



**MINUTES OF THE
1st Regular Board of Directors Meeting for the 2024-25 Term
Held on Monday, June 24, 2024
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President), Louis Gambino (Vice-President)
Rob Ishoj (Treasurer), Rob Gaby (Secretary)
John Scherrer, Jim Abram, Julia Jackson, Shayna Maislin

Past President: Dave LeGallais

Staff Members: Karie Papillon, Adult Programs Co-Ordinator
Andrew Bailey, Assistant Programmer
Brandie Yorg, Program Lead

ASA Members: Nick Senick, Frank Snape, Kevin Griffiths, Lynette Pirie,
Carol Hedenberg, Ruth Church

Regrets: Vern Cunningham

Recording Officer: Shirley Dionne

D24-01-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open to transact business at 1300 hours.

On motion duly moved, seconded and carried it was resolved that: 13:00 hours

D24-01-02: Approval of Agenda

Motion: That the Agenda be approved as distributed

Moved by: John Scherrer Second by: Shayna Maislin **CARRIED**

D24-01-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on May 27, 2024, be approved as distributed.

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

D24-01-04: PRESENTATIONS

President noted that the 2023/24 board meetings went well yet did start to slide and he hoped that the new board would take those learnings and put them to good use.

Glen noted that the director's manual has important information and asked that all new/existing board members become familiar with the manual and ensure they review Section #5, which covers board meeting best practises.



He stated that this is not a forum for personal agendas, as the board's primary function is to ensure that the ASA continue to thrive and support our membership.

Glen noted that the number of paper copies we will distribute at board meetings in the future will be limited and asked all board members to review the pre-readings and please BE PREPARED for each meeting.

Glen emphasized that Confidentiality is paramount and TRUST key

Glen reiterated that although board members might not always agree, the board must stand by all voting decisions made. Board members have a duty and responsibility to support the conclusion of the board.

Action: All new and current board members are to ensure they are to follow the given guidelines above.

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D24-01-05: BUSINESS FROM PREVIOUS MEETINGS

- a) Review of unapproved Minutes of June 2024 AGM (motion required any changes and posting)

Motion: To post as amended by Louis (shorten Finance details)

Moved by: Julia Jackson

Second by: Jim Abram

CARRIED

- b) Dissolution of 2024 Nominations & Elections Committee

Motion: Dissolution of the elections committee

Moved by: John Scherrer

Second by: Rob Ishoj

CARRIED

- c) Review of Activity Fee Policy from previous board meeting

- Carol Hedenberg gave a detailed breakdown of the activity fees:

2023 Activity Fees collected: \$13,700 with \$7,000 from activity cards.

2024 Activity Fees collected: \$16,200 with \$9,000 from activity cards.

To make up for these fees we would have to increase our membership fees by \$19.00.

Reception would like to maintain this as is. In 2016, the center removed activity fees. When reinstated, it caused multiple issues. Reception will continue to promote the activity cards.

- Rob Ishoj stated that the finance committee voted to leave as status quo.
- Julia / Jim / Shayna all recommended that an investigation as to what other centers are doing would be helpful, even if it were to stay as is.
- Anita / Ruth stated the work effort required to capture these funds is not onerous.

Action: Karie Papillion agreed to supply details of what other organizations like the ASA are doing to Rob Gaby. Glen suggested that all board members sit at reception to get a feel for it to understand the work efforts.

- d) May Finance Committee – alternatives for ASA insurance coverage (Rob Ishoj)

- Rob stated that he had not had time to follow-up with Law Insurance Brokerage on our revised



invoice and amended policy. He also stated that Law Insurance sold their practice and is now part of BrokerLink. The Finance Committee has discussed looking into changing brokers.

- Glen noted that he was also extremely disappointed with the broker yet impressed with INTACT, the actual insurance agency.

Action: Rob will complete investigation and get back to the board.

e) Volunteer Appreciation Event \$10K – referred to the new board to discuss (Vern)

John requested clarity on the dollars from 2023 event - approximately \$6-7K with 100 people in attendance

Motion: To approve an up to \$10K budget for the 2024/25 volunteer event to be scheduled for April 2025

CARRIED ALL IN FAVOUR

D24-01-06: Seniors Adult Programs Coordinator's Report (Attached)

Karie presented and reviewed the report containing the following information:

1. Ladies, Laugh, Learn, this grant funded program ran on Wednesdays from 10:30 AM to 11:30 AM located in the craft room and was successful. The funding has now ended and there are several ladies (Lynette Pirie and Carol Hedenberg) that would like to continue this program at the centre. Carol Hedenberg will be the committee coordinator. \$15 for 8 weeks with same 25 women (no drop ins) (was \$12 via the town). Cost is to cover art supplies and snacks. Lots of discussion around how to handle administratively (like choir or split the costing etc.)

