



**MINUTES OF THE
2nd Regular Board of Directors Meeting for the 2024-25 Term
Held on Monday, July 15, 2024
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)
Rob Ishoj (Treasurer)
Louis Gambino (Vice-President)

John Scherrer, Jim Abram, Julia Jackson, Vern Cunningham

Staff Members: Andrew Bailey, Assistant Programmer
Brandie Yorg, Program Lead

ASA Members: Dave LeGallais (Director Emeritus)
Nick Senick & Frank Snape (Finance Committee)
Jane Snape (Pickleball Co-ordinator)

Regrets: Rob Gaby (Secretary), Shayna Masilin (Director)
Karie Papillon, Adult Programs Co-Ordinator

Recording Officer: Lydia Schuster for Shirley Dionne

D24-02-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 1302 hours. Louis Gambino noted that the Town had approved the use of their projector to facilitate the meeting and extended the Board's appreciation.

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

D24-02-02: Approval of Agenda

Motion: That the Agenda be approved as distributed

Moved by: V.Cunningham

Seconded by: L.Gambino

CARRIED

D24-02-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on June 24, 2024, be approved as distributed.

Moved by: V.Cunningham

Seconded by: R.Ishoj

CARRIED

D24-02-04: PRESENTATIONS - NIL



D24-02-05: BUSINESS FROM PREVIOUS MEETINGS

- a) **Review of Directors' Manual** – Louis Gambino reported that he and Rob Gaby had met and agreed to propose deferring the review to the August Board Meeting to enable Rob to ensure that the contents of his binder are up to date for the forthcoming review. John Scherrer noted that for reference purposes the manual in the ASA office is current.
- b) **Review of Activity Fee** – (Staff was to report re other Senior Centres' practices re collection of activity fees) - **deferred to August Board Meeting.**
- c) **Alternatives ASA insurance coverage** – Rob Ishoj reported this had to do with the outstanding confirmations of increased coverage (ASA) and Town requirements arranged through Law Insurance Brokers (now Brokerlink). Rob to continue to pursue.
- d) **Executive Committee signing approval update** – Rob noted that the notice of the change in ASA Executive (signing authority) had been prepared and signed and will be forwarded to BMO and Meridian forthwith.
Action: Louis Gambino and Rob Gaby to attend at bank to provide signatures.
- e) **In-Kind Donation update** –
Action: Rob Ishoj to follow up with donor to discuss potential options.
- f) **Establishing a reserve** –
Action: for discussion and recommendation by Finance Committee (Sept./24)
- g) **Quote for Karen Beasley to review By-Laws to ensure ASA By-Laws are in compliance with new Not for Profit Corporations Act** -
Action: John Scherrer to follow up re. Quote.
- h) **Committee Chair selection and board confirmation** – The President noted that Board Liaison Directors had been confirmed at the June 24 Board Meeting. Directors reviewed the chart showing the proposed Committee Chairs structure for 2024-25, which resulted in two Committees to be confirmed: By-Law Review Committee and Membership & Volunteers (Julia Jackson reported this Committee would be meeting monthly on the second Wed.)

Action: Rob Gaby to report By-Law Committee Chair recommendation and Julia Jackson to report Membership & Volunteers Chair recommendation at August Brd. Mtg.



Motion: That the Board confirm all Committee Chairs but By-Law & Membership & Volunteers which are to be confirmed at the Aug.19/24 Brd.Mtg.

Moved by: V.Cunningham

Seconded by: L.Gambino

CARRIED

D24-02-06: Seniors Adult Programs Coordinator's Report (*1)

Karie Papillion not being present, Andrew Bailey presented and reviewed the report containing the following information:

1. **Bistro Update** – Andrew reported that Karie had approached nine (9) caterers of which five (5 – see report) had responded.
 - Staff have previously worked with Healthy Now and highly recommend their food and services.
 - Quotes are based upon 80 meals - \$12 +HST
 - Volunteers who set up, serve and clean up are provided their meals for free (5 – 7 volunteers per meal)

Motion: That the Board approve the Staff recommendation to retain Healthy Now to provide the bi-weekly bistro lunches commencing September 25/24 and set the price at the current \$10. until December 31, 2024 – to be reviewed in December.

Moved by: V.Cunningham

Seconded by: J.Abram

CARRIED

2. OACAO ANNUAL CONFERENCE – OCT. 27, 28 & 29 – MISSISSAUGA

Staff proposed that the Board consider having the President and Secretary attend this conference to benefit from informative workshop sessions and networking opportunities.

Motion: That the Board approve the attendance of the President and Secretary at the OACAO Annual Conference on Oct. 27, 28 and 29, 2024, and absorb the associated registration (\$650 /person) and accommodation (\$185./person) costs.

Moved by: V.Cunningham

Seconded by: J.Jackson

CARRIED

D24-02-07: Treasurer's Financial Reports to June 2024 (Attached)

Treasurer Rob Ishoj presented and reviewed the Balance Sheet and Profit & Loss components of the report.

Motion: That the Board approve the Financial Report to June 30, 2024.

Moved by: R.Ishoj

Seconded by: J.Scherrer

CARRIED

The following committees had **Nil reports**:

- a) Nominations & Elections – To be established in December; election process needs streamlining and all candidates meeting needs to be a separate event.
- b) Conduct Review – Inactive
- c) Community Development



D24-02-08: STANDING COMMITTEE REPORTS

D24-02-08-a: Finance - Board Liaison **Rob Ishoj** noted that Finance Committee does not meet in July and August and would have a report in September.

