



## MINUTES

Of The

**Regular Board of Directors' Meeting No. D21-067**  
**Held on DECEMBER 20, 2021**  
**Via ZOOM Meetings**  
***Presiding: Dave LeGallais, President***

**Directors Present:**       **Dave LeGallais (President)**  
                                  **John Scherrer (Secretary)**  
                                  **Jim Abram (Vice-President)**  
                                  **Ron Coe, Jeanne Chislett**  
                                  **Carol Hedenberg, Ann Overington, Nick Senick**

**Staff Members:**       Andrew Bailey, Assistant Programs Coordinator  
                                  Brandie Yorg,

**ASA Members:**       Jo-Anne Bartholomew, Reopenig Committee Co-Chair

**Regrets:**               Cheryl Rines (Treasurer)  
                                  Karie Papillon, Adult Programs Coordinator

**Minutes Recorded by:**   Lydia Schuster, Recording Officer

**Call to order:**        A quorum being present, President Dave LeGallais declared the meeting open to transact business at 12:36 hours.

**On motion duly moved, seconded and carried it was resolved that:**

**D21-07-01   Approval of Agenda**

a) Moved by: C.Hedenberg/J.Chislett

**That the Agenda be approved as distributed**

Carol Hedenberg requested the addition of "Reception Situation" under New Business.

Dave requested the removal of Item 11(d) - Virtual Activities: Book Club 1 & Computer Club Meetings on Zoom in 2022 – as it is reported in the Dec. 17th Reopening Committee Report

**The agenda was approved with the above changes**

**CARRIED**

**D21-07-02   Approval of the Minutes of Previous Meetings**

a) Moved by R.Coe/A.Overington

**That the Minutes of the Regular Meeting held November 15, 2021 be approved as distributed.**

**CARRIED**

## **D21-07-03 PRESENTATIONS/DELEGATIONS – NIL**

### **BUSINESS FROM PREVIOUS MEETINGS**

#### **D21-07-04 a) Update re. purchase and installation of storage shed security cameras**

Carol Hedenberg reported that the four security cameras have been purchased and Bill Hawke will be installing them early in January.

#### **b) Update re. Volunteer Memorial Clock**

Carol had forwarded a photo of the final take on the memorial clock, noting it is 34 inches in diameter and showing the inscription that reads: “The gift of volunteers is timeless”. The finished clock is expected to be delivered in January and will be hung over the fireplace in the Lounge.

#### **c) Outstanding Committee Chair – Community Development Committee**

Andrew reported that Shirley Petrie has agreed to serve as Committee Chair for the 2021-22 term.

#### **d) ASA Large Projector Service Call**

Andrew reported that Bill Hawke had arranged for Rave Audio Visual to assess the projector. Repairing the projector involves the purchase of a new bulb and filter. Rave will provide quotes for both the repairs and the cost to replace the projector. The cost of the service call came to \$282.52.

At present, the projector is still able to function for the Tuesday Movies scheduled in December. Once Movies resume in the Lounge, there is an existing ceiling-mounted projector for that purpose.

#### **e) Fundraising Committee: Appointment of Board Liaison & Chair**

Carol Hedenberg volunteered to serve as Board Liaison on the Committee. Carol reported that she had a meeting scheduled with the two members who had offered to co-ordinate the Spring Sale and that she would discuss the Fundraising Committee with them with a view to establishing the membership.

#### **f) R. McDougall Response to Nov. 15/21 ASA letter**

Dave reviewed Robin’s response noting that the planned return to a fuller schedule of activities as of January 4<sup>th</sup> is now in jeopardy given the most recent Provincial directives which restrict occupancy to 50%.

Regarding First Quarter fees for 2022 – that matter as well will be affected by current COVID restrictions. Jim noted that at the Dec. 17<sup>th</sup> Reopening Committee Meeting, Karie had noted that Robin is prepared to be flexible regarding fees during the anticipated restricted-use period.

