

Senior Citizens' Drop-In Craft and Activity Centre Inc.  
Wednesday November 14, 2018  
**2 p.m. Board Meeting**

**1. Welcome & Opening remarks –**

President Pamela Gaudette opened the meeting by welcoming all in attendance. Pamela noted membership as of October 31, 2018 was 554 members.

**2. Attendance**

**Present:** Kathy Kennedy, Pamela Gaudette, Larry TerMarsch, Lynn Miller, Mieke Mahood, Neil Videto, Cheryll Stott, Gary McKee, Lynn Murphy, Lorne Troutman and Pat Wolfe

**3. Approval of Agenda – Hearing no further additions, moved by Larry TerMarsch, seconded by Lynn Miller, November meeting agenda be approved as printed and circulated. Carried.** There was a question as to why the name has not yet been changed to reflect “Pembroke 50+ Active Living Centre Inc.” on the letterhead and correspondence. The documents required to change the Centre’s name have been submitted to the Ministry of Government Services in Toronto. However, until confirmation is received that the Centre’s name is officially changed, minutes and any legal documents will have to reflect Senior Citizens’ Drop-In Craft and Activity Centre Inc. **ACTION: Larry TerMarsch to follow up on the status of the Centre’s application for the name change.**

**4. Approval of October 10, 2018 minutes**

**Error/Omissions –** There was a typo error under 10.(c) “October 16 should read October 26. **Moved by Lynn Miller, seconded by Cheryll Stott, the amended minutes from October 10, 2018 Board meeting be accepted. Carried.**

**5. Treasurer’s Report**

Bank reconciliation – Larry presented the Treasurer’s report for the period ending October 31, 2018. The Travel Account money is included in the special events and expenses. Expenses for the upcoming trip at the end of November have not been paid as of the meeting. It was asked if the bus trips could be taken out of the special events and recorded on their own. Larry will present a financial forecast to the end of the fiscal year by January 9<sup>th</sup> board meeting. **Moved by Larry TerMarsch, seconded by Lorne Troutman, the Treasurer’s report is accepted as presented and circulated. Carried.**

**ACTION: Larry Termarsch to prepare a projected financial fiscal yearend report for January’s board meeting.**

Receipt Program Moncion Metro – credit \$29.03

**6. Secretary’s Report & Correspondence –** No report

**7. Review of Action items from October 10, 2018 / Old Business**

**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.  
*- Completed*

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

**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 *- Ongoing*

**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. *- Completed*

**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. *- ongoing*

**Action:** Arlene to pass on the suggestion of a children's choir to Sheila and enquire re-Irina's students for availability. *Completed*

**Action:** Arlene to get prices on a banner and report back to the Finance and Advocacy Committee.

**Action:** Arlene to inform Ted Mahood &/or Mark Ling President of the Renfrew County 55+ Games their request was approved. – *Completed*

**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. *Completed*

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

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

## **8. Old Business**

a) Renfrew County District Health Unit – Annual Inspection

The Centre had annual inspections of the facility for food preparations, smoking signs and overall cleanliness. Ms. Erin Nighbor Health Inspector talked to Arlene and decided the Centre will no longer have the annual inspection, since the food prepared on site is for the Centre's membership and does not fall under public consumption. If any outside organization prepares their own food off site for public

consumption they must fill out a Special Events Food Vendor Application from the Renfrew and County District Health Unit.

b) Honorarium for Speakers – There was discussion on presenting honorariums for presentation speakers. As it was previously motioned an honorarium be presented to Dan Connor, Zumba Gold instructor in the amount of \$250.00 from the City’s Park & Recreation Dept. New Horizon Grant funds. Pamela requested the board’s input on providing an honorarium to Shaw Woods for the upcoming presentation. The Walk in a hike with Nature activity has frequented the walking trails and supports the work being done at this outdoor education facility. Discussion surrounding when and how much should be offered to other presenters was heard. The discussion was tabled to the Finance and Advocacy for their input and recommendation to the board. **Moved by Cheryll Stott, seconded by Mieke Mahood, the Board will provide an honorarium in the amount of \$100.00 to Shaw Woods for their presentation to the Centre on November 30, 2018. Carried. ACTION: Finance and Advocacy Committee will develop a policy on presenting honorariums to presenters and make a recommendation for Board approval.**

c) Special Grant revisions - The submitted and approved Senior Active Living Centre program Special Grant request included a second AED (\$2000.00); upgrade laptops/desktops & software (\$5000.00); Programming including AED training (\$1000.00); Upgrade to LED lighting (\$3000.00); Tables (\$500.00); all fridge (\$2000.00) and replace window (\$1500.00). It was noted all expenditures were required by March 31, 2019. It was decided for Mieke Mahood to proceed with purchasing a second AED for Level 1; Arlene to investigate and proceed with obtaining quotes for computer upgrades and possible new laptop; purchase an additional Table Tennis table. Gary and Neil will complete an inventory of the tables and recommend how many should be replaced. Cheryll mentioned to look at the chairs upstairs as there is one needing repair and maybe more. It was recommended not to replace the windows upstairs and focus on spending the money on our member’s needs.

