MINUTES OF THE
4th Regular Board of Directors Meeting for the 2026-27 Term
Held on
Monday, September 21, 2026, at 1:00 PM

Aurora Town Hall, Holland Room

Presiding:	Glen Sharp, President
Directors Present:	Glen Sharp (President) Harold Reiter (Treasurer) Julia Jackson (Vice-President) Rob Gaby (Secretary) Jim Abram, Rob Seath, Theresa McKenzie, Nancy Spinks
Staff Members:	Andrew Bailey, Adult Programs Co-Ordinator Brandie Yorg, Program Lead Adrian Wong, Recreation Supervisor, Aquatics & Fitness
ASA Members:	Nick Senick (By-Law) Joanne Ledlow, Robin Davidson
Regrets:	John Pelletier
Recording Officer:	Shirley Dionne

D26-04-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 12:59 hours.

D26-04-02: Approval of Agenda

Motion: That the Agenda be approved as distributed
Moved by: Julia Jackson Second by: Rob Gaby **CARRIED**

D26-04-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on August 17, 2026, be approved as distributed and amended (removal of sentence under D26-03-06: Adult & Older Adult Coordinator's Report "4. Theresa McKenzie will organize.")
Moved by: Harold Reiter Second by: Rob Seath **CARRIED**

D26-04-04: PRESENTATIONS

President Remarks: Glen introduced Joanne Ledlow.
Joanne Ledlow shared that the board had tasked Memberships & Volunteers to update a database for active volunteers. Joanne shared with the board that she would require a laptop and was looking for

approval from the board to purchase a laptop with Microsoft Office 365 Pro to comply with this item. Theresa asked what software would be required. Shirley shared that the database is in Excel.
This item was previously discussed at the Finance Committee and again at the board meeting to look at options:

1. Using the finance computer was discussed at the finance committee and was not an acceptable choice
2. Purchasing a new laptop with Microsoft Office 365 Pro - monthly/annual cost requirement
3. Harold suggested getting an Excel version - Excel for a MAC (Joanne Ledlow personal machine) – cost requirement and accessibility to SharePoint.

Motion: for the ASA to pay for a Microsoft Office 365 Prem license to load onto Joanne Ledlow's personal laptop to manage the set up and maintenance of the Volunteer Database.
Moved by: Theresa McKenzie Second by: Harold Reiter **CARRIED**

Action: Shirley Dionne to inquire with Doug Cooper and Frank Cafaro from Cairitech to investigate these options and get back to the board with details so a decision can be made.

Joanne passed the floor to Brandie Yorg regarding the Christmas Lunches.
Brandie and Carol Hedenberg have been gathering quotes for a few months for the 3x100 people luncheons like 2025 season. Costs have increased and after reviewing the quotes Mathew Barber Catering of Newmarket was the choice of the Membership & Volunteer Committee.
Costs are as follow:
Food cost $21.95 per person before HST.
X100 =$2195.00
HST $285.13
Total food cost including HST $2480.35

Service staff cost
Servers x 4@$30/hr 4hr minimum
=$480.00
Chef x1 @$50/hr 4hr minimum
=$200

Total service staff cost $680.00
Gratuity 18% on food cost before HST.
$395.10

Total food cost, service staff cost, and gratuity for each event including HST
$3555.45.

Total price for total 3 events all in $10,666.35
There was a discussion around the subsidy, and it was decided to leave the ticket price at $5.00 which ensures inclusivity to all members. Nancy Spinks suggested raising the price slightly. Jim Abram noted that this item had been discussed at the previous meeting.

Motion: To accept the luncheon cost at $5.00 for each seating of the 3 luncheons for 100 people each.

Moved by: Rob Gaby Second by: Jim Abram **CARRIED**

Motion: To supply lunches for the six volunteers that will set tables & cleanup for each of the three-luncheon seatings.

Moved by: Harold Reiter Second by: Julia Jackson **CARRIED**

D26-04-05: BUSINESS FROM PREVIOUS MEETINGS

a) Volunteer Application – Shirley Dionne handed out the new volunteer application to those board members that had not already completed it and asked them to complete and hand in to reception as soon as possible.

