MINUTES OF THE
5th Regular Board of Directors Meeting for the 2026-27 Term
Held on
Monday, October 19, 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, John Pelletier
Staff Members:	Andrew Bailey, Adult Programs Co-Ordinator Brandie Yorg, Program Lead
ASA Members:	John O'Mara; Doug Cooper
Regrets:	NA
Recording Officer:	Shirley Dionne

D26-05-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 12:53 hours.

D26-05-02: Approval of Agenda

Motion: That the Agenda be approved as distributed

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

D26-05-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on September 21, 2026, be approved as amended.

Motion added: "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

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

D26-05-04: PRESENTATIONS - NA

Glen opened the meeting with a reminder to all board members to please check their ASA emails. There was lots going on in the computer world last week according to Doug Cooper, so he was not surprised at the issues of sign-ins etc. that happened. Shirley Dionne shared with the board that she has already cut a

few tickets with Cairitech and that if any board member has issues with their email or access files to please reach out to her and she will manage the interaction with Cairitech for everyone.

D26-05-05: BUSINESS FROM PREVIOUS MEETINGS

a) Laptop options and action – Rob Gaby shared with the board that the secretary laptop was set up and will be shared with Joanne Ledlow for a period to allow her to create the Volunteer Database. Shirley Dionne noted that the unused paid 365 license was transferred to the secretary's laptop which allows both Rob Gaby and Joanne Ledlow to sign on individually. This was done at no cost to the ASA, and the laptop will be shared until Joanne Ledlow has completed all the updates / inputs to the database.

b) Cheque Approval Process – Harold Reiter reviewed the change to the process. The one up approval tightens up the process and ensures that better communication is present. Nick Senick has amended the finance manual and other documentation with this change. Harold stressed the need for communication in the process so that all players see what is going on. Theresa McKenzie said that the wording was much better and that everyone would understand. Julia Jackson asked if she sat with Harold after the meeting to ensure she fully understood before sending out her communication to the coordinators. Both Harold and Glen made a point of saying that this change will take time and will be revisited if need adjustments are required.

Role	Responsibility
Requester	Submits the cheque request with complete supporting documentation and a detailed description of the disbursement including the activity, event, service or committee. **Cheque request should be submitted on a timely basis (within 30 days of the disbursement).**
Approver	Reviews the request for accuracy, compliance with ASA policy and ASA necessity.
Finance Reviewer / Preparer	Validates coding, documentation, vendor details, tax treatment, and compliance with policy. Prepares the cheque, records the payment, and retains supporting documentation.
Authorized Signers	Approves and signs cheques in accordance with approval limits and signing authority.

Approval limits must follow the organization's current delegation of authority. Approval Authorities / Limits are:
Amounts up to $1,000 (in aggregate)

- President

Amounts Greater than $500 (in aggregate)

- Board of Directors at a duly constituted meeting of the Board of Directors

Amounts up to $500.

- Committee Chair
- Member of the Executive Committee of the Board of Directors

Motion: To approve the changes to the "Cheque Approval Process" documentation

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

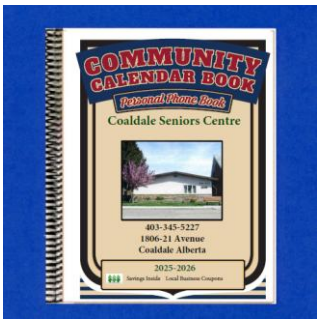
D26-05-06: Adult & Older Adult Coordinator's Report (*1)

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

1. Construction updates and look ahead.

- Gutters – three areas will be fixed over a 2–4-week period with the dates to be shared once finalized. There will be scaffolding (no bins), and the Holiday Market dates have been blacked out for any work to be done.
- Senior Centre Interior Refresh (2027) – a great meeting was held, and the budget could be up to K200$. Good news is that the wish list of issues will be all taken care of if not by this budget they are being looked at being incorporated into other budgets which Glen Sharp was very encouraged by. Bigger ticket items like the washroom accessibility item (touchless doors, soap, and sinks) could come from one of those other budgetary buckets. Jim Abram was pleased to hear that his key concern of flooring will be addressed.