With reference to the renegotiation of the Town/ASA Operating Agreement for the period January 1, 2023 through December 31, 2028, the Board has a committee appointed to undertake that task in 2022.

**D21-07-05 Seniors Adult Programs Coordinator's Report – Nil**

**D21-07-06 Treasurer's Financial Reports to November 30, 2021 – Attached**

Nick Senick presented the November statements as reviewed by Finance Committee with no concerns raised.

The financial reports for November 2021, as reviewed by Finance Committee include:

- November Balance Sheet
- November Statement of Operations
- January-November Statement of Operations

There being no questions,

Motion by: C. Hedenberg/J.Scherrer

**That the Treasurer's reports for the period ending November 30, 2021 be approved.**

**CARRIED**

**D21-07-07 COMMITTEE REPORTS -**

The following committees had **Nil reports**:

- By-Law Review Committee
- Community Development Committee
- Finance Committee – Nick Senick reported that the invoice for the ASA Liability Insurance premium had been received - \$1663.20 – and paid.
- Membership & Volunteers Committee
- Operations and Activities Committee
- Social Committee
- Senior Affairs and Grants Committee
- Special Events Committee – Ann Overington reported that the "Christmas Dinner in a Box" had been successfully delivered as a drive-through event on Dec. 18<sup>th</sup>.

**D21-07-08 Executive Committee Report – Attached**

Dave reviewed the report of the Committee's meeting held November 30<sup>th</sup> and the respective recommendations:

**a) That ASA Advise the Town that as the ASA gradually phases in the return of its full complement of activities starting in January 2022 the Board will work cooperatively with the Town to reclaim the use of all Seniors Centre spaces designated for ASA use in the Town/ASA Operating Agreement prior to the March 2020 closure of the Centre.**

A discussion arose regarding the Wycliffe and Storage Rooms that ASA currently does not have access to.

Carol Hedenberg noted that all ASA kitchen items and supplies that had been stored in the Storage Room had been removed and relocated to the Kitchen and shed, thus freeing up that area which has been converted to serve as Brandie's office. Carol noted that given current circumstances the Storage Room is not required for ASA activities and should remain as Brandie's office.

Jim clarified that the Wycliffe and Storage Rooms are listed as exclusive ASA use in the current Operating Agreement and currently are not available to ASA; however, there was no intention to displace Brandie given current circumstances.

**b) That ASA request the Town to assess the Fourth Quarter user fees or percentage thereof, based on ASA's significantly reduced use of ASA-designated space in the Seniors Centre from the Oct. 4 reopening through Dec. 31st, 2021.**

Dave noted that in subsequently speaking with Karie she had suggested that ASA should decide on an appropriate percentage for Fourth Quarter Fees for Robin's consideration. Accordingly, he had discussed the matter with the other members of Executive Committee and jointly agreed that 30% was a reasonable estimate. This was determined based on First Quarter 2020 fees paid for two months at 20% and 3 months' use in 2021 thus increasing the percentage to 30%. Dave had subsequently informed Robin by e-mail on December 14/21. No response to date as Robin has been unavailable.

**c) That for the January 4, 2022 Seniors Centre reopening, the Lounge and Library be returned to full access to ASA members.**

Deferred until the Province lifts re-imposed 50% capacity restrictions.

Motion by: J.Scherrer/N.Senick

**That the Report of Executive Committee be received.**

**CARRIED**

**D21-07-09 Ad-hoc Committees**

Conduct Review Ad-Hoc Committee - Nil Report  
Renewal of ASA/Town Operating Agreement – Nil Report  
2022 Director Elections Nominating Committee – No Meeting

**D21-07-10 Reopening Committee Reports – Attached**

Dave noted that the Reopening Committee had met twice since the Nov. 15<sup>th</sup> Board Meeting – i.e. on Nov. 19<sup>th</sup>, (with all deliberations from that meeting being superseded by interim COVID developments), and more recently on December 17<sup>th</sup>. Dave asked Jo-Anne Bartholomew to review the December 17<sup>th</sup> report.

