



**MINUTES
Of The
9th Regular Board of Directors Meeting for the 2023-24 Term
Held on Monday, FEBRUARY 26, 2024
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)
Rob Ishoj (Treasurer)
Jim Abram (Vice-President)
John Scherrer (Secretary)
Dave LeGallais, Louis Gambino, Percy Surti
Vern Cunningham,

Staff Members: Karie Papillon, Adult Programs Co-ordinator
Andrew Bailey, Assistant Programmer

ASA Members: Nick Senick, Frank Snape, Julia Jackson, Shayna Maislin

Regrets: Rob Gaby, Director

Recording Officer: Lydia Schuster

Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 12:58 hours.

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

- D23-09-01 Approval of Agenda**
Moved by: V. Cunningham/D.LeGallais
That the Agenda be approved as distributed **CARRIED**
- D23-09-02 Approval of the Minutes of Previous Meetings**
a) Moved by: J.Scherrer/P.Surti
**That the Minutes of the Regular Meeting held
January 22, 2024 be approved as distributed.** **CARRIED**
- D23-09-03 PRESENTATIONS – Nil**

D23-09-04 BUSINESS FROM PREVIOUS MEETINGS

a) Directors' Name Tags

President Glen Sharp distributed the Director name tags to be worn at ASA events.

b) Update re. Volunteer Appreciation Event 2024

Vern Cunningham provided a verbal update noting that the event will be held on Saturday, April 6, 2024. Stonehaven Banquet Hall has been reserved and a lunch menu confirmed. ASA to provide dessert (slab cake). Aurora Borealis Quartet to provide entertainment. Volunteers with 20 hours' service in 2023 calendar year will receive an invitation. All volunteer attendees to receive a lapel pin featuring ASA Logo + Volunteer.

D23-09-05 Seniors Adult Programs Coordinator's Report – Attached

Karie presented and reviewed the topics of the Staff Report:

a) FOB Replacement cost suggested via Jan.Let Us Know

Following discussion with R.Church, Reception Co-ordinator and Membership & Volunteers Committee member, proposal is to impose a \$5.00 fee for lost FOB's – broken FOB's to be replaced free of charge.

Motion by: V.Cunningham/J.Abram

That the Board approve the recommended \$5.00 fee for replacement of lost FOB's. CARRIED

b) Emergency First Aid Training for Volunteers

- Date: Wednesday May 29 – from 9:00 a.m. to 6:00 p.m. at Aurora Town Hall
- Maximum number of participants – 16 volunteers
Rob G. to contact Woodshop A.P.'s
All others to contact Karie

c) Community Recognition Awards – Town of Aurora

Individual nominations are accepted

d) June is Seniors Month

Karie reviewed schedule of activities (note June 12th AGM) included with the Staff Report.

Motion by: P.Surti/J.Scherrer

That the Report of the Adult Programs Co-ordinator be received.

CARRIED

D23-09-06 a) Treasurer's Financial Reports to JANUARY 31, 2024 (Attached)

Treasurer Rob Ishoj presented and reviewed the financial report for January noting the strong revenues in January resulting from membership renewals. Rob also noted that Town or Aurora fees are now accrued at new monthly rate. As well, Rob pointed out that the Profit & Loss statement shows the projected budget.

The reports for January 2024 include:

- January Balance Sheet
- Profit & Loss Budget vs. Actual for January

b) Finance Committee Report (Attached)

Rob also reviewed the report of the Finance Committee meeting held on Feb. 9th at which the following matters were addressed:

- January results and financial statements for report to Board
- 2024 Budget input into Quick Books for comparative purposes
- Investments Update - Meridian GIC matured in Jan. - \$75,000. reinvested in BMO InvestorLine; BMO Mortgage GIC maturing in Feb.- Funds will be transferred & reinvested in InvestorLine account
- Quick Books Update
- Donations to Charities for 2024 calculated to be \$2770. J. Abram notified for distribution by Senior Affairs, Grants & Awards Committee
- Insurance Update
- Membership Fees 2024
- New Volunteer update
- New Business: Accounting Team vacations; Finance Cttee. Meetings; Spring Garage Sale \$2000. advance funds; Town Hall space; Bocce courts benches to be provided by Town.