D26-04-06: Adult & Older Adult Coordinator's Report (*1)

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

1. **South Parking Lot/Reflection and project update**
   Opened on Wednesday, September 16 at 8 a.m. with some issues. North Lot began September 16.
   Up to date information available at *https://engageaurora.ca/townhallparking website*.
   To celebrate the new parking lot there will be Free Coffee/treats available for members from Monday, September 21st – Friday, September 25th

2. **Seniors Centre Roofing** - Gutter work around the Centre will be scheduled for completion in the fall.

3. **John West Way Street Rehabilitation** - Work anticipated to begin mid-October. Disruption to street parking from the stop sign to Wellington on John West Way with two-way traffic control if required.

4. **Senior Centre Interior Refresh (2027)** – The Town's Facility Management team has a capital project that involves a refresh of the interior of the Senior Centre in 2027 with no budget in place yet. Adrian shared that the budget would be approximately $50K. Each group will have their priorities. Kick Off meeting will have Glen Sharp as the ASA representative and will require board to submit their list of priorities.
   Action: Shirley Dionne will create a spreadsheet listing the items and send to the board members to supply their top five priorities which will be summarized for Glen to present to the town kick off meeting.

5. **Upcoming events** – Harold Reiter to attend the Meadow's Health Fair, Monday, October 5, 2026, at 10:00 a.m. – 1:00 p.m. Vendor Setup: 8:30 a.m.

6. **ASA Bistros –** Brandie Yorg shared that Healthy Now will be the supplier for the 2026-27and menus have been planned. The subsidy for this term was discussed. Previous year remained unchanged even though there was a cost increase. Harold Reiter mentioned the 20% increase which is in line with food cost increases.
   Motion: To accept increase the ticket price of the Bristo Lunches to $12.00 (from $10.00) starting October 14th, 2026, for the 2026/2027 term.

Moved by: Nancy Spinks Second by: Jim Abram **CARRIED**

7. **Active Living Fair** – CANCELLED

8. **October Events Save the dates** - Aurora Seniors Centre Open House on Wednesday, October 7 from 10am to 2pm. ASA Board of Directors Table. Town staff will be coordinating with all ASA Activity coordinators soon.

9. **Municipal Election Training and Dates in West McKenzie -** All West McKenzie programs and Activities to be cancelled once dates are confirmed.
Advance Polling Dates: Monday, October 19, Tuesday, October 20, Wednesday, October 21
Election Day: Monday, October 26

10. **Town of Aurora Annual Emergency Operations test** will be held in the West McKenzie scheduled for Monday, November 16. All West McKenzie programs and activities will be cancelled.

11. Food Safety Training – Brandie has 10 spots for members to be certified in Food Safety at a cost of $35.00 per license.
Motion: To approve a budget up to $350.00 for ten (10) members to be certified in Food Safety.
Moved by: Julia Jackson Second by: Rob Gaby **CARRIED**

D26-04-07: Treasurer's Financial Reports to August 2026and Finance Committee Report (Attached)
Treasurer Harold Reiter presented one report:
Balance Sheet

- Our cash balance decreased slightly during the month mainly due to Program Equipment and Supplies expenditures.
- A GIC in the amount of approximately $59,717, including accrued interest, matured on August 14th. The proceeds were invested in the HISA account pending a further investment decision.
- Net assets at the end of the month amounted to $643,519 including the year-to-date excess of revenue over expenses of $20,263.
- Net assets include Unrestricted Reserve- $ 89,159, Contingency Reserve - $124,646, Future Needs Reserve - $429,714

Statement of Operations

- We are now able to provide year-to-date comparative operating information since we are now one year post conversion to QuickBooks Online. We note that certain of the comparative values do not line up due to the restructuring of the chart of accounts.
- Revenue for the period amounted to $12,447 which is similar to the prior month's revenue. Year to date revenue amounted to $153,665 that compares favourably to last year's revenue of $137,245. The positive variance is largely due to the highly successful Spring Garage sale.
- Expenses for the month amounted to $13,681 and exceeded revenue by $1,235 due to program expenditures in anticipation of the start up of fall activities including the purchase of pickleball

supplies and wooden TV trays. Year to date expenses amounted to $133,402 an increase of $15,724. The main contributors to this increase are increases in Operations & Activity expenses, including Coffee Service, Kitchen and Program Supplies, as well as the increase in Technology Support costs.

- Year to date revenue exceeded expenses in the amount of $20,263, which is line with expectations and slightly better than last year.