**ACTION ITEMS:**

- **Mieke proceed with the purchase of a second AED**
- **Arlene to proceed with obtaining quotes on computers**
- **Neil and Gary will complete an inventory of the tables and recommend how many should be replaced.**
- **Ted Mahood to purchase a second Table Tennis table**

**9. New Business**

a) Request from Chantelle Leslie – Chantelle Leslie and Elizabeth Brose-Murphy representing the Pembroke Public Library Board of Directors, sent an email requesting a letter of support (due November

15) from the Centre to support their nomination of Karthi Rajamani, CEO of the Pembroke Public Library for the Public Librarian of the Year (2019). This award is through the Ontario Library Boards Association (OLBA). The email goes on to say since Karthi has become Chief Librarian, the Pembroke Public Library (PPL) has undergone some extraordinary improvements and changes. This letter could include examples of leadership and innovations, as in special projects, new services, community partnerships, etc. that Karthi and/or the PPL has done with your Centre. The letter could also outline how Karthi's leadership & devotion to the PPL has impacted yourself, other individuals, your organization, the community. After discussion it was felt that due to the short time frame it was impossible to have a support letter submitted. **ACTION: Arlene will contact Ms. Leslie with the Board's decision.**

b) Financial Literacy Workshop for Seniors - Bonnie Woods of The Canadian Foundation for Economic Education (CFEE) contacted Arlene proposing a financial literacy workshop for seniors in December. After telephone discussions this workshop will not take place this year due to the short time frame for advertising this workshop in the community. The CFEE has obtained funding for 2019 to offer these workshops. A date to host this workshop TBD later in 2019.

c) Time for Board meetings – To accommodate participation in the Zumba Gold activity the board meetings were scheduled for 2 p.m. After consideration and the late time frame of the meetings it was recommended the Board meetings be rescheduled back to the original 1 p.m. time slot. **Moved by Lorne Troutman, seconded by Cheryll Stott the time of the Board Meetings be scheduled at 1 p.m. Carried.**

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

### a) Programming

- Art & Crafts – all is proceeding as scheduled.
- Exercise Programming – Judy Purdy and Mieke Mahood will be evaluated for their Senior Fitness Instructor certification. Once certified a fee of \$50.00 + HST for each will be required to be paid. **Moved by Lynn Miller, seconded by Cheryll Stott the Centre submits the required payment for Mieke and Judy's certification. Carried.**
- Finance and Advocacy – Kathy  
This committee has been very busy as they continue to develop new areas of growth, new committees, stats, written terms of references and promotional plans. Included in this report are some of the notes from our work occurring in October/November 2018.
- Larry and Arlene will continue working on the Part B steps required to complete the new **Name Change (website, email, banking, supporters/partners).**

- It was noted we forgot to distribute the notes from the September 5<sup>th</sup> meeting with the City to the board as we ran out of time. **Action: Notes from September 5<sup>th</sup> F&A minutes need to hand out at the November board meeting.**
- Nothing new to report on recruitment of a Bingo Chair.
- We will be requesting funds from the board for a banner as soon as we get the name officially changed, it was suggested that a **pull up banner** may be more suitable as it would be easier to manage. Promotional materials could possibly be funded by grants. The new brochure has already proven to be a very useful tool.
- Program and activity space is under pressure as we continue to be creative with scheduling. No word regarding space at the fire hall yet.
- It was recommended by the F&A committee that leadership committees should each have their own **terms of reference**. We are working on draft terms of reference for the F&A, Grant and Membership Committees.
- **Membership Committee** meeting date is set for November 19 at 1:00 p.m. Lynn and Kathy will represent the F&A committee and support the initial development of this committee as we move forward.
- Follow-up to the AGM message regarding the strategic partnership with the City of Pembroke was put in the November newsletter.
- The formation of a **Fundraising Committee** will happen once the Grant and Membership Committees are up and running and recruitment of fundraising volunteers. This committee is tabled for future development. *(Note: we are however working with our preliminary fundraising plan as we move forward with the development of the new Grant Committee.)*
- There was a discussion regarding the grant **“Wish List”** and it was suggested that Arlene should be the keeper of the list as she has daily contact with many of our members and receives ongoing feedback.
- Pat Wolfe confirmed at our past board meeting she would take a leadership role of the new “Grant Committee.” The F&A committee have already begun the development of a list of available grants which can be used as a starting document in development of a long-range written grant plan. Mieke will be working with Pat with their first meeting date scheduled for November 22nd at 2:00pm. Mieke will also support the grant committee with her expertise and knowledge as the committee develops. The **“New Horizon”** grant submission is due late June or early July so we need to begin working on the plan now.