Motion: To proceed with the establishment of this program at the Aurora Seniors Center with caution. If issues arrive it will be reviewed.

Moved by: Louis Gambino

Second by: Rob Gaby

CARRIED

2. September 2023 successful events, Open House (Sept 4-8), Hobby & Volunteer Expo (Sept 6), Seniors Active Living Fair (Sept 9), Try it Week (Sept 11). Leading to twenty-three new members and twelve renewals during Sept 5-9. ASA supports all events and the town requests their continued support.

Motion 01: ASA agrees to the following:

September 4, 2024:

1-day open house, providing lunch & refreshments for volunteers, free coffee & cookies

September 7, 2024

Event sponsor for Seniors Active Living Fair with logo on flyer along with coffee/tea

Having a table at SALF and Hobby & Volunteer Expo

Moved by: Rob Gaby

Second by: Shayna Maislin

CARRIED

Motion 02: To supply funding of up to \$500 to cover the cost of the food and beverage requirements

Moved by: Rob Gaby

Second by: Louis Gambino

CARRIED



3. Bistro leaders have all resigned due to the level of work, however, they are still willing to set up and lead the program. Staff are reaching out to 2-5 catering establishments to obtain quotes to replace the preparation of the food. Report at next meeting the findings.

It was noted that this is a very important event for many of our seniors.

Motion: To supply a cost analysis of the quotes received and report at the July 2024 meeting.

Moved by: Shayna Maislin

Second by: Julia Jackson

CARRIED

D24-01-07: Treasurer's Financial Reports to May 2024 and Finance Committee Report (Attached)

Treasurer Rob Ishoj presented two reports:

- May 2024 Financial Report, including the Balance Sheet and Profit and Loss statements.
- June 7, 2024, Finance Committee meeting minutes.

Rob discussed the report of the Finance Committee meeting held June 7, 2024, at which the following matters were addressed:

- Review of May 2024 draft internal Financial Statements
- Smooth sailing with 2 GIC's reinvested - both reinvested at 2 years with interest at between 4.93% and 5.05%
- Slow revenue activities \$9.2K\$ mostly from interest a beige month
- Described cost and function of BDO to board - \$6,750 + 7% admin fee (which is slightly lower than previous year)
- A member would like to give a \$5K In Kind donation. Rob Ishoj suggested a threshold of \$10K for this type of donation. Offer from member is \$5K in publicly traded shares. Discussion around the processing this type of donation has not been done and will present a bit of work. Options – receive and retain or receive and sell or pass. Vice President suggested that the members broker do the work and get it to our account.
- With the new executive committee, all signing authority documents are required to be updated for banking, AGCO etc.
- Louis revisited he topic of setting a reserve (portion of the 500K\$) which was tabled by Jim Abram at a previous meeting. Jim felt that this would be beneficial when grant writing. Rob Ishoj stated no issue with BDO and asked what the reserve value should be. Finance Committee to investigate and get back to the Board.

Motion 01: That the May 2024 ASA Financial Statements, June 7, 2024, Finance Committee Report be approved.

Motion by: Rob Ishoj

Second by: Louis Gambino

CARRIED

Motion 02: Rob Ishoj to take away Louis Gambino suggestion for In Kind Donation

Motion by: Rob Ishoj

Second by: Louis Gambino

CARRIED

Motion 03: Obtain all paperwork to update signing authorities for the new Executive Committee

Motion by: Rob Ishoj

Second by: Rob Gaby

CARRIED



D24-01-08: STANDING COMMITTEE REPORTS

D24-01-08-a: Finance

See D24-01-07 above for details

D24-01-08-b: By-Law

Three reports reviewed:

1. Workshop Regulations

- Reviewed by John and Don plus 2-3 other supervisors – changes were made, and this is what is being issued
- Shayna Maislin questioned why non-members were allowed to be in the workshop. Response was mainly for perspective members on tour of the facility

2. Duties & Responsibilities ASA Secretary

- Louis suggested that this be deferred until the new secretary, Ron Gaby has had time to review with the committee – once this is complete then move to approve.

3. By-Law Committee

- Glen asked if the committee had reviewed the By-Laws against ONCA – response was yes, and changes were made to cover the electronics due to COVID in October 2020
- The cost of reviewing the By-laws with a lawyer. Glen asked if there was an estimate from Kelly Beasley (lawyer) – NO not yet. – John to follow-up on and obtain quote and time estimate for this item.

