

Senior Drop-In Craft & Activity Centre  
Wednesday October 10, 2018  
**2 p.m. Board Meeting**

**1. Welcome & Opening remarks –**

President Pamela Gaudette opened the meeting by welcoming everyone in attendance. Membership was reported as of September 30, 2018 of 524. Pamela did inform the Board the directors present the meeting would be timed to go no later than 4 p.m. In order to do so items not addressed would be tabled for the next scheduled board meeting.

**2. Attendance:** Present: Neil Videto, Kathy Kennedy, Lynn Miller, Cheryll Stott, Patricia Wolfe, Mieke Mahood, Larry TerMarsch, Gary McKee and Pamela Gaudette.

**Regrets –** Lorne Troutman and Lynn Murphy.

**3. Approval of Agenda –Additions :**

- Membership fee incentive for new members beginning December 1
- Funding Confirmation
- State of the front steps

**Hearing no further additions, it was moved by Cheryll Stott, seconded by Neil Videto the amended Agenda for October 10 , 2018 Board meeting agenda be approved. Carried**

**4. Approval of May 9, 2018 minutes**

**Error/Omissions – Moved by Cheryll Stott, seconded by Mieke Mahood, May 9, 2018 Board minutes be approved. Carried**

**Approval of September 12, 2018 Executive**

**Error/Omissions – To add “Executive Minutes” under the date. Moved by Cheryll Stott, seconded by Larry TerMarsch September 12, 2018 Executive Meeting minutes are approved as amended. Carried.**

**5. Treasurer’s Report**

Bank reconciliation – Larry TerMarsch circulated a Comparative Income statement for the period of April 1, 2018 to September 30, 2018. Larry pointed out the Special event line was showing \$43,416.00. This amount was due to the recent bus trips to Toronto and not all expenses were paid out as of this meeting. The Centre received confirmation the submitted operating budget to the Government of Ontario; Ministry for Seniors and Accessibility was approved, in addition to a Special Grant of \$9359.66 of the \$15,000.00 submitted.

**Moved by Larry TerMarsch, seconded by Gary McKee the September Financial report be accepted as presented. Carried.**

Receipt Program Moncion Metro – credit \$113.85. Moncion Metro Grocers have once again extended to the Centre the invitation to participate in the Receipt Program. From all of the stamp receipts of \$25.00 or more (excluding lottery tickets and tobacco) submitted, 1% of the total is reimbursed as a store credit to be used for purchases for the Centre, i.e., milk, special event supplies, etc.

## 6. Secretary's Report & Correspondence

Cheryll Stott reported she has sent out 49 various cards to members.

A letter was received from St. Joseph's Food Bank requesting help with their annual fall food drive.

In the past, the Centre has put out collection boxes to help with this drive. Pamela recommended the Centre participate again and was unanimously agreed.

**Action: Pamela Gaudette to bring in collection boxes and be placed in the downstairs kitchen area.**

**Action: Arlene Ling to advertise this food drive in November newsletter and email.**

## 7. Review of Action items from May 9, 2018

- **ACTION:** Gary McKee to adjust the windows when a warmer temperature remains constant – **Completed.** Although all new windows were inspected, there seems to be a problem still with Level 2 windows falling down. Gary will again inspect the windows and make necessary adjustments. - **Ongoing**
- **ACTION:** Pam Gaudette to submit numbers for the Trivia Night – **Completed**
- **ACTION:** Lorne will look at the right hand side railing and make the necessary repair. **Ongoing**
- **ACTION: Arlene to contact Zumba instructor for information and availability; contact the City if this demonstration would still be covered considering the date of September/October 2018. Completed –**

## 8. Old Business

- a) BINGO Country – There are 8 – 9 people who have indicated a willingness to volunteer and assist if the Centre would proceed with this endeavour. More information is required and has been forwarded to the Finance and Advocacy Committee for further investigation. **ACTION: Finance and Advocacy Committee to obtain more information on the Centre's participation in BINGO Country**
- b) Update on Senior Month activities/programs – Ice Cream social; Drumming; Cooking with Mel. All three activities were well attended and received by the membership. For these events, the City of Pembroke's Park & recreation Department assisted with some of the costs and was identified in the newsletter when the events were advertised. More cooking classes are being arranged in particular Chinese cooking. More information to submitted to be included in the November newsletter.