- No meeting. No Report

D24-02-08-b: By-Law - Board Liaison **John Scherrer** reported that the committee had not met, but the committee membership had been confirmed by email.

D24-02-08-c: Fundraising - Board Liaison **Vern Cunningham** reviewed the report of the Committee's July 4th meeting:

- Mexican Fiesta – June 15 – shortfall of \$70. Vern Cunningham noted that he and the Fundraising Committee were frustrated by the loss and reminded the Board that they were holding events to be profitable.
- Ice Cream Social/Event – August 21
- Fracktal Sales – and Chipnut sales - at upcoming Bazaars + ASA logo tablecloth to create more visibility
- Sponsorship Package document for presentation to potential sponsors (attached) – Quote re printing cost – Rob Ishoj suggested Demographics page show actual numbers of seniors
- Casino Night Oct. 1/24 at StoneHaven ballroom
- Holiday Marketplace – Nov.3/24 -with silent auction
- Coin Collection
- Volunteer Appreciation Luncheon – April 5/25 – at StoneHaven
- Off-site Events – e.g.sales of Fracktals & upcoming Casino Night – needs easier payment model for purchases– Committee proposes use of a “cube” that attaches to a cell phone (\$59.00) and has a separate bank account. Rob Ishoj to discuss with Bank Representative and report at Aug.Brd.Mtg.
- Fundraising Initiatives – need Board (Directors') support in order to be successful. Rob Ishoj suggested a Survey Monkey to help determine the type of activities that would be supported by the membership.

*Motion: **To approve Fundraising report***

Moved by: V.Cunningham

Seconded by: J.Jackson

CARRIED

D24-02-08-d: Membership & Volunteers - Board Liaison **Julia Jackson** reported that the Committee would be meeting on a monthly basis on the 2nd Wed.

D24-02-08-e: Operations and Activities - Board Liaison **Louis Gambino** reviewed the report of the meeting held July 9/24 and recommended the approval of the following:

- Stamp Club request for updated set of stamp catalogs and Confirmation of Committee voting membership



Motion: That the Board approve the purchase of a used set of stamp catalogs at \$592.40 and Confirm the Committee voting members: Joan Martin Brownlow, Jane Snape, Gloria Smith, William Ault, Nancy Sugarman and Louis Gambino (Board Liaison) and Dave LeGallais (Chair)

Moved by: L.Gambino

Seconded by: J.Scherrer

CARRIED

D24-02-08-f: Senior Affairs, Grants & Awards - Board Liaison **Jim Abram** reviewed the report of the Committee meeting held July 2nd, focusing on the following:

2024 disbursement of pre-authorized donations budget \$2770.00

Jim noted that the Committee proposed donating \$500. to each of the following local agencies,

- Alzheimers Society of York Region
- Southlake Health Centre
- CHATS Aurora Community and Home Assistance to Seniors
- Margaret Bahen Hospice
- Hope House Hospice
- Doan House Hospice Newmarket

which requires the addition of \$230. to the donations budget.

Motion: That the Board add \$230. to the 2024 donations budget to enable a \$500. donation to each of the above non-profit local agencies.

Moved by: J.Abram

Seconded by: V.Cunningham

CARRIED

Other topics discussed by the Committee:

Committee membership – will seek to increase; committee mandate; grants, awards.

Motion: That the Report of the Seniors Affairs, Grants and Awards Committee be received.

Moved by: J.Abram

Seconded by: J.Scherrer

CARRIED

D24-02-08-g: Special Events/Social - (*5)

Andrew Bailey presented and reviewed the report of the Committee meeting held July 4/24 on behalf of Board Liaison Shayna Maislin. Andrew noted the special events booked for the remainder of 2024 and referred to the extensive summary of events organized by the various ASA committees and groups - Fundraising, Silver Stars, Staff, Dance, Evergreen Choir and Special Events – arranged and delivered during 2024.

Motion: That the report of Special Events Committee be received.

Moved by: V.Cunningham

Seconded by: L.Gambino

CARRIED

D24-02-09: Ad-hoc Committees

Nothing to report

- a) Nominations & Elections
- b) Conduct Review



c) Community Development

D24-02-10: Secretary's Report

Let Us Know: The President read the response to the suggestion re ticket sales for BBQ lunches noting that the current method would be maintained.

D24-02-11: Vice-President's Report – Nil Report

D24-02-12: President's Report – Verbal/Attached

The President reported that Anton – a member of the Men's Shed activity who had presented a proposal for a website link through the ASA website – had since created an Aurora Men's Shed Linked-In page through his personal account.

No action required

D24-02-13: NEW BUSINESS

D24-02-13a: Newsletter Board Page

Glen to submit for August Newsletter to Andrew by July 23.

D24-02-13c: Arts Culture and Heritage Meeting

The President noted that he has been invited to take part in a monthly Zoom meeting of Aurora cultural groups on the first Tuesday of the month at 10:00 a.m. which he is unable to attend and asked Directors to contact him if they are able to fill in on behalf of ASA.

Glen also thanked Frank, Jane and Nick for taking the time to attend Board meetings.

D24-02-14: ADJOURNMENT

The Regular Board meeting of July 15, 2024, was declared adjourned by general consensus at 14:55 hours.

Next Board Meeting will be **Monday, August 19, 2024**, at the Town Hall in the Holland Room.