

Senior Drop-In Craft & Activity Centre
Wednesday April 11, 2018
1 p.m. Board Meeting

1. Welcome & Opening remarks –

President Pamela Gaudette welcomed everyone in attendance. Pam reported the Centre's Membership as of April 1, 2018 was 323 members. Office Manager, Arlene Ling calculated the April 1, 2017- March 31, 2018; 546 members. Residency breakdown per location as follows:

• City of Pembroke	308	56.4% of total
• Eganville/Bonnechere –	7	1.2%
• Killaloe/Hagarty	3	.5%
• Laurentian Hills	3	.5%
• Laurentian Valley	119	21.8%
• North Algona/Wilberforce	2	.4%
• Petawawa	45	8.2%
• Quebec	18	3.0%
• Whitewater	41	8.0%
TOTAL	546	100%

2. Attendance: Present: Lorne Troutman, Mieke Mahood, Lynn Miller, Cheryll Stott, Neil Videto, Pat Wolfe, Lynn Murphy, Kathy Kennedy, Ron Matthey, Larry TerMarsch, and Pamela Gaudette.

Regrets – Lynda Maher

3. Approval of Agenda –

- **Additions under Other:**
 - Two Executive Meetings March 1 & 29;
 - Contest for name change contest ended
 - Strategic partnership with the City of Pembroke
 - Letter from Mayor Lemay re Ontario opportunities, for review of the Finance and Advocacy Committee
 - Statistics
 - City's Recreation Advisory Committee
- Additions under New Business:
 - Christmas Dance

Moved by Lorne Troutman, seconded by Cheryll Stott, the amended agenda be accepted. Carried.

4. Approval of February 15, 2018 minutes

Hearing no errors or omissions, moved by Lorne Troutman, seconded by Mieke Mahood February 15, 2018 minutes is accepted. Carried.

5. Treasurer's Report

February reconciliation: Larry indicated that since there was no board meeting in March to present February's reconciliation, Larry reviewed the projected Statement of Operations April 1, 2017 ending

March 31, 2018, which covered the previous month. Larry indicated the deficit for this year was \$663.00. This amount was the repayment to the Ontario Government, from the Centre's Elderly Persons grant as the Centre did not spend the full amount from 2016-2017.

2017-2018 Special grant recap- \$15,000.00 was spent.

2017-2018 Budget. Although the Centre finished the year with a deficit, the reconciliation final report cannot report a negative or deficit amount. Therefore, funds to cover this amount was used from the City's "Strategic Partnership" payment. In addition, the Centre required sufficient expenditures to ensure no repayment of funds would be required for the period ending March 31, 2018. After a review it was determined an additional \$1500.00 in expenses for this period would be required, therefore preventing sending back surplus funds. A full fridge for level 2 was purchased in the amount of \$1523.23

There are two GICs locked in, one coming due July 2018 in the amount of \$10945.71 (3 year escalator) and \$12230.48 (5 yr. Financial Services) due October 2020. To use the GIC to cover the deficit from 2017-2018 the Centre would incur a penalty to redeem before date. It was discussed to take the GIC that will be coming to term in July 2018 to reinvest it into a redeemable GIC.

2018 – 2019 Budget & Special Grant was submitted April 5. Board members were given a copy of what was submitted. Special Grant purposed items were: Second AED for level 1; upgrade office and public computers to Windows 10; programming and AED training; upgrade lighting to LED; tables; fridge; replace 3 windows for energy efficiency, totaling \$15000.00. In the past, the Centre was notified in August to what Special Grant amount was approved. Mieke identified 12 people are attending Table Tennis on Wednesday mornings. One of the tables upstairs is an original table purchased by the Centre and the other table belongs to the Renfrew County 55+ Games, which the Centre may use. Mieke purposed to replace the Centre's table for similar table purchased by the RC 55+ Association approximately \$500.00. Once the Centre is notified of the amount approved in the Special Grant, a revised Special Grant may be submitted for approval indicating a purchase for a second Table Tennis table. **Moved by Larry TerMarsch, seconded by Lynn Miller, the projected Statement of Operations and Treasurer's report be accepted. Carried.**