Motion: that the board approve the Financial Report to August 2026

Moved by: Harold Reiter Second by: Rob Gaby **CARRIED**

D26-04-08: STANDING COMMITTEE REPORTS

D26-04-08-a: Finance - Board Liaison **Harold Reiter** reviewed the following:

No Meeting verbal report

Administrative

Expense Process

- The committee has prepared a proposed amendment to our expense management process. The main changes to the process are:
    - A defined process to have expenses approved by either the Committee Chair, Members of the Executive Committee or President, subject to defined Limits, prior to payment.
    - Requirement that all requests for reimbursement are submitted no later than 30 days after the expense is incurred.
    - The requirement that the Board of Directors approve any expenses, in aggregate, of greater than $500 remains in effect. A copy of the proposed Cheque Approval Process is attached for the Board's review and consideration.
- It is contemplated that the revised policy be added to the Board of Directors October agenda.

Accountant Services Review

- At the annual general meeting the membership requested that we review the provision of accounting services. The scope of the work included an independent review of the Association's financial statements and the preparation of the annual CRA return. The incumbent firm, BDO, proposed a fee of approximately $8,000 plus HST.
- We contacted three local accounting firms that could provide the services required. The responses are summarized as follows (Note: all quotes do not include HST):
    - Smith Sykes Leeper Tunstall LLP (Newmarket) - $6,000 - $6,500
    - Bateman Graham & Fitzpatrick LLP (Newmarket) - $6,250 - $7,250
    - Foster Thibeault Youell Radley LLP (Aurora) - $3,750
- It should be noted that FTYR was the only firm that provided a detailed engagement proposal and is located locally. The committee recommended that we accept the FTYR proposal given the considerable cost savings that can be realized.

Motion: to enter an engagement and appoint FTYR as the new accountant for 2026.

Moved by: Harold Reiter Second by: Rob Gaby **CARRIED**

Investments

The current Investment Portfolio is summarized below:

	Value @ Maturity	
Cash / HISA	64,754.28	10.04%
Money Market		
2026		
2027	213,842.43	33.21%
2028	215,652.59	33.49%
2029	149,755.98	23.26%
	644,005.27	100.00%

- It was noted that we have reduced our operating fund balance to approximately $10,000 and given the upcoming quarterly payment to the Town of Aurora the committee agreed that we should invest $50,000 in a GIC. The committee also reviewed the laddering and concentration structures and agreed that we should invest $50,000 in a Three-year GIC with BMO Mortgage Corp at a rate of 3.95%.

Interac Receipts

- We have established the ability to receive payments by electronic (Interac) transfer. We are using this feature for the Holiday Market vendor fees. The monies are directed to the "Square" account so that we can track the transaction separately from our operating account.

Point of Sale (LBOSS) / Moneris Process

- The committee noted that there have been several issues related to the point of sale and cash receipts processes. It was agreed that we should review these processes and related software options to improve the effectiveness of these operations.

Motion: To approve the Treasurers verbal report

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

D26-04-08-b: By-Law - Board Liaison **Rob Gaby** reviewed the following:

Proposed changes:

1. Proposed amendment to By-law 3.01.04 - Remove the last sentence from 3.01.04. Committees make recommendations which are only reported to the Board by a simple majority vote of the committee members. There is no recorded vote in a committee report.
2. Proposed amendment to By-law 1.06.00 - The Election Committee for 2026 added an attendance requirement to the Official Nomination Form, but this condition does not appear in any existing bylaws or regulations. To ensure fairness and consistency, any eligibility requirement applied to nominees must also apply to current Board members.
   Because this attendance rule affects both nomination and continued service, it must be formally incorporated into our governing documents. Updating Bylaw 1.06.00 and the related regulations will

clearly establish the requirement, ensure equal application, and provide defined remedies for non-compliance.

