



Firewall: Doug discussed need for a Firewall for ASA computers/laptops as the IT support will now be provided by an outside company Cairitech in Aurora. To protect ASA laptops from Ransomware, all data, except for QuickBooks, will be backed up to a secure file system. Cairitech recommends a managed Firewall between the Rogers's router and the ASA network. Cost is \$425.16 + HST + shipping = \$510.43. This would give the centers computer/laptops better security. If the Rogers router was to fail Cairitech would just have to plug / play a new router. Seamless work effort. Doug advised that the installation of this device would not disrupt the Center's operations.

Motion: to approve a budget spend of up to \$550 to cover the cost of the purchase and installation of a firewall between the Rogers router and the ASA network.

Moved by: Vern Cunningham

Second by: Rob Gaby

CARRIED

New Computer Chairs: Currently have 9 chairs, 3 are no longer functional. The room will fit 12 chairs. Various types have been looked at, and Bill will make the final choice of the 6 chairs to be purchased. All require wheels, hydraulics and arms. A spend of up to \$250 / chair including tax and shipping is suggested.

Motion: to approve a budget spend of up to \$1,500 (\$250x6) to purchase six (6) computer chairs for the computer room.

Moved by: Harold Reiter

Second by: Rob Seath

CARRIED

Office M365: Earlier this year the 6 main computers used at the centre were moved to a free version of 365. This brought forward lots of issues for users. Cairitech and Doug are recommending two options to eliminate the issues. Return to the version we had previously (\$5/unit/month) or upgrade to the business premium version (\$9/unit/month). Cost differential of \$4/unit. Premium comes with defender which would give the 6 users (membership (1); Accounting (2); Computer Club (1); Board Secretary/Recording (2) better security protection. This was discussed and it was agreed that Doug Cooper would confirm the price and how it would be invoiced by Cairitech.

Action: Doug to follow up with Cairitech on price and invoicing

Motion: to approve a budget spend of up to \$9.00/unit/month x 6 for a total of \$54.00 / month for Office 365 Premium for non for profits.

Moved by: Jim Abram

Second by: Harold Reiter

CARRIED

D25-09-05: BUSINESS FROM PREVIOUS MEETINGS

a) By-Law – These items are covered in the By-Law Report

- Proposed amendment to Donation Policy (from Dec)
- Proposed amendment to 1.03.03 (from Dec)
- Election Committee Guidelines – Reviewed with Elections & By-Law
- By-Law Fit for You

b) Kitchen Document Update – Julia Jackson referred to the updated document issued earlier to the board which is to be used as a guide for those using the kitchen. Julia is working with Brandie Yorg



and Andrew Bailey to obtain a master list of who has a Food Security Certificate and will be added to Julia's master list of committees to maintain a tracker of expiring certificates. Theresa McKenzie asked that a 10-cup pot be added to the document. *Action: Shirley Dionne to update and issue revised document to Julia Jackson - completed and issued February 23, 2026.*

- c) Mandates Sub-Committee for By-Law & IT – Theresa McKenzie shared that the committee has not met since their last meeting. She explained that the IT Mandate requires a committee. A request for an initial meeting with Doug Cooper while Julia Jackson is away which Julia agreed to. An update on IT will be giving at the March board meeting.

Action: IT to be reviewed with Doug Cooper.

By-Law was issued a draft 5 in early January, that incorporated discussion from the Dec. By-Law meeting and were invited to provide further input. No revisions were proposed and draft 5 was approved by the board at the January meeting.

ACTION: By-law is directed to review the approved mandate. If there are concerns, they should be specifically identified, with reasons, and communicated to the Mandates Sub-committee chair, Theresa McKenzie.

