

MINUTES OF THE 3rd Regular Board of Directors Meeting for the 2024-25 Term Held on Monday, August 19, 2024 Aurora Town Hall, Holland Room

Presiding:	Glen Sharp, President
Directors Present:	Glen Sharp (President) Rob Ishoj (Treasurer) Louis Gambino (Vice-President) Rob Gaby (Secretary) John Scherrer, Jim Abrams, Julia Jackson, Shayna Maislin, Vern Cunningham
Staff Members:	Karie Papillon, Adult Programs Co-Ordinator Andrew Bailey, Assistant Programmer Brandie Yorg, Program Lead
ASA Members:	Frank Snape (Finance Committee), Kevin Griffiths, Jane Snape (Pickleball Coordinator), Don Overington
Regrets:	Dave LeGallais (Director Emeritus)
Recording Officer:	Shirley Dionne

D24-03-01: 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.

D24-03-02: Approval of Agenda

Motion: That the Agenda be approved as distributed							
Moved by:	Vern Cunningham	Second by:	Rob Ishoj	CARRIED			

D24-03-03: 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:Rob GabySecond by:Shayna MaislinCARRIED

D24-03-04: PRESENTATIONS

Don Overington presented woodshop equipment issue. Parts could not be found so a search for replacement was completed. Replacement was purchased at a lower cost than the parts at original cost of \$1,099 was reduced due to sale to \$869 no tax. Dave LeGallais gave verbal approval. *Action: Glen Sharp to remind Dave regarding verbal approvals.*



Motion: To approve the expenditure of \$869 for replacement equipmentMoved by:John ScherrerSecond by:Rob Gaby

CARRIED

D24-03-05: BUSINESS FROM PREVIOUS MEETINGS

- a) Updating of Directors' Reference Manuals
 Action: Update given on revamp of manual by Shirley Dionne. Board pleased with progress.
 Aiming for completion over the next few months.
 Status update at September meeting.
- b) Review of Activity Fee (Karie's Report)
 Rob Gaby shared his findings that there again is no need for change. The review consisted of the five centers which highlighted that the ASA is in line with other centers.
 Item Closed.

Jane Snape mentioned the topic of a more effective payment system (card with a declining balance). This system upgrade was flagged as a potential security issue and will be investigated later.

- c) Alternatives ASA insurance coverage
 Rob Ishoj informed the board that the new certificate of Insurance and policy were received, and invoice has been paid.
 Action: Louis requested a verification of the effective date which Rob will obtain.
- d) Executive Committee signing complete with BMO & Meridian Rob Ishoj confirmed that BMO signing authorities are complete for the new executive. An option was brought forth around having a limited number of pre-signed cheques in the safe for emergency use. Item discussed and will be revisited at later date. Action: Meridian still required to be completed for GIC
- e) In-Kind Donation discussion update
 Donor elected to donate the funds to his daughter's charity and gave the ASA a cheque for \$750 which has been deposited.
 Item Closed
- f) Update on quote for Karen Beasley to review By-Laws. John Scherrer informed the board that he had a conversation with Thomas Heran (lawyer), and he said that the ASA will have no issues or penalty unless they are reported. Lawyer not required at the present time.

Item Closed



g) Committee Chair closures

Julia Jackson confirmed that Carol Hedenberg has been confirmed as Chair for the Membership & Volunteers committee – **CARRIED.**

Rob Gaby confirmed that John Scherrer has been confirmed as Chair for the By-Laws committee – **CARRIED.**

Louis Gambino stated his objection of John Scherrer for Chair of this committee.

D24-03-06: Seniors Adult Programs Coordinator's Report (*1)

Karie Papillion presented and reviewed the report containing the following information:

- 1. Bistro Healthy Now has accepted the contract. Four ASA volunteers have agreed to return and assist with the lunches. Introduction meeting to be held in September.
- 2. Space update Staff have negotiated for use of the cafeteria and skylight gallery space at Town Hall for programs beginning in September.

D24-03-07: Treasurer's Financial Reports to July 2024 and Finance Committee Report (Attached)

Treasurer Rob Ishoj presented one report: Balance at the end of the month in our operating account was \$25,752, a decrease of about \$21,100 from the balance at the end of April (\$46,85) – due to Town of Aurora fees - \$12,564, BDO 2023 invoice -\$7,859, slow season for membership fees paid and activity fees. Accrued liabilities, deferred revenue balance was \$8,132, includes: Town of Aurora (Q3 2024) \$4,188, BDO 2023 accrued fees (est.) \$3,944,

Other costs \$nil. Equity balance (retained earnings) at the end of the month was \$575,629.