- **“Special Grant” discussions included – remaining expenditures that need to happen before March 31<sup>st</sup>**; Discussions included \$2,000 for AED downstairs, Lap top upgrade, lighting upstairs, new tables, **Action: we will ask Neil/Gary to look at the number of tables that need to be replaced**, windows should be looked at in another year, lighting upstairs with a fan would be nice as we need the air circulation in summer. **Horizon Grant:** projector and marketing tools, LED lights and new tennis tables. **Action: Ask Neil to get a cost projection on fan/light including construction costs.**
- **NEW:** After a discussion regarding enhancing communications with the board, the F&A committee confirmed the need for a board report to be given by Arlene at the monthly board meeting, this will enhance office communications between Arlene and the board. We can call this new report the **“Admin Report.”**
- We had a discussion regarding **“Large Donor Thank you”** and establishing a protocol for acknowledgement. Some suggestions included: asking if they would like to be acknowledged in the newspaper, notice in our newsletter, on bulletin board, donor wall and/or annual meeting. It was decided that at the minimum a **Thank You card** should be sent out to all large donors under the signature of the current president. **ACTION: Pamela Gaudette in her role as President will sign and send out 2 thank you cards for the two donations received.**
- **New: we would like to develop a running total of individual donation amount to be displayed in an area where it can be seen by all! Arlene will find a volunteer to create a message board that can be updated as needed.** This is a great way to let people know that donations are needed and gratefully accepted. We are already at **\$1,100.00** this year!
- **Stats Meeting:** Nov. 8<sup>th</sup> the committee met to complete work on current stats to be used for promotional and grant purposes. We would like to get feedback from our members regarding **“What the Centre means to you”** it was suggested that we have a notice go out in the newsletter asking for a short statement and use first names only.

**Talking points regarding current finances include:**

- 4K deficit we need to make up.
- Reserves are low we should be up at least another 10K.
- Special fundraising events are vulnerable due to turn out and required resources needed to make events happen thus we don’t always bring in what we require.
- There are **NO GUARANTEES** on grants and we are often limited to where the money can be spent!

At this point in the meeting, Mr. Bill Halkett addressed the board with concerns from his point of view. Mr. Halkett thanked the Board for this opportunity. He proceeded to give a detailed report to the Board, noting some points of interest, general personal comments and criticism. Mr. Halkett asked if the Centre's Board meetings are open to the membership and if the minutes are posted for the membership to read? Arlene requested a printed copy of his detailed report by email in order to report the correct and detailed information in the minutes. We have not yet received a copy of his presentation. Pamela thanked Bill for his time.

- Seminars – Shaw Woods presentation scheduled as a Lunch ‘n Learn on Nov. 30, 2019 at 12:30 p.m.
  - Other programming – Carpet bowling set up person still required.
- b) Renfrew County and District Active Aging Network – RCDANN no report provided
- c) Renfrew County 55+ Games - Arlene stated the Table Tennis event for the Renfrew County 55+ Winter Games at the Centre did not proceed due to low registrations.
- d) Property - Gary is still looking for someone for snow removal. Arlene has contacted the City in regards to the snow removal for the back walkway now that the firemen are no longer clearing and sanding this walkway. The City has not yet responded. It was requested in the meantime to have a bucket of sand and salt at all entrances to use in case of slippery conditions of the walkways.
- e) Trip update - A one day trip to Ottawa to see the Good Lovelies is scheduled for Tuesday November 27, 2018. All tickets are sold with a waiting list in case of a cancellation.

**11. Other – Presentation by Centre's member Mr. Bill Halkett** previously reported

**12. Next meeting January 9/19 @ 1 p.m.**

#### **ACTION ITEMS:**

- **Larry TerMarsch to follow up on the status of the Centre's application for the name change.**
- **Larry TerMarsch to prepare a projected financial fiscal yearend report for January's board meeting.**
- **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.**
- **Lorne will look at the right-hand side railing leading into Victoria Hall and make the necessary repair. *Ongoing***
- **Finance and Advocacy Committee to obtain more information on the Centre's participation in BINGO Country - *Ongoing***

- **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. – *ongoing***
- **Finance and Advocacy Committee will discuss and develop a policy on presenters honorariums and make a recommendation to the Board for their approval.**
- **Mieke proceed with the purchase of a second AED**
- **Arlene to proceed with obtaining quotes on computers**
- **Neil and Gary will complete an inventory of the tables and recommend how many should be replaced.**
- **Ted Mahood to purchase a second Table Tennis table**
- **Arlene will contact Ms. Leslie with the Board's decision.**
- **Notes from September 5<sup>th</sup> F&A minutes need to hand out at the November board meeting.**
- **Pamela Gaudette in her role as President will sign and send out 2 thank you cards for the two donations received.**