3. Chronic absenteeism often stems from personal burnout, shifting life circumstances, or a misunderstanding of time commitments. To handle this supportively and fairly, the Board members are to follow the protocol in section X of the Regulations Governing Board Members.
4. Proposed amendments to Regulations Governing Board Members – to include the absentee section of the by-laws.
5. Appointment of Percy Surti as a voting member

Motion: To approve Percy Surti as a voting member of the By-Law committee
Moved by: Rob Gaby Second by: Julia Jackson **CARRIED**

Motion: To approve the By-Law report as amended in the REGULATIONS GOVERNING BOARD MEMBERS - III - Commitment (Directors shall accept that trust and will make their best effort, dedication and support to live up to that trust.
Moved by: Rob Gaby Second by: Jim Abram **CARRIED**

D26-04-08-c: Fundraising - Board Liaison **Rob Seath** reviewed the following:
Rob shared the updates which included the 50/50 reinstatement. Lesley Everest from the Fundraising Committee will oversee this task who will touch base with Harold to ensure that the paperwork is done correctly. She will recruit her own team to the upcoming events. Two motions for approval for Bingo and Holiday Market.

Motion: To approve the expense budget of up to $600.00 for the Bingo event on October 30, 2026.
Moved by: Rob Seath Second by: Theresa McKenzie **CARRIED**

Motion: To approve the expense budget of up to $1,650.00 for the Holiday Market.
Moved by: Rob Seath Second by: Rob Gaby **CARRIED**

Motion: To approve the Fundraising report
Moved by: Rob Seath Second by: Theresa McKenzie **CARRIED**

D26-04-08-d: Membership & Volunteers:
With John Pellieter absent, Joanne Ledlow updated the board with the following items:
New voting members of the committee - Robin Davidson and Lynette Pirie were elected by the current members of the M&V.
Motion: To approve Robin Davidson and Lynette Pirie as voting members of the M&V committee.
Moved by: Harold Reiter Second by: Rob Gaby **CARRIED**
The membership application form will be updated for NEW members only stating: By signing this you agree to paying your membership and your daily activity fees.
This information will be highlighted to renewing members at the time of renewal.
Motion: to amend the Membership Application form to include the activity fees as shown above in red.

Moved by: Harold Reiter Second by: Jim Abram **CARRIED**

With the confusion around the activity fee requirements the committee will review the Activity Fee Policy.

Action: Shirley Dionne to send the latest Activity Fee Policy to Brandie for this review.

Bill and Jo-Anne in Operations are having a baby.

Motion: To approve an expense budget of up to $250.00 for refreshments at the baby shower to be held on October 20 from 3-5PM.

Moved by: Rob Seath Second by: Rob Gaby **CARRIED**

Motion: To approve the Membership & Volunteers report

Moved by: Theresa McKenzie Second by: Nancy Spinks **CARRIED**

D26-04-08-e: Operations and Activities - Board Liaison **Julia Jackson** reviewed the following:

Julia informed the board that the Chinese Calligraphy class is on hold, she has reached out to the coordinator to confirm that this is not to be a private class for a specific group of individuals and must be inclusive to all ASA members. The coordinator has not returned Julia's calls. Julia will wait until October 1, 2026, and at that time will inform the board if this activity moves forward. This has happened with Thai Chi also where the coordinator thought it would be a program for their group only.

Friday Night dances are being reviewed as the members want to keep the activity in house. Brandie shared that they WANT THEM HERE! Which she felt was beautiful. This item is being reviewed, and updates will be shared once a complete review is done. Glen and Julia attended the Mah jong and learned how this program works. There will be a few other programs that they will attend to have a better understanding of how they work.

Motion: To approve the Operations and Activities report

Moved by: Julia Jackson Second by: Rob Seath **CARRIED**

D26-04-08-f: Senior Affairs, Grants & Donations - Board Liaison **Jim Abram** reviewed the following:

Jim requested confirmation of the donation budget, Harold confirmed the amount was $4,000. Jim also shared that he had been receiving calls from candidates looking for endorsements to which he replied that the ASA is not endorsing any one candidate.

Previous donation amounts to Alzheimer's Society, Yellow Brick House and Aurora Food Pantry. Theresa noted that a cheque request for Yellow Brick House had not been received, Jim to issue a cheque request. The remaining unallocated Donation budget before this request is $2,500. Jim requested that donations be made to the following organizations in the amount of $500.00 each:

- CHATS Aurora Community Home Assistance to Seniors
- Southlake Health Centre (Specify Dr. Molly Thangaroopan Cardiologist and Division Head of Cardiac Diagnostics Cardiac Care Program
- Doan House/Margaret Behan Hospice
- Hope House Community Hospice

Jim to prepare cheque request for each and submit to finance. With these additions the budget is now:

$4,000 - $3,500 = $500 remaining

Motion: To approve the additional donation funds of $500x4 to the above organizations.