Receipt Program Moncion Metro – owes \$6.29 (however receipts were submitted \$85.00)

6. Secretary's Report & Correspondence –

Correspondence received:

- **Resume received from Christel Bailey**, full time on-line student at Canadore College, studying the Recreation and Leisure Therapy Program. Christel was hoping to find some volunteer opportunities/hours at the Centre, which are essential for her completion of this program. Christel also identified she would hope to volunteer after the required time needed to complete her program. Discussion followed. Pat Wolfe will investigate this program and how many hours would be required and report back. Ideas were brought forward on ways Ms. Bailey would be an asset to the

Centre. It was also mentioned if the Centre was unable to provide a suitable volunteer opportunity; her name would be forwarded to the City for their consideration. **ACTION: Pat Wolfe will investigate this program and report back with details.**

- **Donation request from Renfrew County 55+ Association.** The games will be held over the month of May in various communities in Renfrew County. Venues for this year are listed on the Registration Forms. As in the past the Centre has donated to this organization. **Moved by Lorne Troutman, seconded by Pat Wolfe a donation of \$200.00 be forwarded to the Renfrew County 55+ Association. Carried.**

ACTION: Arlene to issue a cheque in the amount of \$200.00 as a donation to the RC55+ games for Larry to approve and forwarded to Mieke Mahood, RC55+ Treasurer

- **Request for rental space by AA.** Jane Saar submitted a request letter for meeting space for AA meetings on Wednesday evening from 7:30 p.m. – 9:30 p.m., including setup and cleanup. This group is looking to expand in the downtown area to service those suffering with alcohol addiction within walking distance. Currently the fee structure for a member renting the hall for 4 – 6 hours would be \$90.00 +HST., which would equate to 5 weekly 1-hour meetings. Ms. Saar requested for a 6-month deferral on this fee until they can get the meetings up and running. In keeping with their traditions, this group is self-supporting declining outside contributions, therefore Ms. Saar stated they would make a donation based on the collections for the first 6 months potentially meeting the required \$90.00. However, there is no way of knowing for certain the amount until they begin. Herself and three other members will take full responsibility for the rent, tidiness of the group and respect of the property. Discussion followed resulting in a motion. **Moved by Kathy Kennedy, seconded by Cheryll Stott to proceed with providing a meeting space on Wednesday evenings on a temporary basis to AA. Rental fees will be on a donation basis according to their request. Carried**

Action: Arlene will prepare a letter c/o Jane Saar outlining the Board's approval to provide a meeting space on Wednesday evenings, explaining the agreed fee structure.

7. Action items from January 2018

Review of ACTION ITEMS from February 15, 2018:

- Pamela Gaudette, President, will approach the two members to discuss their future on the Board. A letter of resignation was received from Lynda Maher resigning her role as secretary. As it was discussed at an executive meeting to send out letter of interest to members for position to be filled. Cheryll Stott came forward to full this position, with interest shown as well from Kathy Kennedy. Cheryll will need to go to the Bank to assume signing authority as the Board's secretary. **Moved by Lorne Troutman, seconded by Mieke Mahood to accept Lynda Maher's resignation with**

regret and Cheryll Stott to assume the position of the Board's Secretary for the term ending March 31, 2019. **ACTION: Cheryll will go to the Meridian Credit Union with a copy of these minutes and a letter identifying that she is the current board secretary replacing Lynda Maher.**