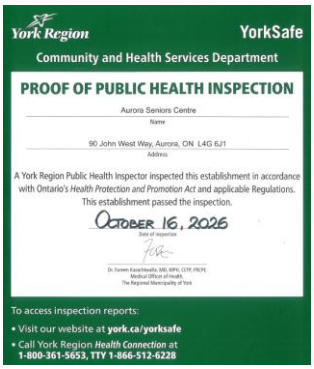
2. Andrew thanked Brandie Yorg and Gillian Simpkin for the wonderful job on the Open House event. The Happy or Not machine was used with a 67% Happy response. John Pelletier asked how the event was advertised and Brandie shared that this event is always well advertised – Advertising board, town channel, community boards, social media and next year she suggested that we engage the members, volunteers and coordinators to promote it by word of mouth and post it in buildings. Jim Abrams offered to have it promoted as a free insert in the Sports Aurora and Senior Scape if he were given the information.
3. Meeting with Cultural Division and Consultant – Scheduled for Wednesday, October 21 at 11:30 a.m. Thanks to Nancy and Rob for agreeing to attend. Any others available let me know.
4. ASA Bistros – Brandie and Glen shared that these are now underway and no one made any issue with the price increase from $10 to $12.
5. Community Calendar Books - We have again been asked if we'd like to participate in the Community Calendar program. The calendar books were printed free of charge for our members, it has an information page on the Centre in the front. The board delivered approx. twelve calendar books to businesses that were advertised.



Motion: to approve the issuing of the Community Calendar and the board to deliver the required number.

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

6. West MacKenzie Room – all programs cancelled for the Municipal Elections / Training
   - Election: October 19, 20, 21, 26
   - Emergency Response Testing: November 16
7. Kitchen passed inspection.



D26-05-07: Treasurer's Financial Reports to September 2026 and Finance Committee Report (Attached)

Treasurer Harold Reiter presented one report:

Balance Sheet

- Cash balance increased to $18,055 in anticipation of the payment of the quarterly Town of Aurora Shared Services / Rent instalment. A further $6,000 was transferred from the Investment account to the operating account in early October to fund current operations.
- On September 23 we purchased a $50,000 GIC maturing in 2029.
- Harold Reiter noted that the GST/PST rebate in the amount of $4,201 plus interest was received.
- Given the anticipated reduction in accounting services costs, we will suspend further Accounting Fee accruals for the balance of the year.
- Net assets at the end of the month amounted to $648,058 including the year-to-date excess of revenue over expenses of $24,801.
- Net assets include Unrestricted Reserve- $ 93,698; Contingency Reserve - $124,646; Future Needs Reserve - $429,714

Statement of Operations

- Revenue for the period amounted to $16,835 which is somewhat higher than the previous month largely due to the collection of the table fees for the upcoming Holiday Market. Year to date revenue amounted to $170,470 that compares favourably to last year's revenue of $157,337. The positive variance is largely due to the highly successful Spring Garage sale.
- Expenses for the month amounted to $12,868. Revenue exceeded expenses, for the month, by $3,967. It should be noted that we recognized the Coffee Cards given to volunteers in the amount of $1,500.
- Year to date expenses amounted to $170,470 an increase of $13,133over last year. The main contributors to this increase are increases in Membership & Volunteer (Fee Assistance), Operations & Activity expenses, including Coffee Service, Kitchen, and Program Supplies, as well as the increase in Technology Support costs. It should be cautioned, however, that some comparisons may be inaccurate due to the reclassification of expenses resulting from the restructuring of the Chart of Accounts.
- Year to date revenue exceeded expense in the amount of $24,801 which is line with expectations and

slightly less than last year.

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

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

D26-05-08: STANDING COMMITTEE REPORTS

D26-05-08-a: Finance - Board Liaison **Harold Reiter** reviewed the following:

- Harold Reiter advised the committee that he has informed BDO of the pending change in Accounting Services provider and has also been in contact with FTYR to advise them of their successful proposal. We will commence planning for the 2026 review closer to the end of the year.
- Nick Senick suggested that we eliminate the fully depreciated assets from the balance sheet to present a clearer picture. Harold Reiter advised that this will be done for the October reporting period.

