

Senior Drop-In Craft & Activity Centre
Thursday, February 15, 2018
1:30 p.m. Board Meeting

1. **Welcome & Opening Remarks**

President Pam Gaudette welcomed all in attendance.

2. **Attendance:** Present: Pamela Gaudette, Lynn Miller, Larry TerMarsch, Pat Wolfe, Gary McKee, Lorne Troutman, Mieke Mahood

Regrets: Cheryll Stott, Neil Videto, Kathy Kennedy, Lynn Murphy, Lynda Maher and Ron Matthey

The By-laws state that a member “missing three (3) consecutive meetings shall be notified”. The Board discussed the fact that it is sometimes difficult to obtain a quorum and noted that 2 members of the Board are currently experiencing difficulty attending meetings, thereby impacting the Board’s ability to pass motions, etc. **ACTION: Pamela Gaudette, President, will approach the two members to discuss their future on the Board.**

3. **Approval of Agenda:** Additions: Under 10. Committee Reports: add c) Renfrew County 55+ Senior Games and under 11. Other: add Volunteer Service Awards Names. **Hearing no further additions, moved by Mieke Mahood seconded by Lorne Troutman that the February 15, 2018 board meeting agenda be accepted. Carried**

4. **Approval of the January 17, 2018 minutes. One omission was noted – 2) Attendance: Add Mieke Mahood. With the noted change, moved by Mieke Mahood, seconded by Lynn Miller, the minutes from the January 17, 2018 Board minutes be accepted. Carried.**

5. **Treasurer’s Report** – Larry TerMarsch explained that the amount of \$124. listed under Equipment in the Statement of Accounts for the month ending December 31, 2017 was for pliers, screwdrivers, stem for percolator, etc.

- **Year to date reconciliation** – Larry TerMarsch presented the Balance Sheet and Statement of Accounts for the month ending January 31, 2018. Larry has projected a deficit of \$6,432.00 at year end (March 31, 2018). It was noted that the invoice for October, November and December has not be received. **ACTION: Larry TerMarsch will contact the Treasurer of the City of Pembroke to obtain the invoice and will project the expenses for January, February and March 2018.** Revenue from the upcoming Trivia Night will help to reduce the deficit but the Senior Drop In Centre may have to cash in an investment to cover the year end shortfall.

Moved by Lorne Troutman, Seconded by Pat Wolfe, that the Centre will cash in a GIC if there is a shortage at year end.

Larry TerMarsch noted that the Centre has received a grant application from the City of Pembroke. It is not clear whether the Centre has to submit the application because of the formal strategic partnership. **ACTION: Larry TerMarsch will contact the City of Pembroke Treasurer to ask whether the Centre still has to submit the application.**

Moved by Larry TerMarsch, seconded by Lorne Troutman, that the Treasurer's Report of January's statement of operations be accepted. Carried

Larry TerMarsch explained that the current computerized bookkeeping system identifies to whom a payment is made, but does not include a description of what was purchased. He noted that it would be easier for him to track and explain expenses if a short explanation was included. **ACTION: Larry TerMarsch will work with Arlene to include a brief description of what the payment is for.**

ACTION: Larry TerMarsch will work with Arlene Ling to prepare budget for 2018/19.

- **Budget And Special Grant Update** – Lorne Troutman reviewed the Special Grant expenditures. He noted there are no changes from the January meeting, with the exception of the Automatic External Defibrillator (AED). There is approximately \$8,800 left to be spent by March 31, 2018. He explained that after paying for the AED and first aid training for members, there should be approximately \$700. left. This will be used to purchase exercise equipment. He did note that \$300. per year must be included in the budget for 2018-19 for annual maintenance for the AED (batteries, etc.)

ACTION: Pam Gaudette will investigate prices and local availability of TheraBands. Leaders of exercise programs will identify other items for purchase (balls, exercise bands, etc.)

Special Grant Budget suggestions for 2018/19.

- A second AED for downstairs (approximately \$2,000)
- Computers – Investigate options for purchase of new laptops or desktops or upgrade of some of all existing computers to include the latest software (Windows 10, Microsoft Office, Simply Accounting, etc.) (approximately \$7,000)

ACTION: Arlene Ling to speak with Jennifer Cross and Mike Sibley re what they might need/ Arlene Ling to investigate prices and recommend options

- New programming, including AED training (approximately \$1,000)
- Upgrade lighting on second floor to new LED lighting (approximately \$3,000)
- Tables (10) (approximately \$2,000)
- TOTAL \$15,000.

