



**MINUTES OF THE  
7<sup>th</sup> Regular Board of Directors Meeting for the 2024-25 Term  
Held on Monday, December 16, 2024  
Aurora Town Hall, Leksand Room**

Presiding: Glen Sharp, President

Directors Present: Glen Sharp (President)  
Rob Ishoj (Treasurer)  
Rob Gaby (Secretary)  
Jim Abrams, Julia Jackson,  
Vern Cunningham, Kevin Griffiths

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

ASA Members: Dave LeGallais (Director Emeritus)  
Frank Snape (Finance Committee)

Regrets: Louis Gambino (Vice-President), John Scherrer,

Recording Officer: Shirley Dionne

**D24-07-01: Call to order:** A quorum being present, President Glen Sharp declared the meeting open to transact business at 1310 hours.

**D24-07-02: Approval of Agenda**

*Motion: That the Agenda be approved as distributed*

Moved by: Vern Cunningham

Second by: Rob Gaby

**CARRIED**

**D24-07-03: Approval of the Minutes of Previous Meetings**

*Motion: That the Minutes of the Regular Meeting held on November 18, 2024, be approved as distributed.*

Moved by: Julia Jackson

Second by: Jim Abrams

**CARRIED**

**D24-07-04: PRESENTATIONS**

Due to illness Mel James of the Wood Carvers was unable to attend and present. Glen Sharp stepped in and shared the details about the “Quilt of Carvings” that has been in production for over a year. The quilt is a grouping of twenty-four carvings. It is to hang between the Priestly Room doors. The unveiling ceremony will be on January 9, 2025, at 10 a.m. attended by the mayor and ASA members.



#### **D24-07-07: BUSINESS FROM PREVIOUS MEETINGS**

a) Decision on the Bistro price for 2025

Glen and Karie spoke about the current subsidy for the Bistro. Currently the cost is \$12.75, and the ASA subsidy is \$2.75 so the cost to each member is \$10.00. The question brought forth was does the ASA continue to subsidize or raise the cost to the members. Karie stated that the majority of the Bristo's events are "sold out."

*Motion: To leave the pricing as is until quotes are revisited in June and a decision to be made at that time.*

Moved by: Vern Cunningham

Second by: Rob Gaby

**CARRIED**

b) Response to Let's Us Know from November meeting

It was decided that the response would be that the resurfacing of the pool tables will be put under consideration. An investigation to find a new home for the shuffleboard table will be put into action. Legion declined, LOFT table is too large, the Shed, Fire Department are still pending a response to close on this item.

c) Elections Committee Changes – Deferred until January 2025 meeting where Louis Gambino will explain the changes in detail and be able to answer any questions.

d) Location of May Board Meeting due to Art Show at town.

Karie to reach out to the Town Square and see if there is availability for the May 2025 meeting. Due to space limitations, the meeting space for the May meeting will be at the Town Hall Cafeteria and Karie will supply the projector.

#### **D24-07-06: Seniors Adult Programs Coordinator's Report (\*1)**

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

Susan Pratt will host Coffee and Conversation. This "new" activity will take place in the lounge every Tuesday at 1:30 starting January 7, 2025.

#### **D24-07-07: Treasurer's Financial Reports to November 2024 and Finance Committee Report (\*1)**

Treasurer Rob Ishoj presented one report:

- Bank balance was \$9,735.
- GICs totaled \$528,025. No maturities until the new year.
- Prepaid expenses include the new insurance costs.
- Fixed assets need to be adjusted for new pickleball machine.
- Deferred revenue totals \$5,597. This will be recognized as income in December.
- Equity balance is \$580,937.
- Total revenue was \$10,166 for the month of November – membership fees \$5,213; activity fees \$1,850; interest \$2,090; donations \$100; all other net revenue \$913. Expenses totaled \$11,449 – Town fees \$4,189; bank charges \$293; Depreciation \$689; hospitality \$472; Insurance \$411; office



supplies \$431; program expenses \$3,355 (included pickleball machine of \$2,433 in error (should be capitalized), promotional expenses \$914 and BDO year end fee (\$602 per month).

- Reserve entries will be posted in December. We will essentially be transferring \$500,000 from retained earnings to our two new reserve accounts (Future Needs Fund (\$380k) and Contingency Operating Fund (\$120k)
- Net loss for the month of \$1,284.
- Year-end adjustments will be processed in December's statements.
- Karie requested that discretionary funds be set up for the President to deal with unexpected and immediate needs.

*Motion: To establish a fund for discretionary spending by the President for up to \$1,000. When used the President is to report back to the board at the next meeting.*

Moved by: Vern Cunningham                                      Second by: Jim Abrams                                      **CARRIED**

*Motion: that the board approve the Financial Report for November 2024*

Moved by: Rob Ishoj    Second by: Julia Jackson                                      **CARRIED**

**D24-07-08: STANDING COMMITTEE REPORTS**

D24-07-08-a: Finance - Board Liaison Rob Ishoj reviewed the following:

- Discussions around two new roles, the Treasurer and the Assistant Treasurer. Role description and functions to be determined by the new treasurer,
- Ivo to review the QuickBooks conversion and develop a plan to implement
- Donation to community groups discussion was reviewed by the Finance Committee and is recommending that we increase the annual donation amount to external charities from 0.5% of retained earnings to 1% of retained earnings and reserve funds. By-Law change is required to be reviewed.