- c) Garage Sale – Was a huge success bringing in \$2550.00. Many volunteers and hours donated to the Centre helped make this event successful. A donation of \$100.00 was received bringing the total to \$2650.00. There were a few items that were unsold and are on display. Therefore funds are still coming in to be counted in the previous total.
- d) A letter was received from the Ministry for Seniors and Accessibility, informing the Centre that upon review of the 2017-18 Final Report for SALC program funding of our actual expenditures against the original funding was summarized and that no repayment of funds were required at this time.

## 9. New Business

- a) **Elections** – Although the elections are not till March 2019, Pamela informed the Board to give some thought to their positions for consideration to leave their name stand for re-election. There is a board meeting in November 2018 & January 2019, however none in December. The Nomination & Election Committee will have to be formed to start the process in January 2019. Pamela also stated that in the past number of years Ted Mahood, took on the role of Nomination and Election Committee Chairperson. Pamela will call Ted Mahood if he is interested to chair this committee again. The Centre's Constitution reads:

*10.1 Election of the Executive Committee and Board Members will be held every two (2) years. Elected members will be allowed to hold office for no more than two (2) terms and must be re-elected to the second term. Exception may be made to allow additional terms for Executive Committee members, when it is identified to be beneficial for the Centre's successful operation. It is desirable that one third of the Board be eligible for election. If any office is not filled, the Board assumes the responsibility of that office until such time the position is filled from the board members elect or a person is appointed during the term.*

A Special meeting will be called for the process of Nominations and Elections in March. At this same meeting as long as it would be advertised 60 days in advanced a constitution revision with the Centre's new name may be voted on as well. Only the business advertised for a Special Meeting may be discussed. **ACTION: Larry TerMarsch to complete application for name change by November 14<sup>th</sup> Board Meeting.**

**ACTION: Pamela will call Ted Mahood if he will be willing to Chair the Nominations and Elections Committee for the upcoming elections March 2019.**

- b) **After the Fire Hall relocates – snow removal back door; furnace maintenance** – Now that the fire station has relocated, there were tasks that the fireman accomplished i.e. the fence on east side of the building, snow removal from the back parking lot to the back door as well to the boiler room; snow removal of the back parking areas as well as the danger of icicles outside the emergency door

that will not be done. It was requested at the board meeting, Arlene should send an email both to Ron Conroy, Manager of Parks and Recreation/Building and Chris Mantha, Road Supervisor noting the tasks and who will be responsible for completing. There was discussion around putting an ad in the newsletter for a volunteer to take on the task of snow removal of the back areas. It was noted as a volunteer their time commitment might allow flexibility on coming before the Centre is open to have the areas cleared. It was asked if Roger St. Cyr in addition to removing the snow from the front if he would be available to remove the snow from the back area. It is difficult for Roger to take time from his duties at the Library to come over around 8:30 a.m. to remove the snow before the Centre is open. Arlene was to call the Library's CEO and ask if this was a possibility. **ACTION: Arlene to send an email to Ron Conroy and Chris Mantha; also talk to Karthi Rajamani re- Roger St. Cyr.**

**c) Review of Executive Minutes – Business arising –**

- Representing the Pembroke Duplicate Bridge Club (PDBC), Lianne Cheliak presented a proposal to enter into a partnership with Pembroke 50+ Active Living Centre. The PDBC is looking for a venue Tuesday evenings from 6 pm until 10 pm to host their duplicate games. The Centre's facility is a perfect fit for the bridge club members, easy access, good parking, and on the main floor: entrance, playing area, washrooms, kitchen and excellent lighting. Leanne proposed for the month of December, the PDBC could try out our facilities before making a commitment. All PDBC members will be required to become a Pembroke 50+ member by completing and submitting a membership form with the current fee. The PDBC Executive will propose this change of venue for their membership to vote. Lorne Troutman will speak to the Cleaning Contractors as the easels will be required to be taken down; and the large tables be replaced with the small square tables and 4 chairs around each. As of this meeting, there has been no correspondence from the PDBC **ACTION: Lorne Troutman will talk with the cleaning contractors to ask if they are able to takedown/setup the Level 1 main activity room for Tuesday evening PDBC players.**
- Board Meeting dates:
- October 10 @ 2 p.m.
- November 14, 2018 @ 2 p.m.
- January 14, 2019 @ 2 p.m.
- February 13, 2019 @ 2 p.m.