- **Receipt Program Moncion Metro** – \$106.21

6. **Secretary's Report and Correspondence** – In the absence of Lynda Maher, Pam Gaudette reported that she forwarded an update and pictures to the Recreation Department of the City of Pembroke with an update on the Centre's Snowspeer activities.

7. **Action Items from the January 17, 2018 meeting.**

- Arlene will enter the Christmas Dinner and Dance reconciliation in the minutes – Complete
- Larry to price shop for insurance prior to renewal of policy in January 2019 – Not complete. Will be done later in the year.
- Pam and Mieke to compile a list of Centre's volunteers and facilitators to attend AED training – Arlene has kept a list of members who are interested in the training. Mieke and Pam to review .

- Arlene to advertise in February's newsletter for members to take the training course – Complete
- Pam Gaudette to send a thank you card to Ruth and Garth Alberts – Pam has purchased the cards and will send.
- Gary McKee to offer Roger St. Cyr \$5.00/week or up to \$10.00/week to put the Centre's garbage and recycling out for pick up. Gary McKee noted that Roger has agreed to do this for \$5.00/week. Roger has submitted a bill.
- Finance and Advocacy Committee to meet Thursday, January 18 to provide a statement for Mayor LeMay to present to the Minister of Senior Affairs – Complete
- Arlene to advertise for interested members to leave their name if interested in becoming a BINGO volunteer – item tabled.
- Arlene to write a friendly reminder to Giselle Wilkie to identify the parking at the Centre is for our members attending activities/programs regardless of the time of day as well to refrain from shoveling snow in the same area – Complete – letter was professional, clear and concise.
- Arlene to organize snacks for Bid Euchre event and the lunch following the Snowshoe and Nordic Pole demonstration at the Centre on February 3 – Complete; a successful event.
- Finance and Advocacy Committee to investigate other option to increase membership numbers – Work in progress
- Pam to ask Lynda Maher if she would be willing to assist the Trivia judges in typing the questions – Complete
- ACTION: Arlene to organize a lunch for the March 2 Scams and Fraud Seminar – Complete.

8. Old Business

- **Trivia Night** – Trivia Night will be held on Friday, March 24, 2018. Judges are Larry TerMarsch, Sally Leslie, and Lynda Maher. Pam Gaudette will assist. Chartwell has donated \$300 (\$250 for first prize and \$50 to be used as the Committee sees fit for Trivia Night. Riverview Heights will provide the lunch sandwiches, a tray of veggies and squares/cookies. The sandwiches will come in loaves for the kitchen crew to cut up and set out. Advertising is in the February newsletter and will be in the March also. Tables will be set up for 8.
ACTION: Pam Gaudette, Lorne Troutman and Gary McKee will approach local business for donations to the Silent Auction. Mieke Mahood will run the Silent Auction on March 24th. Pam Gaudette has e-mailed Dave Henderson to act as emcee and is awaiting a response. Gary McKee suggested that Fred Blackstein or Jamie Bramburger could be approached to act as emcee if Dave Henderson declines.
- **Garbage set out follow up** – Gary McKee indicated that Roger St. Cyr has agreed to set out the garbage and recycling for \$5.00 per week.
- **News Article dated January 31, 2018 Mayor LeMay and Grant \$8,400** – the news article was included with the agenda. Pam Gaudette noted that the Centre was not notified of the grant, but found out through the newspaper and radio reports.
- **Bingo County** – Tabled
- **Emergency First Aid and AED Training** – Mieke Mahood indicated that the training will take place on Saturday, March 17, 2018/
- **City Partnership re Horizon Grant** – We are awaiting a response from Elijah, City of Pembroke Recreation Department re sponsoring the lunch and learn March 2nd Fraud Seminar.

- **Report on Snow Spree Events** – Bid Euchre has 8 tables with 4 players each. Snowshoe activity had a total of 12 participants who snowshoed for approximately 3.21 km Kiwanis Walkway and along the river's edge. One participant who had never snowshoed, borrowed snowshoes from the City. Everyone enjoyed the sun and good weather. The City or Pembroke provided Nordic Walking poles for this Nordic Walking demonstration with approximately 25 participants. Lunch was enjoyed by everyone with many positive comments received. It was noted that the Centre could help the City with advertising events next year.