D25-09-06: Adult and Older Adult Coordinator's Report (*1)

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

1. Gillian Simpkin, as our New Seniors Program Assistant. Her First official day in her role is today. We now have a full, full-time team. Congrats Gillian and welcome to the team.
2. Community Calendar – Andrew passed this topic over to Brandie Yorg. This year the centre was selected to receive 100 copies of the community calendar produced by local vendors. It includes the centers information, community calendar, phone book space and advertising. These will be placed in the lobby for members to take. Brandie asked the board for assistance in dropping off eleven copies to those vendors in the book. She will send an email to the board with details of the vendors and locations.

Action: Board members to respond to Brandie on who can assist in dropping off the booklets.

D25-09-07: Treasurer's Financial Reports to December 2025 and Finance Committee Report

Treasurer Harold Reiter presented one report:

Cash Position

In January 2026, the organization's cash position improved significantly, closing balance of \$65,461. This increase was mainly attributed to membership renewals and robust sales of activity cards. Gold Cards were exceptionally strong, \$6,100 in January vs the total sales of \$2,600 recorded for all of 2025.

As a result of strong cash inflows, the organization now holds a surplus of operating cash. The operating account is at \$65,000. The Finance Committee plans to convene in March 2026 to recommend to the Board how any surplus funds should be managed.



- Proposed amendment to Donation Policy (from Dec) - this was briefly discussed and Shirley Dionne was requested to re-issue the current By-Law Version and Theresa McKenzie's version so it can be revisited. By-Law to bring recommendations to the March board meeting. There was a discussion on the process of how the funds for Charitable Donations will be decided. Funds over the operating surplus (example \$30,000) will be the starting point and then key known expenses (computer upgrades, pool tables, etc.) will be used to adjust and land on a more accurate amount that could be used for donations purposes. *Action: Harold was asked to review this and return to the March board meeting with a final dollar value that will be available. From there a discussion on how much of that value will be used for the 2026 donations.*
- Proposed amendment to 1.03.03 (from Dec) - after discussions it was agreed that this would be removed as it is not a By-Law and is covered in the Elections Guidelines.
- Election Committee Guidelines – Reviewed with Elections & By-Law. A zoom meeting was held with the Election Chair Vern Cunningham, President Glen Sharp recording secretary, John Scherrer, and Nick Senick. Great discussions and all parties agreed to minor changes and now are on the same page as to what the Elections Guidelines are to be used for moving forward.
- By-Law Fit for You – a review of By-Laws submission was discussed and the board agreed that the following sentence is to be removed. *Action: By-Law to removed sentence below and can move forward with an eblast and posting.*

The Bylaw Committee's mandate is to ensure that the all-ASA governing documents are in compliance with all government legislation/regulations and recommend amendments to the Board

Other items:

- 1.03.03 e) removal redundant covered in (d)
- 1.11.04 Treasurer: The Treasurer is responsible for overseeing the financial affairs of the Aurora Seniors Association as directed in the Treasurers Operating Manual and in compliance with ~~the not-for-profit~~ Canada Revenue Agency Charitable Certification regulations. The Treasurer must ensure that segregation of duties exist and are managed with the assistance of Administrative Officers. With Board approval, Administrative Officers will be appointed by the Treasurer to assist in the performance of these duties. *Action: highlighted words to be removed as per the board discussion*
- By-Law Mandate - refer to item **D25-09-05c** above – *Action: By-Law to revisit and come back at the March board meeting with a final version using the board approved version with modifications.*

Motion: To approve By-Law report except for the noted revisions and action requirements.

Moved by: Jim Abram

Second by: Vern Cunningham

CARRIED

D25-09-08-c: Fundraising - Board Liaison **Nancy Spinks** reviewed the following:

Sweet and Salty closed out with a final revenue of \$275.00

Events as follows:

Author Reading Night with Ted Barris – Saturday March 7th – everything in place

Indoor Garage Sale – Sunday April 26th – everything in place



Murder Mystery Night – Saturday June 20th – event planning underway and a request for budget funds of up to \$2,600 (Greek theme) with ticket prices slightly increased.

