

Senior Drop-In Craft & Activity Centre
Wednesday January 17, 2018
1:30 p.m. Board Meeting

1. Welcome & Opening remarks –

Membership as of December 2017 – 494; with 57 new members @ \$5.00 = 551

President Pamela Gaudette welcomed all in attendance

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

Regrets – Lynda Maher and Ron Matthey

3. Approval of Agenda –Additions – Trivia under New Business (f). **Hearing no further additions, moved by Cheryll Stott, seconded by Neil Videto, January board meeting agenda be accepted as amended. Carried.**

4. Approval of November 15, 2017 minutes. Hearing no errors or omissions, moved by Lynn Miller, seconded by Mieke Mahood, the minutes from November 15, 2017 Board minutes be accepted. Carried

5. Treasurer's Report

- Year to date reconciliation – Larry TerMarsch presented Balance Sheet and the Statement of Accounts for the month ending December 31, 2017. Larry pointed out there were 2 outstanding invoices to be posted for the Men of the Deeps trip in December. There was a question what the final total was for the Christmas Dinner & Dance 2017 as well as what the amount of \$124 as listed under Equipment. **ACTION: Arlene will enter the Christmas Dinner & Dance reconciliation in the minutes.**
 - Christmas Dinner & Dance - See attachment
 - Equipment \$124.00 - This amount is from April 1 – December 31st and includes: Replacement coffee basket and stem for peculator (54.57), pliers and screwdrivers (19.78); 2 carts (\$50.00).
- Larry reported the Centre's Insurance was renewed with EGM. The renewal policy increased by 3 %. Larry reported he did some price shopping. Johnston & Mackie's quote was \$3000.00 higher; Cooperators were very competitive however the difference was in the coverage of the replacement cost. The EGM quote covers contents liability, Directors Insurance and \$2 million liability. Both EGM and Co-Operators have donated monies for the Trivia Night's second place prize. Later in the fall Larry will compare insurance premiums prior to renewal in January

2019. **ACTION: Larry to price shop for insurance prior to renewal of policy in January 2019.**

- As of December \$1638.00 Special Grant has been spent. Exercise Equipment \$47.90; washing machine \$754.82; Deposit on window order \$410.00; Replacement of tiles Level 2 \$425.49. The Storage room was renovated over the Christmas break and was paid for in January.

Larry entertained a question if he has an idea whether or not the Centre's net sharable would be in line with what was budgeted. Larry indicated the Centre will be close to breaking even.

Moved by Lorne Troutman, seconded by Gary McKee, the Treasurer's report of December's statement of operations is accepted. Carried.

- Budget and Special grant update - Lorne reviewed the Special Grant expenditures and changes from November's meeting. With the changes, Lorne resubmitted the Special Grant revisions in December to Carmen Goold, Regional Advisor for her approval before her leave of absence. Carmen confirmed the revised Special Grant Budget was approved on December 11, 2017 through email.

- Hydraulic hose replacement was accomplished on Tuesday January 16. The quote was at \$2700.00; however, the actual cost will be approximately \$2060.00, awaiting final invoice.
- Windows remain the same a deposit of \$410.00 was made
- Washing machine was budgeted for \$1000.00; actual cost \$754.82.
- AED and training – was added to the amount of \$2500.00. Mieke reported the AED was ordered and should be arriving in the very near future, cost \$1760.00 + HST +\$40.00 shipping. Mieke was given possible dates when training could happen. The instructor could take up to 20 people @ \$90.00/person + HST. This price includes Emergency First Aid, CPR and AED training and a 3 year certification. This cost was compared to CPR and AED certification for 1 year at a cost of \$45.00/person. Mieke recommended the Centre pay for facilitators and leaders of the Centre's physical activities as well as the Centre's Office Manager, Arlene Ling, for the 3 year Emergency First Aid, AED and CPR training. As a result of the discussion it was **Moved by Lorne Troutman, seconded by Lynn Murphy, Pam Gaudette and Mieke Mahood will recommend individuals who will take the course with the Centre covering the expense of those individuals for the 3 year certification.** If there is space available after the recommended participants have confirmed they will attend, it will be advertised for

Centre's members to take the course but at their expense. **ACTION: Pam and Mieke to compile a list of Centre's volunteers and facilitators to attend the training. ACTION: Arlene to advertise in February's newsletter for members to take the training course.**

- The replacement of the tile on level 2 was accomplished over the Christmas break. Lorne thanked Garth Alberts who headed the project, with Ruth Alberts, Lynn Murphy, Cheryll and Dave Stott assisting. At this time Pam read a thank you card from the Alberts relaying their gratitude for the help that was given to them with this project.
- The storage room was also renovated during the Christmas break. Lorne received 2 quotes; Shawn Mahood phone in quote at \$4746.00; Wayne Troutman submitted quote at \$4225.00. The project was awarded to Wayne Troutman. Wayne did not charge his labour cost for painting the floor as well as removing the old tile from the premises to the dump.