Jo-Anne noted that in view of the unknowns regarding the January 4<sup>th</sup> reopening, Karie proposed that the activities that were to return in January should proceed at 50% capacity. Andrew has liaised with respective co-ordinators.

The update regarding registrations and membership renewal resulted in **“the Committee agreed that a notice should be included in the January Newsletter and sent out by E-flash encouraging members to renew their memberships and offering them the option of mailing their renewal payment by cheque to the Seniors Centre.”**

A renewal form will be provided for the mail-in option.

In the ensuing discussion, it was noted that ASA By-Law #1 states that membership renewals are due January 1<sup>st</sup> of each year and that the renewal period is currently extended through January 31<sup>st</sup>.

The notice regarding the mail-in option should include a reminder that if the renewal is not received by January 31<sup>st</sup> their name will be removed from the E-Flash list and they will not be able to attend in-person and virtual activities.

Members who do not have internet access will be notified of this option by mail.

In conjunction with this discussion, Carol requested moving the “Reception Situation” item forward as it relates to current developments. Carol reported that four Reception Volunteers had advised that due to recent COVID developments they would not be available to man the Reception desk. This affects Monday, Tuesday and Friday afternoons. Carol also noted that there have been cancellations for January activities and suggested deferring the January reopening to allow for the possibility of further Provincial directives and to enable the scheduling of sufficient Reception volunteers to provide the registration and membership renewal service.

Dave noted that the Reopening Committee is scheduled to meet December 30<sup>th</sup> to reassess the current situation.

Andrew as well proposed announcing a deferred January opening prior to the Reopening Committee meeting.

In the ensuing discussion, Directors responded positively to the proposed deferral noting that it is in keeping with the Board’s consistent prudent, cautious and optimistic approach throughout all COVID-related developments.

Motion by: J.Scherrer/N.Senick

**That the Board immediately announce the deferral of the January reopening of in-person ASA activities at the Seniors Centre and set a target date of January 10<sup>th</sup>, 2022, subject to change, and that the decision be communicated by E-Flash notice and included in the January Newsletter.**

**CARRIED**

Continuing with the review of the December 17<sup>th</sup> report, Jo-Anne noted that:

The enquiry from the Computer Club and Book Club 1 that currently meet via Zoom asking whether they will be required pay membership and activity fees if they continue to meet virtually resulted in:

**The Reopening Committee agreed that since their virtual meetings are facilitated through the ASA Zoom subscription, they should continue to pay their membership fee.**

The membership drive had been deferred pending the review of the membership renewals.

Jim will be pursuing with United Way the potential for acquisition of Rapid Test Kits.

Motion by: C.Hedenberg/J. Abram

**That the Reports of November 19<sup>th</sup> and December 17<sup>th</sup> of the Reopening Committee be received.**

**CARRIED**

**D21-07-11 Vice-President's Report – Nil**

**D21-07-12 President's Report –**

a) In-person Board Meetings in 2022 – deferred.

**D21-07-13 NEW BUSINESS**

a) February Brd. Mtg. Date Change due to conflict with Family Day

**The Board agreed by general consensus to reschedule the February 21/22 Board Meeting to Monday, February 14, 2022.**

b) **2022 AGM Date – Agreement by general consensus to schedule the 2022 AGM for June 8, 2022.**

e) Jeffrey Stone Enquiry re Fees

Dave reviewed the e-mail correspondence with Jeffrey Stone regarding his enquiry for a reduction in membership fees in 2022. Directors agreed that the full membership fee is due for 2022. Dave is to communicate the Board's decision to Jeffrey.

**D21-07-14 Adjournment: the meeting was declared adjourned at 13:52 hrs.**

**Next Board Meeting will be he be MONDAY, January 17, 2022 at 12:30 p.m.**