

MINUTES OF THE

5th Regular Board of Directors Meeting for the 2024-25 Term Held on Monday, October 21, 2024 Aurora Town Hall, Leksand 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,

Vern Cunningham

Staff Members: Karie Papillon, Adult Programs Co-Ordinator

Andrew Bailey, Assistant Programmer

Brandie Yorg, Program Lead

ASA Members: Dave LeGallais (Director Emeritus)

Nick Senick, Frank Snape (Finance Committee)

Kevin Griffiths, Jane Snape (Pickleball Coordinator)

Regrets:

Recording Officer: Shirley Dionne

D24-05-01: Call to order: A quorum being present, President Glen Sharp declared the meeting open

to transact business at 1255 hours.

On motion duly moved, seconded and carried it was resolved that: 1255 hours

D24-05-02: Approval of Agenda

Motion: That the Agenda be approved as distributed

Moved by: Vern Cunningham Second by: John Scherrer CARRIED

D24-05-03: Approval of the Minutes of Previous Meetings

Motion: That the Minutes of the Regular Meeting held on September 16, 2024, be approved as

distributed.

Moved by: Julia Jackson Second by: Vern Cunningham CARRIED

D24-05-04: PRESENTATIONS

Jane Snape presented the requirement for a pickle ball machine for the beginners and for those who want to practise. A video of the machine was shared showing the ease of use and size. This equipment to be used at both ASC and AFLC for drills. Along with "The Pickle" 100 balls will be added to fill the



machine. Machine will be picked up each Monday by Jane Snape from the shed or specified storage area.

Motion: To approve funds in the amount of \$2,210.00 to purchase "The Pickle" and one hundred (100) pickle balls.

Moved by: Jim Abrams Second by: Louis Gambino CARRIED

Exception to the Guest Passes was discussed and it was decided that the wording in #3 was modified to read:

"Guests may participate in A.S.A. activities upon payment of the daily activity fee of \$1.00, except for the following members only activities: woodshop, Tuesday night movies, computer classes, computer dropin activities and all-over subscribed activities."

Motion: To amend #3 on 7.2 Guest Participation – add "and all-over subscribed activities". (Shirley updated at the meeting.)

Moved by: Vern Cunningham Second by: Jim Abrams CARRIED

D24-05-05: BUSINESS FROM PREVIOUS MEETINGS

a) Updating of Directors' Reference Manual

Shirley reviewed the manual with the board showing them examples of the updates. A simplified process including Headers/Footers will now be standard with updated and approved dates for ease of reference.

Action: Shirley to supply a link to the live manual within a week prior to the next meeting. This will give all directors access, time to take a test drive and give feed back at the November meeting.

b) Status update on the Directors Orientation Kit

Glen shared with the group that the kit will be based of the director's manual and shared with all new directors upon election. A scheduled meeting with new directors which will take them through all key elements.

Action: moving forward this process will be put into place shortly after the elections.

c) Appointment of 2025 Nominations & Elections Committee Chair

Action: tabled to move to November. Suggested chairs based on By-Laws would be Jim Abrams and Julia Jackson.

D24-05-06: Seniors Adult Programs Coordinator's Report (Verbal)

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

1. RCL Command Military Service reaches out every year to us to see if we want to place an ad in the annual booklet. ¼ page ad for\$650

Motion: To approve the expense of \$650 for the ¼ page ad.

Moved by: Vern Cunningham Second by: Jim Abrams CARRIED

2. Karie shared the holiday hours for the Town of Aurora. They are as follows:



Closed: Tuesday, December 24th at Noon

Open: Monday, December 30th

Closed: Tuesday, December 31st & Wednesday, January 1st

Open: Thursday, January 2nd

D24-05-07: Treasurer's Financial Reports to September 9, 2024, and Finance Committee Report (Attached)

Treasurer Rob Ishoj presented one report:

- Bank balance \$29,733. Will drop in October with Q3 payment to the Town.
- GIC's \$523,775. No changes other than accrued interest of \$2,099.
- Revenues \$11,358, Expenses \$9,045. Catch-up payment to Rogers was made working with Karie to resolve invoicing issues with Rogers vs Town.
- Net income for September \$2,313 YTD \$26,603
- No issues, unusual transactions or concerns
- Reserve to be established by end of the fiscal year. BMO suggested it be called "contingency" fund. FC suggested we look at separate BMO accounts for the funds. Rob to look at.

Motion: that the board approve the Financial Report to September 9, 2024

Moved by: Rob Ishoj Second by: Julia Jackson CARRIED

The following committees had **Nil reports**:

- a) Nominations & Elections
- b) Conduct Review Inactive

D24-05-08: STANDING COMMITTEE REPORTS

D24-05-08-a: Finance - Board Liaison **Rob Ishoj** reviewed the following:

A comprehensive review of insurance was completed by Nick Senick. Cooperators costing will be 50% cheaper due to the fact they have quoted us on a non-profit basis vs a business basis. See detailed analysis in document (05-Comparison Intact-Co-operators). There will be no issues to change including the current claim with Intact as this would be handled separately. Policy is due in one month, so a quick decision is required to stay or switch providers. The vent hood in the kitchen requires inspection every six months with this new policy.

Motion: To switch insurance provider to Cooperative from Intact

Moved by: Jim Abrams Second by: Rob Ishoj CARRIED

Motion: To approve Finance report

Moved by: Rob Ishoj Second by: Julia Jackson CARRIED

<u>D24-05-08-b:</u> By-Law - Board Liaison John Scherrer reviewed the following:

Various changes to multiple By-Laws in Section 3 Committees. Please see meeting file titled (06-By-law Report Oct 2024) for all details of these changes. Some required wordsmithing will be completed at the next By-Law meeting.