Motion: To approve By-Law report

Motion by: John Scherrer

Second by: Jim Abram

CARRIED

D24-01-08-c: Community Development

Ad Hoc – no report this month

D24-01-08-d: Fundraising

No report this month

D24-01-08-e: Membership & Volunteers – Verbal

Carol Hedenberg presented membership of 1490 with 1 new member per day of late. July will pick up due to ½ price memberships.

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

CARRIED

D24-01-08-f: Operations and Activities - Verbal

Dave LeGallais presented a last-minute item to replace the reception touch screen monitor due to it failing. Cost to replace \$650-\$700 before taxes. See email attached

Motion: To approve expenditure of up to \$700, before taxes to replace reception touch screen

Motion by: Shayna Maislin

Second by: Rob Ishoj

CARRIED



D24-01-08-g: Senior Affairs, Grants & Awards - Verbal

Committee Chair Jim Abram reviewed the following:

- First meeting will be held July 2, 2024, at 10AM
- Andrew shared a grant opportunity (Dermatology Association) with a short deadline. Grant was reviewed by Jim and issued immediately (no financials required). Grant request was for shade protection for the Bocce court (8x16 steel roof gazebo, costing \$7,717). Jim thanked Andrew.

Verbal report of the Senior Affairs, Grants & Awards Committee be received.

CARRIED

D24-01-08-h: Special Events/Social - Verbal

Board Liaison Rob Gaby presented the following:

- With Joan's last event Nandy Singh needs to be voted in as her replacement.

Verbal report of the Special Events Committee be received.

CARRIED

D24-01-09: Ad-hoc Committees

Nominations & Elections Committee 2024 – dissolved and confirmed

D24-01-10: Secretary's Report

1. Let Us Know: May 14, 2024, Deb Mercy suggested that there be a split on the sale of event tickets (example: 40 day one and 40 day two). Rob Iso suggested a lottery option – this was countered with who will manage and make all the calls out to members. Glen stated that there are no sales the day of the event. Karie had a discussion with Deb and in the end, it was agreed to leave as is.
Action: Response from Secretary to be posted (item reviewed with board and outcome)

D24-01-11: Vice-President's Report – Verbal

- Jim Abram, was asked if he had any comments as past vice – no comments
- Louis, thanks all board members for their support, complimented what Glen and asked that the new board work as a team and use experiences to make this board successful.

Action: No action required

D24-01-12: President's Report - Attached

The President noted:

- Any board member wanting a copy of the insurance claim to please let him know.
- How impressed he is with the INTACT Insurance process, Russell from INTACT stated that this claim could go for some time and that the ASA is well covered. Glen and Rob Gaby might be called at some point to be interviewed. Once a statement of claim is complete, if any, the board will be notified.

Action: No action required

D24-01-13: NEW BUSINESS



D24-01-13a: Newsletter Board Page

Glen to submit July to Andrew

D24-01-13b: Appointment of Directors as Board Liaisons to Committees

Discussions brought forth the following:

Committee	Chair	Liaison
Finance	Rob Ishoj	Rob Ishoj
By-Law	John Scherrer	Rob Gaby
<i>Community Development</i>	<i>Ad hoc</i>	
Fund Raising	Vern Cunnigham	Vern Cunnigham
Membership & Volunteer	Carol Hedenberg	Julia Jackson
Operations & Activities	Dave LeGallais	Louis Gambino
Senior Affairs, Grants & Awards	Jim Abram	Jim Abram
Special & Social Events	Nandy Singh	Shayna Maislin

- Glen requested that all dates for committee meeting be shared with the Executive, so they can attend.

Action: No action required

D24-01-13c: Appointment of the recording secretary

Motion: To appoint Shirley Dionne as recording secretary

Motion by: Rob Gaby

Second by: Shayna Maislin

CARRIED

D24-01-13d: Updating of Directors' Reference Manual

- All new members have a copy of the existing manual and will be reviewing with any questions to be sent to Rob Gaby
- Secretary, recording secretary and vice president will work together on ensuring the manual master is updated and re-issue once complete

D24-01-14: ADJOURNMENT

The Regular Board meeting of June 24, 2024, was declared adjourned at 1510 hours.

Motion by: Louis Gambino

Second by: Rob Gaby

CARRIED

Next Board Meeting will be **Monday, July 15, 2024**, at the Town Hall in the Leksand Room.