- **New GIC Investment:** the Treasurer proposed transferring \$50,000. from the Bank Account and transferring it to the BMO InvestorLine account to be invested in a 3-year GIC at best interest rate

So moved by R.Ishoj/D.LeGallais and

CARRIED

Motion by: R.Ishoj/R.Gaby

That the February 9/24 Finance Committee Report and Treasurer's Financial Report for the period and ending January 31, 2024 be approved.

CARRIED

D23-09-07 COMMITTEE REPORTS

The following committees had **Nil reports**:

By-Law Review Committee – no meeting
Community Development Committee – no meeting – Andrew to
schedule

D23-09-08 Fundraising Committee Report (Attached)

Committee Liaison Vern Cunningham presented and reviewed the report of the Committee meeting held February 1/24 at which the following fundraising events and Committee topics were addressed:

- Wine Tasting Event – Nov. 10/23 – Cheque from Magna received.
- Event Supervisors – duties and responsibilities to be finalized and presented at next Board Meeting. Vern provided a sample of the Chairperson Duties and Responsibilities
- Indoor spring sale – Fundraising Committee will manage sale of 50/50 tickets & Fracktals

- Other Fundraising Committee events in planning stage:
 - Mexican Fiesta on June 15; Mariachi Band has been reserved
 - Ice Cream Social – August 21/24 – Delmanor to host and provide supplies
 - Sale of Fracktals at Bazaars and Fairs
 - Casino night for September 28
 - ASA Holiday Market on November 3
 - Coin Collection Jar returning March 1st – 50% of proceeds to go to Aurora Food Pantry to be matched by ASA

- **Sponsorship package to present to potential event sponsors**
Vern distributed the Sponsorship Program listing the ASA commitment for contributions ranging from \$2,000. (Emerald) to \$250. (Opal). Vern noted the program was developed in conjunction with ASA's Sponsorship Policy. He also proposed that the Sponsorship Program be posted on the ASA Website and requested approval for costs associated with modifying the website.

Motion by: V.Cunningham/P.Surti

That the Board approve posting the Sponsorship Program on the ASA Website and allocate up to \$500. to modify the website.

CARRIED

Motion by: V.Cunningham/J.Abram

That the structure of the Sponsorship Program be approved.
CARRIED

Motion by: V.Cunnighan/R.Ishoj
That the Report of the Fundraising Committee be received.
CARRIED

D23-09-09 Membership & Volunteers Committee (Attached)

Committee Liaison Percy Surti presented the Committee Report of the meeting held February 7, 2024 noting that the current membership stands at 1200 members. The report also addressed:

- Summary of 2024 Membership Renewals
- 2025 Renewals – suggestion for on-line renewals to consider using a check box to satisfy the annual signature for the Waiver, similar to already established Town of Aurora procedure for same purpose
- Let's Get Acquainted – for new members, sent out every two months

Percy also provided the following:

- Average attendance: Tuesdays – 200+; Thursdays – 150+
- Monthly attendance: January – 142; June – 151; October – 184

Motion by: P.Surti/V.Cunningham

That the verbal report of the Membership & Volunteers Committee be received.
CARRIED

D23-09-10 Operations & Activities Committee Report (Attached)

Board Liaison Louis Gambino presented and reviewed the report of the Committee meeting held February 13, 2024 which generated the following

**related to 1. Recommendations for board approval of purchases
ASA Activities:**

a) \$3379.76 (including HST) to cover the purchase of two Inspiron Laptop Computers, computer bags and software requested by Board Secretary

\$300. b) Approval for funding refreshments to a maximum of for a free Friday Night Dance to be held in April;

new ASA c) Approval for the addition of the Socrates Group as a activity conditional on a minimum of five members;

of d) Approval to purchase 10 new wooden TV trays at a cost \$21.97 per tray plus HST.