- 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. – **Correction the expenses were for the period October – December 2018. Larry received an invoice from the City, covering this time period.**
- Larry TerMarsch will contact the City of Pembroke Treasurer to ask whether the Centre still has to submit the grant application for 2018. – **Completed being a Strategic Partner with the City, an application is not necessary.**
- Larry TerMarsch will work with Arlene to include a brief description of what the payment is for in the computer program. – **Arlene did check with the auditor, Fred Sinclair and Kieran Cowen (Simply Accounting programmer) and recommended to continue the inputting of the accounting information as it was done in the past. There is an alternative way to input but would increase the hours to accomplish. Fred recommended after the reconciliation is complete to write down the expenses and provide copies of the daily cash sheet to provide information to Larry. Larry agreed to continue with this practice for the time being.**
- Larry TerMarsch will work with Arlene Ling to prepare budget for 2018/19. **Budget submitted on Thursday April 5, 2018.**
- Pam Gaudette will investigate prices and local availability of TheraBands. Leaders of exercise programs will identify other items for purchase (balls, exercise bands, etc.) **For Senior Fitness Therabands were purchased 15 heavy and 15 extra heavy for \$220.68, Thera Band Flex Bars purchased 10 reds at 10 pounds each for strengthening and 6 greens at 15 pounds each for strengthening, for let's Get Fit a Bit 10 balls**
- Arlene Ling to speak with Jennifer Cross and Mike Sibley re computer upgrades - **It was recommended to upgrade the computers to Windows 10, in keeping in line with current technology and providing seniors with up to date lessons.**
- Arlene Ling to investigate prices and recommend options **Arlene contacted Kieran Cowan for a quote on upgrading computers for the Special Budget.**
- 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. **20 people attended the training session. Ruth and Garth Alberts sent a thank you note for allowing them to participate in the course.**

- Pam Gaudette to send a thank you card to Ruth and Garth Alberts – Pam has purchased the cards and will send. **Completed**
- 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. **Completed**
- **ACTION:** Arlene Ling to follow up with the New Horizons Grant re sponsoring Volunteering Lunch and Learn with Fred Blackstein. **Volunteer Celebration will be on Friday April 27 at 12:30 p.m. Arlene inquired with Elijah (Pembroke Rec Dept.) if the luncheon would be covered under the New Horizon Grant for Senior's mandate. In discussion with Ron Conroy, Manager of Parks and recreation, it was agreed if the amount would not be covered, the City would be able to provide funds to help cover this expense. Catering service will be provided by Maven Catering.**
Action: Arlene will organize and communicate with the catering service and City of Pembroke re- payment, kitchen help and setup/takedown.
- 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. **With the cancellation of Saturday morning Yoga classes, this request was deemed irrelevant. However, with the reinstatement of these classes, Roger will be unavailable to accomplish stair cleaning earlier on Saturdays, as his duties at the Library take priority.**
- 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. **Lorne Troutman and Mark Ling accomplished this task.**

8. Old Business

- a) **Trivia Night reconciliation** – Trivia Night was a success and a fun evening. The net profit \$2091.29 was down from previous years; there were less teams and less participants/teams; other community events occurring on the same night; and bar sales were down all contributing to the final total.
- b) **BINGO Country – Tabled.** A request for members to volunteer has been advertised in the newsletter. So far one person has come forward, it was suggested to continue to advertise for the next three months. **ACTION: Arlene to advertise looking for volunteers to assist with the BINGO in the newsletter for 3 consecutive months. Volunteer commitment required is 2 people/2 hours/month with a minimum of 8 volunteers to sign up.**
- c) **City partnership re- Horizon Grant –**

The City approached the Centre to assist them in spending the balance of the New Horizon Grant for Seniors they were awarded last year. Elijah MacEwan has received confirmation from his NHGS contact the following programming would be accepted to be covered under this program – Based on the

original proposal that was submitted for NHSP Project # 1358113, the objective of **Social Participation and Inclusion of Seniors** was identified. Under this objective, the following topics of interest may be permissible:

- Zumba Gold
- Art therapy – or art for fun (*seniors sharing their knowledge, skills and experience with others*)
- Laughter yoga (*seniors sharing their knowledge, skills and experience with others*)
- Cooking for 1 – or the fun side – appetizers (*seniors sharing their knowledge, skills and experience with others*)
- Musical jam sessions seniors leading seniors becoming engaged into activities (*mentoring, leadership training and skill matching for seniors, seniors sharing their knowledge, skills and experience with others*)

Once a topic of interest has been decided upon, an itemized list of what the amount of \$3873.84 would be expended towards will be required. The funding should still remain within the original concept of the proposal as submitted for Project # 1358113 – “Lunch and Learn seminar series” towards aging gracefully with positivity. **ACTION: Arlene to communicate with Elijah McEown on the events the Centre will offer and submit a budget.**

d) Volunteer Service Awards will be held Saturday April 14 at 7:30 pm., at Petawawa Civic Centre. This date is earlier than in previous years due to the pending provincial election on June 7/18

9. New Business

- a) **Summer Hours** – Will begin July 3 – August 30; closed Mondays & Fridays; regular hours will start September 4
- b) **Tentative AGM June** tentative June 13
- c) **Garage Sale** – Saturday September 8/18. After discussion it was agreed to have the sale begin on Friday afternoon from 2 p.m. to 6 p.m. and Saturday morning from 8 am – 12 noon. Mieke Mahood will facilitate the sale with help from Centre’s members who assisted her last year; Lynn Murphy has also indicated she would be available to assist as well; Pam Gaudette and Pat Wolfe will look after taking advertisements to various businesses and the college. **ACTION: Mieke Mahood will facilitate the Centre’s Annual Garage Sale volunteers for organizing, setup and takedown. Pat Wolfe and Pam Gaudette will look after advertising.**
- d) **Senior’s month June-** Various events are planned and some yet to be confirmed to celebrate June as Senior’s month. Two Diner Delights, one being at the Centre with entertainment and the second at Riverview Retirement Residence, Art Therapy, Ice cream Social with a Vintage DJ music presentation, Appetizer cooking class, a Drumming presentation. Some of these events will be covered with funds

from the City's New Horizon Grant for Seniors and will be identified as such. **Action: Arlene to communicate with Elijah on funding from the New Horizons Grant for Seniors.**

e) **Christmas Dinner and Dance** – Arlene contacted Wanda Lavergne, Branch Manager Royal Canadian Legion for available dates in December. Wanda indicated the only Friday available was December 14. Arlene to send a letter of request to the Royal Canadian Legion, requesting the donation of the hall for the Centre's Christmas Dinner and Dance as per previous years. It was also discussed re-entertainment. Arlene to contact Landry & Madill for their availability on December 14 and if available the cost. **ACTION: Arlene to submit letter to the Royal Canadian Legion booking the hall for December 14 and requesting the hall be donated as in past years. Arlene also to book Landry & Madill for dance, if they are available.**

f) Ron Matthey indicated the distance he has to travel; weather conditions and personal issues prevent him attending Board meetings on a regular basis. This also contributes to obtaining a quorum to hold meetings. Ron will continue to write the weekly newspaper article but has resigned as a director on the board as of April 11, 2018. It is with regret the Board accepts his resignation and wishes him the best. Ron will be submitting a written letter of resignation.

10. Committee Reports – Any issues, concerns, updates on programming

a) Programming

- Art & Crafts –
 - Possibly a beading class making jewelry with Jen Cross
 - Watercolor -Adriana Saba will resume her class in September
 - Memoirs has increased to 2 times a month and has had some increased interest, there has also been some interest to put the odd story in the newsletter promoting this activity
- Exercise Programming –
 - “Walk in a Hike with Nature” had to cancel 3 times this past winter due to weather. Hikes occurred twice in March and have planned two times in April. Participation has decreased in numbers to six people. The weather and conditions could be a contributing factor for this decrease.
 - Both of the exercise programs, Seniors Fitness and Let's get Fit a Bit continue to be successful with increased numbers, Senior's Fitness an additional class scheduled for Mondays. Senior Fitness classes will continue throughout the summer. Let's get-fit-a-bit will take a hiatus for August, resuming in September. There has been an interest shown to add an additional day for Let's get fit-a-bit” no decision has been made to date to offer an additional day.
 - Lynn Murphy would like to contact Jason Secord to provide a “Second Annual Yoga-thon” in September. With the reinstatement of Lynn's Saturday morning Yoga classes, for those participants that have registered in the Tuesday series will be offered to attend Saturday

morning class at no charge, however the daily activity fee for the Centre (\$1.00) applies.