- March 13, 2019 @ 11 a.m. ELECTIONS
- April 10, 2019 @ 2 p.m.
- May 8, 2019 @ 2 p.m.
- June AGM date TBD @ 11 a.m.

- **Christmas Dinner & Dance Friday December 14, 2018** - Pamela will again facilitate this event Lynn Miller will help with the pre- arrangements. The cost remains \$25.00/members; \$30.00/guests. The menu details will be confirmed, but there will be an option of turkey or beef again this year to choose when purchasing a ticket; Landry & Madill will be playing.

- **Closing dates for Christmas** – Mon. Dec. 24 – Jan 4, 2019 inclusive, reopening Jan 7/19

- **Victoria’s Christmas Tea November 18, 2018.** – Sheila Moeller has offered to facilitate this event. Arlene did forward the suggestion of the Military Wives Choir performing at the Tea, however, due to space requirements of such a large group would use up the space for tables. Pamela did suggest calling the schools or enquiring of a children’s choir could be a possibility. Irina Petouhkav is a member of the Centre and has previously offered to have her music students entertain. **ACTION: Arlene to pass on the suggestion of a children’s choir to Sheila and enquire re-Irina’s students for availability.**

- **Insurance policy due January 2019 – ACTION: Larry is aware of the renewal and will investigate prices.**

- **Hall request September 26, 2018 evening** – Leigh Costello from the Canadian Cancer Society has submitted request for consideration of waiving the rental fee to incorporate an Educational Awareness Event for woman in Pembroke on the topic of breast cancer. After the Executive meeting, Leigh had to postpone her event, however, it was decided to honour the motion that the rental fee waived for when Leigh required the hall for a presentation.

- **Request from Adam Gunter City of Pembroke Council Candidate:** Mr. Gunter requested permission to come into the Centre and talk and mingle with our members on talk of their concerns about the City from the senior point of view. There was no response from Mr. Gunter to arrange a visit to the Centre as of this meeting date.

- **Zumba Gold** – Was scheduled to begin October 3, but was postponed to October 10. **Action:** Arlene to send an invoice to the City’s Park and Recreation Department as the cost for the instructor’s fee was identified to be covered under the City’s New Horizon Grant for Seniors funding

re- motion from Executive meeting – **“Moved by Mieke Mahood, seconded by Cheryll Stott to request an honorarium from the City of Pembroke’s Recreation Department New Horizon Grant for Seniors. Carried.”**

- **Two lunch n’ learn with Bank and Shaw Woods** – Update from the Executive Meeting minutes - Gerry Lett a Centre’s member and a representative of the Retired Teachers of Ontario will present a lunch ‘n learn on Elder Abuse on October 19<sup>th</sup>. Shaw Woods presentation will be scheduled in November. Registration cost for both \$5.00 includes lunch and activity fee. The City of Pembroke’s Park and Recreation Department to help subsidize the cost of the catered lunch.

**d) Request from a member** - Mr. Bill Halkett had requested and met with the Executive members on 2 different occasions at the Centre in addition to a telephone conversation with Pamela. Mr. Halkett had submitted for this meeting a compiled list of suggested senior programming ideas, which Pamela reviewed. Mr. Halkett also gave his insight in regards to ideas and suggestions to improve the functioning of the Centre. These ideas presented will be taken into consideration for programming, provided informed leadership, time and space is available during the Centre’s regular scheduled timetable.

