.03 - This item requires a rewrite because documents for new board members cannot be signed prior to being sworn in at the AGM.  
*“All directors-elect shall provide an acceptable Police Vulnerable Sector Check (PVSC) and approved personal Disclosure -Liquor (PD- L) before being sworn into office. Failing these requirements, the candidate shall be disqualified and replaced with the next eligible candidate. Also Deleted: **DELETE 1.03.03e**) If elections are delayed to the extent that the election process cannot be brought to completion (ratification by the membership and swearing in the newly elected Directors) in not less than 90 days prior to the call for the next election, then the election cycle will be advanced by one year”*

- Proposed amendment to Donations Policy – see details above in previous business item a (revisit)
- Theresa McKenzie brought up the fact that this report was not the minutes from the meeting.

*Action: Shirley Dionne to send an email sharing the discussion and revisiting of 1.03.03 and Theresa McKenzie’s concern on the report itself.*

*No report approval due to discussions and items having to be revisited.*

D25-07-08-c: Fundraising - Board Liaison **Vern Cunningham** reviewed the following:

Verbal report due to computer issues. Vern shared that Sweet & Salty are moving well with two events (Chamber of Commerce and Park Place) bringing in \$478 and Chartwell/Del Manor bringing in \$714. Inventory is on the decline due to give aways at the three Christmas Lunches. The Coin Jar has been counted, and \$376 dollars will be presented to Sandy Bundy from the Optimist Club. The reading event will be held in March 2026. Kristin Eagan asked about sharing revenues from events with Elder Abuse which was turned down due to conflict with By-Law. Bowling moves to Special Events and could possibly become an activity.

*Motion: To approve the verbal Fundraising report*



Moved by: Vern Cunningham

Second by: Glen Sharp

**CARRIED**

D25-07-08-d: Membership & Volunteers - Board Liaison **Theresa McKenzie** reviewed the following:

No meeting due to membership renewals. Membership renewals have been running smoothly taking in \$26,000 in the first week. On-line renewals process steps were easy to follow and not many used so far. There is an extra step those using it must take and that is as they still must come to sign the waiver. A full report on how it went and recommendation for next year will be shared in February 2026.

*Verbal report of the Membership & Volunteers Committee be received*

D25-07-08-e: Operations and Activities - Board Liaison **Julia Jackson** reviewed the following:

**New Business topics shared**

Small lathe purchased for \$541.87 (Glen Sharp noted that an email from the person purchasing to be sent to Julia Jackson to close the loop); Outsourcing of IT to Cairitech and contract being reviewed; Finance committee working on process documentation for standard budgets, reporting and submission of expenses; O&A Procedures Manual being worked by Julia Jackson and Dave LeGallais; Fit for You Document reviewed and ready for website; Kitchen documents will be reviewed and presented in January to the board; Coordinator changes – Dave LeGallais stepped down from Snooker and Men's Shed, Scott Ryckman taking over Snooker and Anton Coetzee will take over Men's Shed. - addition to O&A as a non-voting member is Robyn Davidson. Brandie Yorg to send Shirley Dionne the spreadsheet report from the website survey and a meeting will be held in January to discuss the go forward of changes to the website.

*Motion: To approve John Pelletier as a voting member on the Operations & Activities committee*

Moved by: Rob Gaby

Second by: Theresa McKenzie

**CARRIED**

Twice a year popcorn purchase is required to have for events. A replenishment is required.

*Motion: To approve the ordering of popcorn for the centre up to \$700.*

Moved by: Vern Cunningham

Second by: Jim Abram

**CARRIED**

**Discussion**

Expense reports will be submitted to committee members on a monthly basis. Nick Senick's email was hacked and has been fixed – reminder to all to be safe. Pickle Ball Etiquette document shared with members and Glen Sharp shared that the Walking Club had a seminar on Crime Stoppers regarding on-line scams – he felt this is something that the members could benefit from. Also, Julia asked Harold to attend an O&A meeting to share the details of the monthly report that is supplied by Theresa McKenzie. This report to continue in 2026.