ACTION: Lynn Murphy to contact Jason Secord to join her in organizing a yogathon for September

- Seminars-
 - April 18 Essential Oil seminar,
 - April 25 Taste of Italy, interactive hands on cooking class Epicure consultant,
 - May 2 Naturopathic Medicine
 - Volunteer Celebration April 27/18 with guest speaker Fred Blackstein.
- Other programming -
 - there was a 2-day iPad/tablet workshop; Computer Windows 10. Computer house cleaning course will be offered Friday April 20/18.
 - Due to the decreased number for Circle of Light it has been discontinued at the Centre.
 - CHAT CAFÉ – there was discussion regarding the possibility of the Antique Car Club, which Lynn will investigate.

b) Renfrew County and District Active Aging Network –

- Mieke reported at the recent “vision day” on March 8/18, of RCDAAN the community came together to provide insight on the path this network will take in the future. There has been no meeting since this envisioning day. Time is needed to digest what was discussed. A meeting is scheduled for April 25, 2018 from 9:30 a.m. – 11:30 a.m. at which time the consultant’s the actual next steps for this committee will be discussed and determined.
- Mieke connected with Jennifer Harris from the University of Ottawa Heart Institute re the possibility of the Centre becoming an approved Heart Wise exercise program facility. Now that the Centre has an AED, there would be an additional physical training session required to be designated as a Heart Wise facility.

c) Renfrew County 55+ Games –

- Mieke reported the games will occur in May, with the Centre hosting Bid Euchre on May 9. Posters and registration forms have been circulated throughout the community.

d) Property -

- Gary McKee reported there were no incidents with Roger St. Cyr snow shoveling this year. There has been issues with the newer windows the top windows falling down when the lower unit is open, therefore unable to lock them. Gary will adjust them when the weather remains at a warmer constant temperature. **ACTION: Gary McKee to adjust the windows when a warmer temperature remains constant.**

e) Trip update –

- Arlene reported tickets are reserved for “Come from away” in Toronto on September 18 and will be incorporated as a 3-day trip. Reservations are also made for a matinee performance at Herongate Barn Theatre August 16. This will be organized as a 2-day trip.

11. Other:

- On March 1 an Executive meeting was called to discuss the Strategic Partnership Agreement with the City. After minimal word changes the agreement was signed by the Centre and the City of Pembroke March 23, 2018, covering a three-year period. This partnership recognizes the importance and need for the provision of quality programs in support of the City of Pembroke’s senior community. This agreement seeks to set out in detail a specific set of programs which will represent the basis for a financial participation. In the agreement as outlined, the Centre will submit a year end report prior to December 31st indicating the programs undertaken during the year along with the number of participants. The City will pay to the Centre the sum of \$8400.00 prior to December 31 annually for the duration of the agreement. Copies of this signed agreement were distributed to the Board members for their information.
- March 28 the Executive met to discuss year end finances and 2018-2019 Budget and Special Grant submissions.
- **Name Change** - The contest to change the name of the Centre was closed in February. There are a few suggestions. The task to chose a name has been tabled to the Finance and Advocacy Committee for their recommendation. **ACTION: Finance and Advocacy Committee to short list the new name suggestions for the Centre.**
- **City of Pembroke’s Parks and Recreation Advisory Committee** – Mieke sits on this committee as a senior community and Centre representative. This is a newly formed committee and is made up of members of the public to provide advice, education and recommendations to Council on matters related to parks, open spaces, waterfront, recreational facilities and recreational programs that reflect the needs of the community and support and encourage a healthy active lifestyle. As one of their 7 mandates, is to initiate and assist in identifying and implementing community-wide and area-wide and partnership opportunities for new program development and service delivery including recommendations for broad recreational needs, trends, strategies and plans. Council representatives are John McCann as Chair and Vice-Chair Christine Reavie.
Mieke has made arrangements with Councillor Christine Reavie to tour the Fire Hall on Wednesday April 18 at 4 p.m. Mieke extended the invitation to all board members to participate in the tour. This is only a fact-finding mission, to investigate whether it is feasible to proceed with expansion of the Centre to this area if it is offered to the Centre and if it would suit our needs. After the tour, everyone will be invited to participate in a brain storming session. **ACTION: Board members to indicate whom will be attending this tour to Mieke via the office.**