Motion: To approve the Treasurers report

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

D26-05-08-b: By-Law - Board Liaison **Rob Gaby** reviewed the following:

No Meeting No Report

D26-05-08-c: Fundraising - Board Liaison **Rob Seath** reviewed the following:

Halloween Bingo: well underway. Eflash issue to sell out the last thirty tickets.
Holiday Market: more vendor tables this year 46 with forty paid at $50 each giving a bit more revenue. The event is now utilizing the lobby (last year 3-4 tables now at 10). Still working on the silent auction and this will be looked at to see if we continue with an option of using this space for more vendor tables. Tea Room is being advertised for bakers as this will eliminate the need to purchase products and will enable those who want to help without being a volunteer.
50/50: there was a snag that caused the license to be put on hold. It was discovered that the Bingo license was a year behind and until this is taken care of the 50/50 license request cannot be completed. It is felt that there should be no issue in obtaining the 50/50 license for the Holiday Market. Jim Abram commented on Bingo license and that this was not required if the funds were given back to the players and not the ASA, the Halloween Bingo is not that type of event.
Sign: Up on Wellington Street in front of the car dealership for the next three weeks.

Motion: To approve the Fundraising report

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

D26-05-08-d: Membership & Volunteers - Board Liaison **John Pelletier** reviewed the following:

John Pelletier shared a Verbal report. The M&V committee discussed the on-line membership renewal process where twenty-six individuals still have not signed the waiver. This is not an issue as these members do not attend the building and if they did, they would be requested to sign the waiver when they sign in. No liability here.

Motion: To approve continue with the on-line membership renewals

Moved by: John Pelletier Second by: Jim Abram **CARRIED**

John shared that there are currently 1702 members which is down one hundred from 2025. New members: July 41 (mainly due to the ½ price); August 12; September 32; October 28 MTD. Harold Reiter asked if the committee tracked how new members find out about the center, is there a system to tell us that the Meadows Event brought in nineteen new members. Brandie Yorg said no the committee does not but could look at adding that to the Membership Application.

Motion: To approve the Verbal report of the Membership & Volunteer Committee

Moved by: John Pelletier Second by: Rob Seath **CARRIED**

D26-05-08-e: Operations and Activities - Board Liaison **Julia Jackson** reviewed the following:

Chinese Calligraphy and Chinese Painting: deferred and a meeting has been established with Andrew, Glen, Julia to meet with Anne to close.

Evergreen Choir: great meeting and discussions with Susan Bennett (new coordinator). Key discussion accompanist salary was agreed to and motion passed and presented to the board.

Motion: To approve the accompanist's salary, increase from $40/hour to $50/hour a $10/hour increase

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

The decision on the offset to this increase was an increase in tickets to $10 per person for the two concerts. This increase will also allow the committee to purchase some cookies / coffee for intermissions. Making them more enjoyable for the attendees.

Nancy Spinks raised the question of whether there was any way that the choir could change time for practices and the response was that there was no flexibility due to room constraints.

The filing cabinets where the music is housed will be moved out of the way of the snooker tables vs purchasing new ones – another simple solution at no cost.

Card Tables: deferred due to Anton looking at cheaper table and it was discovered that they would not be suitable for the center due to 34" and folding in the middle. Bill is reaching out for a quote on the required sized table (30" with no fold). The plan is to replace 15 in 2026 and 15 in 2027 and replacements set for every seven years. Jim Abram asked for the details to see if there would be a grant that he could apply for to see if the expense could be offset by a grant. Does not hurt to investigate.

Cheque Approval Process: Julia to share with all her coordinators.

Website Updates: added hours of operations to the home page. More to come.

Friday Night Dances: on hold until January 2027. Twenty-two people showed up with lots of discussion, yet no one wanted to take on the responsibility as coordinator.

Budget 2027: Julia is looking at key items to ensure that finance is kept updated with expenditures. Tables and BBQ.

Pickle Ball: Jane shared that there are still members not wanting to use Pickle heads.

Motion: To approve the Operations and Activities report

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

D26-05-08-f: Senior Affairs, Grants & Donations - Board Liaison **Jim Abram** reviewed the following:

Jim Abram shared a Verbal report. All cheques have been distributed. Margaret Behan /Doane House was presented and a discussion around what Hospices do was shared. Marie Leone from Doane House is in discussions with Andrew Bailey to do a seminar at the center on this topic. Glen Sharp and Jim Abram will attend a donor appreciation event at the Alzheimer's Society. Jim Abram and Glen Sharp will attend the upcoming Sports Hall of Fame event. Theresa McKenzie suggested that some of the donations made

be done in front of the membership. A suggestion was made to have these groups offer a seminar. Brandie Yorg stated that during the walking club season (September to May) there are no seminars.