Motion: To approve Fundraising report inclusive of Murder Mystery Night budget

Moved by: Nancy Spinks

Second by: Vern Cunningham

CARRIED

D25-09-08-d: Membership & Volunteers - Board Liaison **Theresa McKenzie** reviewed the following:

January Report covered renewals, waiver signing & volunteer recognition moving to an upscale BBQ along with the following

Let Us Knows:

1. Tiles in the pool room which Glen Sharp is following up and is covering updates in the monthly newsletter
2. Suggestion that the coffee card be 12 cups vs 10 – response was no. Cost per cup was shared in the newsletter
3. Let Us Know response to be included in the newsletter

Motion: to approve the January Membership & Volunteers report

Moved by: Theresa McKenzie

Second by: Rob Seath

CARRIED

February Report volunteer recognition. Theresa shared that the committee discussed the recognition event and landed on an upscale BBQ that would be catered and the removal of Thank you and coffee cards. Carol Hedenberg has booked the centre for May 23rd (weekend after the long weekend.) The cost of up to \$4,000 for the revised event which is to be held at the centre in the West McKenzie Room will be an upscale BBQ that will be catered. Volunteer hours would be dropped from 20 hours to 10 hours for volunteer invites (120 to 170 volunteers). The question was asked “who will clean up”. This was an open item that took away for Theresa for further discussion. Vern Cunningham shared his objection to this change as did Nancy Spinks. Theresa noted that the Legion supplied a quote yet the date in question was released due to the May 23 booking at the centre. She shared that some volunteers felt it was too expensive and extravagant. Jim Abrams shared that the Legion was used in the past and worked out well. Andrew Bailey said that in his nine years at the centre except for last year this event has been held on site where staff and few volunteers took care of the setup and cleanup.

Motion: to approve the budget spend of up to \$5,000 for the Volunteer Appreciation Event BBQ that is to be catered and held at the Centre.

Moved by: Theresa McKenzie

Second by: Declined by All

DEFEATED

Glen Sharp shared that money was not the driving factor to this change. The direction from the board is that M&V is to explore other options (Legion, etc.) and dates in April. April is volunteer appreciation.

Christmas Lunches were discussed and will be discussed with the new board in June.

The renewal waiver issue has been taken care of by all online renewals being flagged and when those members sign in, they will be directed to go to reception to sign the waiver. This process change will move forward into 2027 and beyond.

Motion: to approve the February Membership & Volunteers report

Moved by: Theresa McKenzie

Second by: Nancy Spinks

CARRIED



D25-09-08-e: Operations and Activities - Board Liaison **Julia Jackson** reviewed the following:

Doug Cooper shared and requested funds which have been addressed above and approved in the presentation section. Rob Seath shared the next steps for the upcoming Stain Glass class.

Snooker/Billiards: Two companies quoted on the job and the recommendation is to go with Game Tables Plus with a quote of \$2880.00 (already discounted by 10%) plus HST of \$374.40 for a total of \$3254.40. Andrew will follow up with scheduling a visit from Game Tables Plus to confirm the quote and determine what guarantee will be given. By recovering the two large tables it will be easier to budget them every 5 years, and the smaller table will be done every 3-4 years (done in 2025). Vern shared that this is a small price to pay for all the folks that enjoy those tables.

Motion: to approve a budget spend of up to \$3,500.00 (including taxes) for Game Tables Plus to re-cloth the two snooker tables.

Moved by: Julia Jackson

Second by: Rob Seath

CARRIED

Other various items were discussed; new birdies for the Badminton activity at a cost of \$137.28; Congratulations to Brandie Yorg who has been appointed to Adult/Older Adult Programmer; Activity updates – Lunar New Year; Spanish Class cancellation; Scott Ryckman as the new coordinator for snooker; Kitchen document. Julia is away for the month of March.