Other matters discussed:

- Wood Carving group request for additional space – deferred
- ASA Operating Hours Thursday evenings to 9:00 p.m. and Saturday 8:30 a.m. - 5:00 p.m. - See room availability to ASA – attached. Committee Chair Dave LeGallais reported that only the Woodcarvers responded to his request for additional hours.
- Special Events Committee Feb. 17th Sparklettes Event
- June – Seniors Month – activities scheduled to celebrate Seniors Month
- Motion by: L.Gambino/D.LeGallais

That the Recommendations of the Operations & Activities Committee be approved and that the Committee Report be received.

CARRIED

NB – re. Wooden TV Trays - Jim Abram requested the optimum number needed to support ASA activities to be included in a grant application.

D23-09-11 Senior Affairs, Grants & Awards Committee Report – Nil Report

While the Committee had not met, Chair Jim Abram reported that as he follows Town proceedings, the Town had recently approved \$50,000. for improvements to the Petch House.

D23-09-12 Special Events/Social Committee – (Attached)

In Rob Gaby's absence, Andrew presented the report of the Committee's meeting held February 1, 2024 at which the following matters were discussed:

- Magic Show with Magician Scott Dietrich held January 20/24 had been well attended, and generated net proceeds of \$372.05
- February event – The Sparklettes Duo on Feb. 17/24
- March event – Tony the Entertainer on March 16/24

- April event – Trivia Night on April 19/24
- July event – The Pacemakers Band on July 19/24
- October event – Trivia Night – on Oct. 18/24
- Fundraising Committee events for 2024

Motion by: J.Abram/R.Ishoj

That the report of the Special Events Committee be received.

CARRIED

D23-09-13 Ad-hoc Committees

a) **Conduct Review Ad-Hoc Committee** inactive

b) **Nominations & Elections Committee** -

Committee Chair John Scherrer distributed the notice regarding the 2024 Director Elections that is to be included in the March Newsletter. The Nominations period commences March 1st; Information packages for nominees are ready for distribution from March 1st through the 15th. The elections committee reviewed the length of the elections process with a view to shortening the timeline. However, as the current process provides for nominations to start the first Friday in March, the only option would be to move the process forward by one week, which would then affect (delay) all other associated timelines.

c) **Woodshop Safety Committee** – The President reported that the Supervisor Training scheduled for Jan. 30th did not take place due to Instructor’s illness. The training is scheduled for Tuesday, Feb. 27th and there are 14 potential participants.

D23-09-14 Vice-President’s Report – NIL

D23-09-15 Secretary’s Report -

a) **Let-Us-Know** – None received

b) **Update re. Candidates for Recording Role**

John reported that another notice will be posted in the March Newsletter as there had not been a firm decision.

D23-09-16 President’s Report

The President provided the following updates:

- Notice re. New tax compliance forwarded by Don Keel – Glen to pursue clarification with Don.

- Receipt of invoice from Damir Vrancic - \$500. for review of Town/ASA Operating Agreement
- Art Display in ASA Lounge
- Insurance Coverage has been updated – revised invoice to come

D23-09-17 NEW BUSINESS

a) **MARCH Newsletter Board Page** – President to provide text

b) Volunteer Development Program

Vern referenced ASA's dependence on volunteers, and stressed the need to develop an appropriate data base of current volunteers and a program to retain and encourage volunteer participation. Vern proposed this could be viable for a grant application.

The ensuing discussion resulted in

Motion by: V.Cunningham/R.Ishoj

That a Volunteer Development Program be approved in principle, and that Vern Cunningham be approved to research related costs and management requirements.

CARRIED

c) Membership & Volunteer Committee

Motion by: V.Cunningham/P.Surti

That Rob Gaby be added as a voting member of the Membership & Volunteers Committee.

CARRIED

d) ASA Server – Rob Ishoj to check with Doug Cooper and Bob Hedenberg whether the ASA Server has Cloud storage capacity.

D23-09-18 Adjournment: the Regular Board meeting of February 26, 2024 was declared adjourned at 14:48 hrs. on a Motion by: J.Scherrer/V. Cunningham

Next Board Meeting will be Monday, March 18, 2024