Motion: To approve the Verbal report of the Senior Affairs, Grants & Donations Committee

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

D26-05-08-g: Special Events – Board Liaison **Nancy Spinks** reviewed the following:

Minutes from the October Special Events were not approved and will be amended for the following two items:

1. The request for more than seven (7) voting members was turned down by the board and the option to have one voting member per event needs to be captured.
2. Budget for the News Eve Welcome 2027 Luncheon of $3,185.50 was approved with ticket sales being monitored and if necessary, cancelled.

Motion: To not approve the Special Events report as presented and to be taken back to the committee for amendments.

Moved by: Nancy Spinks Second by: Julia Jackson **CARRIED**

D26-05-08-h: Information Technology – Board Liaison **Theresa McKenzie** reviewed the following:

Theresa McKenzie shared that there was not a lot of time to review the minutes before the board meeting. She shared that the Chair Doug Cooper decided to change who will be taking the minutes – Theresa to remain as liaison and Shirley Dionne to now take the minutes. Doug Cooper shared that he felt it was good governance to split the role of liaison and minute taker. Theresa shared her concern about why she had not received an explanation why we were paying for seven licenses when only six were approved. She reminded the owners of the SharePoint folders are responsible for maintaining and keeping them up to date. LBoss computer issues now corrected. Theresa has a concern that OneDrive, which appeared as Theresa McKenzie, is tracking her personal information and will request it changed it to Finance Admin like it was.

Motion: To approve the Information Technology report

Moved by: Theresa McKenzie Second by: Julia Jackson **CARRIED**

D26-05-09: Ad-hoc Committees

a) Nominations & Elections – Glen shared that Rob Gaby has accepted the role as Chair. Vern Cunningham was asked and declined. John Scherrer brought up to Glen Sharp about changing the terms from 3 year to 2 year. This had been approached before with issues on how to implement. John has figured a way to do this. This option was again discussed with no appetite to make this change. Theresa McKenzie shared that she has been on the board now for 1.5 years and is just getting in the groove. Board term change was not accepted by the board.
b) Conduct Review – Inactive
c) Future Space – Active – No Meeting No Report Rob G

D26-05-10: Secretary's Report - NA

D26-05-11: Vice-President's Report – NA

D26-05-12: President's Report – Verbal

The President provided the following updates:

- Trivia Night was all kinds of fun and the team which included Glen Sharp and John Pelletier won two out of the four games ($5 Tims Card)
- Men's Shed attended the Chats Road Rally where several members of Men's Shed helped. Fun event with Teddy Bears and PJ costumes.

D26-05-13: NEW BUSINESS

D26-05-13a: Newsletter Board Page

Glen to submit the newsletter to Brandie for November 2026 on October 26, 2026 @ 9AM

D26-05-13b: Board Emails

Shirley Dionne asked the board members regarding their ASA emails and access. If there is anyone still not set up and working and asked that all issues be given to her to establish tickets with Cairitech?

Action: Shirley will arrange a ticket to be cut with Cairitech for those who still require assistance.

D26-05-13c: Event Sign-up Sheet

Glen shared the urgency of ensuring that when event attendance is requested that each board member responds. The sign-up sheet will be issued and updated for tracking purposes.

Event Sign Up Sheet

Event Name:

Board Member	Yes	No
Glen Sharp		
Harold Reiter		
Julia Jackson		
Rob Gaby		
Rob Seath		
Jim Abram		
Nancy Spinks		
Theresa McKenzie		
John Pelletier		

D26-05-13d: December board meeting date change

Theresa McKenzie approached glen to change the December board meeting date of December 21, 2026, to the week prior. A discussion was had and it was voted to leave it as is due to the timing of committee reports.

D26-05-14: ADJOURNMENT

The Regular Board meeting of October 19, 2026, was declared adjourned at 14:50 hours.

Moved by: Rob Gaby Second by: John Pelletier **CARRIED**

Next Board Meeting will be November 16, 2026, at the Town Hall in the Holland Room.