Motion: that the board approve the Financial Report to July 2024							
Moved by:	Rob Ishoj	Second by:	John Scherrer	CARRIED			

D24-03-08: STANDING COMMITTEE REPORTS (*1)

D24-03-08-a: Finance - Board Liaison Rob Ishoj reviewed the following:

- No meetings in July & August notes submitted and discussed.
- Two open spots on the finance committee interested parties are Theresa McKenzie and Ivo Varmuza. Rob will invite them to the September meeting so they can get a feel for the meeting.
- Reserve to be discussed in September.
- Opened a new account at BMO (savings account) to facilitate fund raising activities (using a "CUBE"). Rob to set-up on QuickBooks and advise Vern Cunningham of the account #)

CARRIED

D24-03-08-b: By-Law - Board Liaison Rob Gaby reviewed the following:

Meeting held July 22, 2024

1.	Policy	Act upd	ate –	addition of	virtual pa	aymen	t for the	comp	outer	and	l boo	ok clu	bs
Мо	tion:	To appro	ve aa	dition to po	licy								
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Moved by: Rob Gaby Second by: Vern Cunningham CARRIED



- 2. Committee Chair see comments above in D24-03-05 (g)
- 3. HGR Graham & Associates It is the Committees opinion we are compliant with all legislation and that we would not subject to a review unless someone were to submit a complaint. Nick Senick investigated our compliance and feels that the ASA is in line with ONCA.
- 4. Rob is following up with Nick regarding the bylaw review.

Motion: To approve By-Law report except for Nick's review as requested by Louis Gambino.Moved by:Rob GabySecond by:Vern CunninghamCARRIED

D24-03-08-c: Fundraising - Board Liaison Vern Cunnigham reviewed the following:

- Fraktals, ice cream, coin collection, volunteers & volunteers' luncheon are unchanged.
- Sponsorship package is currently being updated, and comments will be requested by email.
- Casino Night Planning is ongoing and a selected mailer will be sent out in late August.
- Holiday Marketplace Ron Maislin and Julia Jackson will oversee the silent auction. Vern requested a table be reserved for Fundraising for Wreath orders (samples will be supplied so members can see what they are purchasing).

Motion: To approve Fundraising report

Moved by:	Vern Cunningham	Second by:	Shayna Maislin	CARRIED
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<u>D24-03-08-d:</u> Membership & Volunteers - Board Liaison Julia Jackson reviewed the following: No Meeting Held

<u>D24-03-08-e:</u> Operations and Activities - Board Liaison Louis Gambino reviewed the following: No Meeting Held

D24-03-08-f: Senior Affairs, Grants & Awards - Board Liaison Jim Abram reviewed the following:

• No Meeting Held

D24-03-08-g: Special Events/Social – Board Liaison Shayna Maislin reviewed the following:

- Karie Papillon joined meeting noted the need to make Nandy Singh, the new chairperson for the special events committee, to become a voting member of ASC. Pam Pols resigned as a voting member to accommodate this request.
- Shayna asked each member to share a bit about themselves.
- A new tool for organizing special events was shared with the committee.
- Chair and co-chair for events are to be shared amongst all members, one member cannot do all events. Vern Cunningham commented that each member on Fundraising committee shares these, and it has worked well.
- Next Meeting September 5, 24 @ 10 am

Motion: To approve Special Events/Social report



Moved by: Shayna Maislin

Second by: Vern Cunningham

CARRIED

D24-03-09: Ad-hoc Committees – Nil Reports

- a) Nominations & Elections
- b) Conduct Review Inactive
- c) Community Development

D24-03-10: Secretary's Report

Let Us Know: Nothing to report.

Rob asked all members that are giving out handouts at Board meetings to please ensure they are sent electronically to the secretary and recording secretary for inclusion in the board minutes package. If a handout is given at meetings for discussion / revision purposes; it does not necessarily need to be included, only final copy is required.

At

D24-03-11: Vice-President's Report – Verbal

Discussion around report timing. The final decision was that Thursdays prior to board meetings all reports are to be emailed to the secretary and recording secretary for inclusion in the board package.

D24-03-12: President's Report – Verbal

The President provided the following updates:

New Director Orientation – an orientation package is in the design phase. Assisting in this process is Julia Jackson, Shayna Maislin and Rob Gaby.

Action: Update of package over the next few months

D24-03-13: NEW BUSINESS

<u>D24-03-13a:</u> Newsletter Board Page Action: Glen to submit to September Newsletter to Andrew on August 26, 2024

D24-03-13b: Active Living Tour

Brandy noted that this event was well last year. This year's event will be held on September 7, 2024, from 9:00 am. to 1:00 pm. Need board members to staff a table outside the entrance to hand out grab bags. Glen Sharp, Louis Gambino, and Jim Abram have signed up already. *Action: A list will be issue to board members to sign up.*

D24-03-13c: Hobby & Volunteer Expo

This year's event will be held on September 4, 2024, from 10:00 am. to 2:00 pm along with the Open House running all da. Board members are needed to staff a table. Glen Sharp and Louis Gambino have signed up already.

Action: A list will be issue to board members to sign up.

D24-03-13d: Town Square Opening (hospitality greeters – ASA/Men's Shed)



This year's event will be held on various dates and board members are asked to volunteer (along with any volunteers that they suggest)

- September 29, 2024, at 2:00 pm
- October 2, 2024, at 7:30 pm

Action: A list will be issue to board members to sign up.

<u>D24-03-13e:</u> By-Law #3 Confirmation of dissolving Community Development Action: Dissolve Community Development & remove from By-Law. No motion required. **CARRIED**

D24-03-13f: Meet & Greet

Jim Abram, Vern Cunningham, and Rob Gaby shared a bit about themselves.

D24-03-14: ADJOURNMENT

The Regular Board meeting of August 19, 2024, was declared adjourned at 1500 hours.

Moved by: John Scherrer Second by: Rob Ishoj CARRIED

Next Board Meeting will be **Monday, September 16, 2024,** at the Town Hall in the Leksand Room.