*Motion: To approve the Operations and Activities report*

Moved by: Julia Jackson

Second by: Theresa McKenzie

**CARRIED**

D25-07-08-f: Senior Affairs, Grants & Donations - Board Liaison **Jim Abram** reviewed the following:

- Approval of Mandate (Theresa McKenzie) - changes issued to Theresa to incorporate
- Approval of request for new committee members – Fit for You – updated pending review with board and approval



- Seniors Affairs Policy - List of contacts updated. We are to draft a Seniors Affairs Policy regarding engagement of politicians and work with By-Law Committee to finalize proposed policy for BOD approval.
- Move Awards to Membership and Volunteers Committee
- Anton Coetezz joining the committee

*Motion: To approve the Senior Affairs, Grants & Donations report*

Moved by: Jim Abram

Second by: Julia Jackson

**CARRIED**

D25-07-08-g: Special Events – Board Liaison Rob Gaby reviewed the following:

Theresa McKenzie attended and shared the mandate for the committee. No changes to events planned. Summary as follows: December 6, 2025 - Tony the Entertainer, after revenue and expenses; there was a net profit of \$ 99.87; January 24, 2026 - Scott Dietrich (magician); February 13, 2026 - George St. Kitts; March 16, 2026 – The Flailing Shilaleighs; April 2026 – no event (garage sale); May 2026 – Trivia Night; June 2026 – no event; July 17, 2026 – Pacemakers Dance; August 19, 2026 - Ice Cream Social; possible fashion show for the fall and September – no event. Approval for George St. Kitts \$750 approved with the acceptance of the report.

*Motion: To approve the Special Events report*

Moved by: Rob Gaby

Second by: Julia Jackson

**CARRIED**

#### **D25-07-09: Ad-hoc Committees**

- a) Nominations & Elections – Active – First meeting held December 11, 2026. Vern Cunningham shared that only three members were in attendance. Shared the previous year's process with a new member Marco Vittiglio. A discussion on the Proxy Voting and and contesting was brought forth and has been shared with the rest of the committee for discussion at the January 15<sup>th</sup> meeting and will be presented to the January board meeting.
- b) Conduct Review – Inactive
- c) Future Space – Active - NA

#### **D25-07-10: Secretary's Report - NA**

#### **D25-07-11: Vice-President's Report – NA**

#### **D25-07-12: President's Report – Verbal/Attached**

The President provided the following updates:

- Cairitech update: due to illness this item did not take place, however, the agreement has been reviewed by Harold and he has a few questions around what the \$900/month fee gives us (backups – how frequent and where is it housed, ransom ware, etc.). Harold also would like to have a 90-day notice of cancellation clause added. A meeting is being schedule for next week where Glen Sharp, Harold Reiter and Doug Cooper will attend to discuss.
- Evergreen Choir: Glen Sharp was the Master of Ceremonies. The event was successful and well attended by friends and family of all ages. Glen was asked to be the MC for the spring and Christmas



concerts in 2026.

- Christmas Lunches: these lunches have been extremely well received by the members. Board representation: 1<sup>st</sup> was Rob Gaby; 2<sup>nd</sup> Theresa McKenzie and 3<sup>rd</sup> will be Julia Jackson
- Grinch Public Skate: successful event hosted by ASA and Men's Shed. Event was sold out with 160 skaters over the 2-hour event that ran from 10am to noon. Cookie packages were given to all participants. This event was great public exposure for the centre.
- Theresa McKenzie shared that the Silver Stars skits event was another good event and well attended.

#### **D25-07-13: NEW BUSINESS**

##### D25-07-13a: Newsletter Board Page

- Glen to submit Newsletter for January 2026 due December 15, 2025, at 9 am

#### **D25-07-14: ADJOURNMENT**

The Regular Board meeting of December 15, 2025, was declared adjourned at 14:40 hours.

Moved by: Vern Cunningham

Second by: Rob Gaby

**CARRIED**

Next Board Meeting will be **Monday, January 19, 2026**, at the Town Hall in the Leksand Room.