**e) New Membership rates from December – March** – In the past number of years, as an incentive for new members only to try the Centre out, a reduced membership rate was offered for the last 3 months of the Centre’s fiscal year. **Moved by Kathy Kennedy, seconded by Lynn Miller, a reduced rate for new members for the period of December 1, 2018 – March 31, 2019 will be \$10.00. Carried.**

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

a) Programming –

- **Art & Crafts** - ongoing continues status quo
- **Exercise Programming** – Active Fitness 50+ is offered 4 times/week; Hike in Nature resumed in September, Let’s Get-fit-a- bit – resumed in September; Zumba Gold begins October 10
- **Finance and Advocacy** – There is a binder setup in the office with all the minutes from their meetings. This binder is available for any board member to read. A grant committee is being organized and Pat Wolfe has agreed to chair the committee. A membership drive committee also is being formed with the first meeting scheduled November 19, 2018. It was suggested to get a banner with the Centre’s name to be available for when the Centre participates in trade shows or in the community advertising the Centre. **ACTION: Arlene to get prices on a banner and report back to the Finance and Advocacy Committee.**

- **Seminars** - October 9; Ottawa Valley Cycling Active transportation Committee presented the benefits and barriers, of cycling and walking for older adults; October 19 - Elder Abuse presented by the Retired Teachers of Ontario and Shaw Woods presentation later in November.
- **Other programming** – Movie Matinee facilitators – volunteers came forward; carpet bowling still required. - **Tabled**

**b) Renfrew County and District Active Aging Network – RCDANN – Tabled**

**c) Renfrew County 55+ Games** – A request came in from Ted Mahood, for the use of the upstairs hall October 16<sup>th</sup> for a Table Tennis tournament as part of the Renfrew County 55+ Winter Games. Providing the space is available, and no conflict with the Centre’s regular programming, there will be no problem for this event to be scheduled at the Centre. **Moved by Gary McKee, seconded by Cheryl Stott Level 2 will be reserved October 26/18 to host the Table Tennis tournament event for the Renfrew County 55+ Winter Games, providing the space is available at no charge. ACTION: Arlene to inform Ted Mahood &/or Mark Ling President of the Renfrew County 55+ Games their request was approved.**

**d) Property** - Kathy Kennedy brought forward a draft letter addressed to the City of Pembroke regarding the state of the outside front steps. In September the top landing had dropped 7” on the right hand side. Arlene called Ron Conroy, Manager of Parks and Recreation/Facilities to have this looked at. A temporary fix was accomplished, but Kathy during the Centre’s garage sale noticed the disrepair and condition of the steps and felt strongly that something should be done before a serious incident occurred. Kathy had also taken pictures for a visual to support the Centre’s concerns.

**ACTION- Arlene to send the letter along with the pictures to Ron Conroy, City of Pembroke Recreation and Parks/Facility Manager and copy Mayor LeMay.**

Neil requested authorization to purchase a second control switch for the Handicap Door system. Also Arlene requested authorization to purchase a new light for the downstairs washroom. **Moved by Neil Videto, seconded by Gary McKee for the purchase of the second Handicap button/switch and new light be purchased. Carried**

**ACTION: Neil Videto to purchase a handicap control button/switch**

**ACTION: Arlene to purchase new light fixture for downstairs washroom.**

**e) Trip update - Tabled**

**12. Next meeting November 14 at 2 p.m.**

**SUMMARY OF ACTION ITEMS:**

**Action:** Gary McKee to adjust the windows when a warmer temperature remains constant – Completed. Although all new windows were inspected, there seems to be a problem still with Level 2 windows falling down. Gary will again inspect the windows and make necessary adjustments.

**Action:** Pamela Gaudette to bring in collection boxes and be placed in the downstairs kitchen area.

**Action:** Arlene Ling to advertise this food drive in November newsletter.

**Action:** Lorne will look at the right hand side railing and make the necessary repair. Ongoing

**Action:** Finance and Advocacy Committee to obtain more information on the Centre's participation in BINGO Country

**Action:** Larry TerMarsch to complete application for name change by November 14<sup>th</sup> Board Meeting. **Action:** Pamela will call Ted Mahood if he will be willing to Chair the Nominations and Elections Committee for the upcoming elections March 2019. – *Completed*

**Action:** Arlene to send an email to Ron Conroy and Chris Mantha; also talk to Karthi Rajamani re- Roger St. Cyr.

**Action:** Lorne Troutman will talk with the cleaning contractors to ask if they are able to takedown/setup the Level 1 main activity room for Tuesday evening PDBC players.

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