- **Statistics** - Lynn reported on the year (2017-2018) statistics with 10107 participants. Number of participants and volunteer hours have to be submitted for trips, Victoria Tea and Trivia Night to complete the year. Accumulated volunteer hours totaled 4682. Once all information is submitted, Lynn will finalize the total. **ACTION: Arlene to submit to Lynn numbers for the trips and Victoria Christmas Tea. Pamela Gaudette to submit numbers for the Trivia Night.**

12. Meeting adjourned at 4:25 p.m. with a motion from Neil Videto.

Next meeting May 9, 2018 @ 1:30 p.m.

ACTION ITEMS:

- **ACTION: Pat Wolfe will investigate this program and report back with details.**
- **ACTION: Arlene to issue a cheque in the amount of \$200.00 as a donation to the RC55+ games for Larry to approve and forwarded to Mieke Mahood, RC55+ Treasurer.**
- **ACTION: Arlene will draft a letter c/o Jane Saar outlining the Board's approval to provide a meeting space on Wednesday evenings and fee structure.**
- **ACTION: Cheryll will go to the Meridian Credit Union with a copy of these minutes and a letter identifying that she is the current board secretary replacing Lynda Maher.** (side note after calling the bank on the process, once the paper work is initiated, the persons with current signing authority will be required to go to the bank and resign)
- **ACTION: Arlene will prepare a letter c/o Jane Saar outlining the Board's approval to provide a meeting space on Wednesday evenings, explaining the agreed fee structure.**
- **ACTION: Arlene will organize and communicate with the catering service and City of Pembroke re-payment, kitchen help and setup/takedown for the volunteer celebration on Friday April 27.**
- **ACTION: Arlene to advertise looking for volunteers to assist with the BINGO in the newsletter for 3 consecutive months, outlining the required committment**
- **ACTION: Arlene to communicate with Elijah McEown on the events the Centre will offer and submit a budget for the City's portion of the New Horizon Grant, including June's events**
- **ACTION: Mieke will facilitate the Centre's Annual Garage Sale volunteers for organizing, setup/takedown.**
- **ACTION: Pat Wolfe and Pam Gaudette will look after advertising in the community for the Garage Sale.**

- **ACTION:** Arlene to submit a letter of request to the Royal Canadian Legion Br. 72 to book the hall for the Centre's annual Christmas Dinner & Dance as a donation.
- **ACTION:** Arlene to book Landry & Madill for the Christmas Dance if they are available.
- **ACTION:** Lynn Murphy to contact Jason Secord to join her in organizing a yogathon for September.
- **ACTION:** Gary McKee to adjust the windows when the a warmer temperature remains constant
- **ACTION:** Finance and Advocacy Committee to short list the new name suggestions for the Centre.
- **ACTION:** Board members to indicate who will be attending this tour to Mieke via the office.
- **ACTION:** Arlene to submit to Lynn numbers for the trips and Victoria Tea.
- **ACTION:** Pam Gaudette to submit numbers for the Trivia Night