*Motion: To change the community fixed donation from 0.5% to 1.0% (roughly 4K\$ annually)*

Moved by: Rob Ishoj    Second by: Jim Abrams                                      **CARRIED**

- Reserves accounting - Treasurer prepared an implementation plan. New G/L codes and adjusting format of financial statements will need to be done prior to posting entries. Items to be done are as follows: Bylaw changes; Notes to financial statements; BMO InvestorLine – additional accounts for reserves; Journal entries to be posted in December
- Rob Ishoj suggested that a new committee/group be set up to review the future space requirements on a quarterly basis. Glen asked if anyone wanted to be on this new committee. An ad hoc committee "Future Needs Committee" was formed of Jim Abrams to head it up along with Glen Sharp, Frank Snape and Rob Gaby.

*Motion: To approve Finance report*

Moved by: Rob Ishoj    Second by: Julia Jackson                                      **CARRIED**



Kevin Griffiths asked: why are membership fees have been prorated versus in the month they are received. Rob Ishoj clarified for Kevin that by doing this it is more representative of how the money flows.

D24-07-08-b: By-Law - Board Liaison **Rob Gaby** reviewed the following:

- No meeting. No Report
- Rob shared the change to 3.03.01 verbiage

**FROM**

- The President may attend any Committee meeting of the Association. (ex officio) at the discretion of the Committee Chair.

**TO**

- The President may attend any Committee meeting of the Association. (ex officio)
- Glen Sharp requested that the By-Law committee discuss the option of the Treasurers position to be appointed the president versus the election process due to the nature of this role and bring back their recommendations to the January 2025 board meeting.

D24-07-08-c: Fundraising - Board Liaison **Vern Cunningham** reviewed the following:

- For finance not to deal with coins, Vern will be issuing cheques for each of the various fundraising amounts (coin jar, Fraktals, etc.)
- Events to date have contributed: Coin Jar \$548.20; Fraktals \$2,410.00; Holiday Market \$5,200.00 from the auction alone
- Future events Bingo – January 31, 2025; Murder Mystery Dinner; Ice Cream Social; Wine Tasting; Holiday Market Place; and possibly a Bowling event.

*Motion: To approve Fundraising report*

Moved by: Vern Cunningham

Second by: Rob Gaby

**CARRIED**

D24-07-08-d: Membership & Volunteers - Board Liaison **Julia Jackson** reviewed the following:

- No meeting. No Report
- Annual membership enrolments have been very busy and will continue into January.

D24-07-08-e: Operations and Activities - Board Liaison **Louis Gambino** being absent, **Dave LeGallais** reviewed the following:

- Dave LeGallais has stepped down as chair and Julia Jackson will be stepping into the role

*Motion: To have Julia Jackson take on the role of Chair for the O&A committee*

Moved by: Jim Abram

Second by: Rob Ishoj

**CARRIED**

- The following three policies
  - Incidents procedure at ASA
  - Activity leader job description



o Procedure to follow when Activity leader absent to be reviewed by Committee members and comments sent to Louis, who will coordinate and distribute prior to January meeting. Once reviewed they will be presented to the board for review. Once passed by the board they will be issued to all coordinators:

- Joan Brownlow resigned from this committee

*Motion: To approve Operations & Activities report*

Moved by: Kevin Griffiths

Second by: Jim Abrams

**CARRIED**

Julia thanked Dave for his continued support during the transition. Dave complimented Julia on her proactive personality.

D24-07-08-f: Senior Affairs, Grants & Awards - Board Liaison **Jim Abram** reviewed the following:

- No meeting. No Report
- Committee is looking at grants for programming / special needs as there are very few capital requirements.

D24-07-08-g: Special Events/Social – Board Liaison **Glen Sharp** reviewed the following:

- After Hours Big Band was sold out and a full house right until the end
- Tony the Entertainer will be at the Valentines Dance in February

*Motion: To approve Special Events/Social report*

Moved by: Glen Sharp

Second by: Rob Gaby

**CARRIED**

**D24-07-09: Ad-hoc Committees – No Reports**

- a) Nominations & Elections – changes to process to be discussed at the January 2025 meeting.
- b) Conduct Review – Inactive

**D24-07-10: Secretary’s Report**

Let Us Know:

**YOUR INPUT:** Date: Mon. Dec. 16. 2004

Would the Board of Directors please address the 'fair share' of the snooker table #2 in the pool room? Specifically: could the Snooker league members be granted exclusive use of this table for a couple of hours per week?

ie: 2 hrs x 2 days?

Name: Skisley, Tom Kuballa Date: Dec. 16. 2024

If space is insufficient, please use reverse side! 289-221-0030

The board members discussed, and it was decided that the rules will remain the same. Snooker tables will remain on a first come first served basis. A response will be written and posted.



**D24-07-11: Vice-President's Report – No Report**

**D24-07-12: President's Report**

The President provided the following updates:

- December 19, 2024, at 1:30PM board members are invited to come to the Aurora Food Pantry for a donation cheque presentation in the amount of \$1,348.20 plus the food drive items. Glen requested that members attending to please wear their name badges.
- Rob Ishoj asked that Glen and Rob G be in to sign cheques on December 17<sup>th</sup>.

**D24-07-13: NEW BUSINESS**

D24-07-13a: Newsletter Board Page

- Glen to submit Newsletter, January 2025 – Wednesday, December 17 at 1:00 PM

D24-07-13b: Appreciation to Board Members

- Glen thanked the board members and staff for being instrumental in making happier faces at the center.

**D24-07-14: ADJOURNMENT**

The Regular Board meeting of December 16, 2024, was declared adjourned at 1435 hours.

Moved by: Glen Sharp

Second by: Rob Gaby

**CARRIED**

Next Board Meeting will be **Monday, January 20, 2025**, at the Town Hall in the Leksand Room.