Motion: to approve the Operations and Activities report

Moved by: Julia Jackson

Second by: Rob Gaby

CARRIED

D25-09-08-f: Senior Affairs, Grants & Donations - Board Liaison **Jim Abram** reviewed the following:

Jim shared six people responded to his eblast/posting of the “Fit for You” document. The committee has now been revitalized with new members and will consist of the following members:

Jim Abram (Chair and Board Liaison), Anton Coetzee, Rob Gaby, Dave LeGallais, Jean Martindale, Donna Rossiter, Eve-Anne Baptist

Motion: to approve the Senior Affairs, Grants & Donations Committee member changes

Moved by: Jim Abram

Second by:

CARRIED

Impact on plans the Town has for re-purposing Town Hall frontage. Jane attended the Council meeting and confirmed that the project adds 17 parking spaces. Glen Sharp shared that Adrian Wong from the town will give an update report at the March board meeting.

Motion: to approve the Senior Affairs, Grants & Donations report

Moved by: Jim Abram

Second by: Vern Cunningham

CARRIED

It was also concluded that the balance of those who responded to the eblast/posting were contacted following the BOD meeting to accept as non-voting members of the Committee and encouraged to attend and contribute.

D25-09-08-g: Special Events – Board Liaison **Rob Gaby** reviewed the following:

JAN: Scott Dietrich – Expenses of \$536 less ticket sales of \$430 net loss of \$103

FEB: George St. Kitts - Fee \$960.50 (correction), 96 tickets sold with a request for an addition table of 8.

All future events have planning underway or being planed



MAR: The Coyotes; APR: No event; MAY: Triva; JUN: No Event; JUL: Pacemakers Dance; AUG: Ice Cream Social;

Nothing planned for the follow as of this meeting: SEP – NOV

DEC – Afternoon New Year Luncheon until 3 was suggested by Brandie and is being looked at

Motion: to approve the Special Events report

Moved by: Rob Gaby

Second by: Harold Reiter

CARRIED

D25-09-09: Ad-hoc Committees

a) Nominations & Elections – Active - Vern Cunningham

- Vern shared the modifications made based on the meeting held with By-Law. Minimal changes and all members accepted changes.
- Ballot captures and calculation spreadsheet was shared with the board
- A review of the key document changes, Candidate Handbook and timelines.
- A budget request for the All-Candidate meeting of \$1,500 was requested

Motion: to approve a budget spend of up to \$1,500 for the All-Candidates meeting

Moved by: Vern Cunningham

Second by: Nancy Spinks

CARRIED

b) Conduct Review – Inactive

c) Future Space – Active – Rob Gaby – No report

D25-09-10: Secretary’s Report – No report

D25-09-11: Vice-President’s Report – No report

D25-09-12: President’s Report – Verbal

The President provided the following updates:

- Lawsuit settled after 2.5 years.
- Building action plan (roof, tiles in snooker room, computer room carpet) meeting with Bill Hawk/Andrew Bailey. Glen will follow-up to ensure items are looked at and taken care of.
- Glen confirmed that membership to the Chamber of Commerce has now been paid and active.

D25-09-13: NEW BUSINESS

D25-09-13a: Newsletter Board Page

Glen to submit March newsletter to Brandie by February 23, 2026, at 9AM – submitted February 22, 2026

D25-09-13b: Annual Policy Review Requirement

Reminder that an annual review of the Directors Manual and By-Law changes are reviewed annually.



D25-09-13c: Annual donations discussion – who will receive 2026 donations – will be covered by SAGD once the budget has been set by the board in March

D25-09-13d: 1.04.02 wording change required to ensure it reflects ONCA.

D25-09-14: ADJOURNMENT

The Regular Board meeting of February 23, 2026, was declared adjourned at 15:05 hours.

Moved by: Glen Sharp

Second by: Vern Cunningham

CARRIED

Next Board Meeting will be **Monday, March 16, 2026**, at the Town Hall in the Leksand Room.