• Discussions around the shortening of the election process are underway and will be presented at the next meeting.

Motion: To approve By-Law report

Moved by: Rob Gaby Second by: Vern Cunningham CARRIED

<u>D24-05-08-c:</u> Fundraising - Board Liaison **Vern Cunnigham** reviewed the following:

- Casino cancelled
- Fraktals going well there are 9 events in the month of November
- Ice Cream Social shout out to Sandy Bundy for a fabulous job on the uniforms etc.
- Introduction of Chip-Nuts which have now been added to be sold along side the Fraktals. 5 cases have been purchased.
- Shout out to Julia Jackson with regards to the Holiday Market Place November 3 and Shayna for the tables etc.

Motion: To approve Fundraising report

Moved by: Vern Cunningham Second by: Rob Gaby CARRIED

<u>D24-05-08-d: Membership & Volunteers - Board Liaison Julia Jackson reviewed the following:</u>

- Member renewals to be done online. This item will be added to the next three (3) newsletters.
- A streamline process for volunteers is being worked on by Carol Hedenberg
- Let's Get Acquainted open to all next session is November 27th
- Camera to be set up for members to take a photo (optional). This is a process change so when you
 sign in you will have an option to take a photo to be placed on your profile. Simplifying obtaining
 photos for posters etc.

Motion: to approve the picture taking process to be added to the system

Moved by: Julia Jackson Second by: Vern Cunningham CARRIED

Motion: to approve Membership & Volunteer report

Moved by: Julia Jackson Second by: Vern Cunningham CARRIED

D24-05-08-e: Operations and Activities - Board Liaison Louis Gambino reviewed the following:

- Pickleball items: purchase practice machine "The Pickle" and 100 new balls
- Men's Shed; 50 t-shirts purchased \$697.75 with an offset to the sale of them

Motion: to approve purchase of t-shirts for Men's Shed \$697.75

Moved by: Louis Gambino Second by: Jim Abrams CARRIED

 Dave LeGallais presented an option for additional time for the Snooker group. This time slot would on Wednesday mornings (10-noon). This will take away this time away from the open session currently available. To be looked at during November and December.

Motion: to add Wednesday from 10am to noon for snooker session (only if it can be filled)

Moved by: Dave LeGallais Second by: Rob Ishoj CARRIED

Motion: to approve the Operation and Activities Report



Moved by: Louis Gambino Second by: Jim Abrams CARRIED

D24-05-08-f: Senior Affairs, Grants & Awards - Board Liaison Jim Abram reviewed the following:

- NO MEETING
- Grace Wong Champion Table Tennis was discussed

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

CARRIED

D24-05-08-g: Special Events/Social –Andrew Bailey respectively reviewed the following:

- Welcomed new members Pat Mulcahy, Caroline Pudge and Gerry D'Souza
- Triva Night was a wonderful event and a great success
- November no events, December After hours Big Band and February Valentines
- Glen Sharp to step in as Board Liaison to fill the vacancy

Motion: to approve the Special Events/Social Report

Moved by: John Scherrer Second by: Vern Cunningham CA

CARRIED

D24-05-05: Ad-hoc Committees

- a) Nominations & Elections
- b) Conduct Review Inactive

D24-05-10: Secretary's Report – NO REPORT

Wreath approval, this was already ordered by Glen Sharp at a cost of \$125

D24-05-11: Vice-President's Report – NO REPORT

D24-05-12: President's Report - Verbal

The President provided the following updates:

- Men's Shed provided volunteers for the CHATS Car Rally for CHATS (18 cars and activities)
- Alzheimer's Society Jim and Glen will be present
- Jane and Frank sport arena

Action: No action required

D24-05-13: NEW BUSINESS

D24-05-13a: Newsletter Board Page

Glen to submit to Andrew on October 24th

D24-05-13b: Parking

Parking issue was brought up. An option would be to create a check box on the sign in screen which would help gather statistics. These statistics would be used to manage parking issues. Jim Abram talked to Viva about moving the bus stop. The overnight parking only spaces are being monitored by Carol. Karie suggested that the data is not a bad thing yet could be a double edge sword. Parking currently does not meet code so if we push to hard, we could loose out even more. Karie also asked that this



check box not be done at the same time as the picture taking as this would cause more confusion.

Action: No action required

D24-05-13c: Recess Regular Board Meeting

Motion to recess The Regular Board Meeting at 1440 hours and reconvened In-Camera

Moved by: Rob Gaby Second by: Jim Abrams CARRIED

D24-05-13d: Convening In-Camera Session – Director Vacancy

Motion: to convene in-camera session at 1445 hours

Moved by: Rob Gaby Second by: John Scherrer CARRIED

D24-05-13e: Reconvening Regular Board Meeting

The Regular Board Meeting reconvened at 14:55 hours to address the recommendation of the In-Camera (Committee of the Whole) session regarding the current Director vacancy: *That the President approach Kevin Griffiths to consider filling the current director vacancy in accordance with By-Law #1.04.02.*

Moved by: Rob Gaby Second by: John Scherrer CARRIED

D24-05-13f: Celebratory Luncheon

Glen shared his happiness about the team clearly putting the center first. Glen suggested a celebratory luncheon. It was decided that the ASA would have a Christmas luncheon at the December 16th meeting. *Motion: to approve funding for a Christmas celebration luncheon.*

Moved by: Glen Sharp Second by: Vern Cunningham CARRIED

D24-05-14: ADJOURNMENT

The Regular Board meeting of October 21, 2024, was declared adjourned at 1458 hours.

Moved by: Rob Ishoj Second by: Vern Cunningham CARRIED

Next Board Meeting will be **Monday, November 18, 2024,** at the Town Hall in the Leksand Room.