Moved by: Jim Abram Second by: Nancy Spinks **CARRIED**

Motion: To approve the Senior Affairs, Grants and Donations report

Moved by: Jim Abram Second by: Theresa McKenzie **CARRIED**

D26-04-08-g: Special Events – Board Liaison **Nancy Spinks** reviewed the following:

Nancy shared that everything is running smoothly and 2027 events are being worked on. A budget approval for the 2026 New Years Lunch for 94 members at $30 each ticket.

Motion: To approve a budget of up to $3,200.00 for the 2026 New Years Lunch.

Moved by: Nancy Spinks Second by: Harold Reiter **CARRIED**

Harold inquired about the cancellation of events. What is the timing and how events are to be cancelled? He noted that this should be included in the event approval process. This will ensure that the ASA is not liable for funds.

Nancy asked about the number of committee members and if that could be changed due to the workings of the Special Events committee. A good discussion was had with Theresa sharing that the seven members should become the chair/leader/liaison for each of the events and the people under her would make their suggestion and then bring to the committee to be voted on by the voting members. Nancy to bring this back to the committee to be discussed.

Motion: To approve the Special Events report

Moved by: Nancy Spinks Second by: Rob Seath **CARRIED**

D26-04-08-h: Information Technology – Board Liaison **Theresa McKenzie** reviewed the following:

Theresa shared the August meeting minutes updates making them clear. They were reviewed and approved by the committee and included in the September board package.

Motion: To approve the August Information Technology reports

Moved by: Theresa McKenzie Second by: Nancy Spink **CARRIED**

Theresa shared that the emails have been cleaned up except for 2 emails that need to be moved to Harold for review. Theresa is now doing the minutes. Support tickets for LBoss going into sleep mode have been an issue and this item remains open and being worked.

Motion: To approve the Information Technology reports

Moved by: Theresa McKenzie Second by: Rob Gaby **CARRIED**

D26-04-09: Ad-hoc Committees

a) Nominations & Elections - Inactive
b) Conduct Review – Inactive
c) Future Space - Active Rob G

D26-04-10: Secretary's Report – No report

D26-04-11: Vice-President's Report – No Report

D26-04-12: President's Report – Verbal

The President provided the following updates:

- Shelley Ware gave Men's Shed a $200.00 cheque as a Thank you for Marshalling the Canada Day Parade.
- Doors Open Aurora – Men's Shed attended. Glen asked if this would be a good fit for the ASA and he will bring this forward at a later date.
- Parking Lot – shared his frustration with the town and was acknowledged by Robin McDougall, Adrian Wong, and Anne Kantharajah

D26-04-13: NEW BUSINESS

D26-04-13a: Newsletter Board Page

- Glen to submit the newsletter to Brandie for October 2026 on September 28, 2026, at 9am

D26-04-13b: New Board Email sharing (Board ONLY or Newsletter)

Shirley shared the updated document. She was asked by Town Staff if this should be shared with the membership. In the past this was not shared as they were personal emails. Questioned the board should this be shared with members (inputting into the newsletter and / or posted on the bulletin board) or should it remain an internal board communication tool.

Action: to approve the insertion of the new board emails ONLY in the upcoming newsletter and/or bulletin board.

D26-04-13c: Number of voting Members on a committee – See Special Events Section

D26-04-13d: Wreath for Remembrance Day

Rob Gaby reminded that the wreath needs to be purchased, and board approval is required.

Motion: to approve the expense of up to $250 for the purchase of the 2026 Remembrance Day Wreath.

Moved by: Rob Gaby Second by: Theresa McKenzie **CARRIED**

D26-04-13e: Induction into the Sports Hall of Fame

Jim Abram wanted to put on the board's radar of the upcoming Sport Hall of Fame induction of Erlinda's husband George. Jim proposed to purchase two tickets to attend this event with Glen Sharp. Once amounts are known, a motion will be made for approval of the expense.

D26-04-14: ADJOURNMENT

The Regular Board meeting of September 21st, 2026, was declared adjourned at 15:40 hours.

Moved by: Rob Gaby Second by: Harold Reiter **CARRIED**

Next Board Meeting will be **Monday, October 19th, 2026,** at the Town Hall in the Tannery Room 2nd Floor.