9. New Business

- Pam Gaudette reported that Fred Blackstein has offered to present a talk on Volunteering. **ACTION: Arlene Ling to follow up with the New Horizons Grant re sponsoring this Lunch and Learn.**

10. Committee Reports –

- **Programming**
 - **Arts & Crafts** – nothing new to report
 - **Exercise Programming** – Walk in a Hike with Nature had to cancel two snowshoe events in January due to bad weather. Two days are planned for February and two days for March.
 - **Seminars** – The Canadian Anti-fraud Centre and OPP will be presenting a Lunch and Learn session on Friday, March 2, 2018 at 12:00 noon. Pre-registration is required by February 26th for this session. Other scheduled sessions: April 18 at 2:30 pm – Essential Oils for cleaning our homes; April 25 at 2:30 pm – Quick techniques for making healthy foods (epicure refreshments offered), and May 2 at 2:30 pm – Natural Holistic Wellness.
 - **Other programming** – Diner's delight for the month of February is at the Centre and will be catered by the Kitchen Eatery. The cuisine is Greek. To date 15 people have signed up. - an iPad information session will be held on March 7 and a Refresher Basic Computer Skill course will be held on February 23.
- **Renfrew County and District Active Aging Network** – Mieke Mahood reported that the Network is hosting a session on Thursday, March 8, 2018 at the Clarion Hotel from 10:00 am to 3:00 pm. This session will focus on soliciting suggestions/recommendations for active aging for seniors. Anyone interested can register at [//activeagingevent.eventbrite.ca](http://activeagingevent.eventbrite.ca) or call 613-735-8651 ext. 533.
- **Renfrew County 55+ Senior Games** – will be held May 7 to the end of May. Bid Euchre will be hosted upstairs at the Senior Centre on the afternoon of May 9.
- **Property** – Gary McKee reported that Roger St. Cyr has an obligation to complete snow removal at the Library before he can remove the snow from the front stops of the Senior Drop-In Centre. The only day that it seems to be an issue is Saturday morning for the 10:00 am yoga class. **ACTION: Arlene Ling to approach Library staff to see if arrangements could be made for him to clean the front stairs earlier on Saturdays.**

11. **Other**

- **Lights in Upstairs Kitchen** - Lorne Troutman and Gary McKee reported that the lights in the upstairs kitchen need to be replaced immediately. It was noted that 3 new lights will be require. **ACTION: Lorne Troutman and Gary McKee will arrange to purchase and install 3 new lights in the upstairs kitchen using funds from this year's Special Grant.**
- **Volunteer Service Awards** – Names submitted for 5 year awards are: Doug McHattie, Goldie McHattie, Rosella Smith, Gary Mckee, Diane Mathieu and Agnes Bucholtz

12. **Adjournment:** The meeting adjourned at 3:30 pm

13. **Next Meeting Wednesday, April 11, 2018 at 1:30 pm**

ACTION ITEMS:

- Pamela Gaudette, President, will approach the two members to discuss their future on the Board.
- Larry TerMarsch will contact the Treasurer of the City of Pembroke to obtain the invoice and will project the expenses for January, February and March 2018.
- Larry TerMarsch will contact the City of Pembroke Treasurer to ask whether the Centre still has to submit the grant application for 2018.
- Larry TerMarsch will work with Arlene to include a brief description of what the payment is for in the computer program.
- Larry TerMarsch will work with Arlene Ling to prepare budget for 2018/19.
- Pam Gaudette will investigate prices and local availability of TheraBands. Leaders of exercise programs will identify other items for purchase (balls, exercise bands, etc.)
- Arlene Ling to speak with Jennifer Cross and Mike Sibley re computer upgrades
- Arlene Ling to investigate prices and recommend options
- Pam and Mieke to compile a list of Centre's volunteers and facilitators to attend AED training – Arlene has kept a list of members who are interested in the training. Mieke and Pam to review .
- Pam Gaudette to send a thank you card to Ruth and Garth Alberts – Pam has purchased the cards and will send.
- Pam Gaudette, Lorne Troutman and Gary McKee will approach local businesses for donations to the Silent Auction. Mieke Mahood will run the Silent Auction on March 24th.
- **ACTION:** Arlene Ling to follow up with the New Horizons Grant re sponsoring Volunteering Lunch and Learn with Fred Blackstein.
- Arlene Ling to approach Library staff to see if arrangements could be made for Roger St. Cyr to clean the front stairs earlier on Saturdays.
- Lorne Troutman and Gary McKee will arrange to purchase and install 3 new lights in the upstairs kitchen using funds from this year's Special Grant.