After the upper storage room renovation was complete, volunteers organized the room. The cart that was used for the Bridge supplies was utilized for the air conditioner. **Moved by Cheryll Stott, seconded by Lynn Murphy, Mieke Mahood purchase a replacement cart for the Bridge supplies. Carried. ACTION: Mieke to purchase a replacement cart.**

- Lorne reported there is approximately \$4000.00 remaining in the Special Grant to be spent before March 31, 2018.
 - Annual rent increase for Victoria Hall increased by 1.8 % – difference of \$20.55/month increasing rent to \$1162.75/month

Receipt Program Moncion Metro – \$128.23 credit

6. Secretary's Report & Correspondence – No report given, Lynda Maher was not present. Pam recommended a thank you card be given to Garth & Ruth Alberts for their work and time volunteering to accomplish the tile project. **ACTION: Pamela Gaudette to send a thank you card to Ruth and Garth Alberts.**

7. All action items from November 15, 2017 meeting was reported accomplished.

- a. **Arlene** to change Ontario Senior Secretariat to Ministry of Seniors Affairs on Accounting Program
- b. **Arlene** to change the account designation for the annual photocopier maintenance agreement from Fees, Licenses & memberships (5570) to Office Supplies (5590)

- c. **Arlene** to advertise the Centre's name change contest in the newsletter and have a ballot box in the kitchen for suggestions
- d. **Lorne** to confirm date with Garth Alberts as to when this work will be accomplished and inform the helpers of this date
- e. **Arlene** to confirm with Riverview Heights, Chartwell/Heritage and Maestro Lifestyles if would be donating a gift basket for the Christmas Dinner and Dance.
- f. **Arlene** to advertise the City rents out snowshoes in the newsletter – *Not only residents from the City may borrow snowshoes. There is a form required to complete along with submitting a credit card number for individuals to complete when borrowing snowshoes.*
- g. **Arlene** to print out the revised copy of the list of activities and add to the board member's file.
- h. **Mieke** will confirm and report the costs of the heart Wise and AED training
- i. **Lorne** will install a chain and signage for outside stairs leading to level 2.
- j. **Neil** will be responsible in getting extra keys cut at Drew's Security.
- k. **Arlene** will talk to Gerry Lett re- seminar on Elder Abuse
- l. **Arlene** is to confirm with Monday darts re- keeping Monday time slot on schedule
- m. **Mieke** to contact Raili Quathammer for pickup of the effectiveness of the Senior Fitness Brochure

8. Old Business

- a) **Cleaning Contract Renewal** – Pam Gaudette, Larry TerMarsch and Lorne Troutman, renegotiated the cleaning contract with Ruth and Garth Alberts. A copy of the contract was given to all board members. Changes from last contract to the current contract were highlighted at the meeting:
 - o The monthly cost is now \$1150.00 from \$1500.00; savings over the year \$5520.00.
 - o Contract was signed for a two-year period.
 - o The cleaners are not required to come in on Mondays
 - o All required cleaning supplies/products will be provided by the contractors
 - o The present equipment will be used by the contractors. If any equipment requires replacement, it is the responsibility of the contractors to purchase and becomes their property.
 - o The Centre will cover the cost of materials to repair the floor buffer if required up to \$300.00, labour to repair covered by the Contractor.
 - o Included in the contract was the weekly setup/takedown \$20.00/week
- b) **Garbage set out** – Garbage pick up is on Tuesday mornings and to be set out Monday evenings. This was done the cleaning contractors, however, with the changes to the cleaning contract re-

cleaners not in on Mondays- an alternative solution is required. After discussion it was recommended for Gary McKee to talk to Roger St. Cyr if he would put out the garbage the same time he puts the Library garbage. Gary was given the direction to offer \$5.00/week but has permission to increase to \$10.00/week if needed. **ACTION: 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.**

c) **Follow-up from meeting with Mayor LeMay and Deputy Mayor Ron Gervais** – After the meeting with the Mayor and Deputy Mayor at the Centre October 10, an email was sent December 6 with no response and a follow-up on December 21/17, enquiring if any action was taken by City Council to look at the Centre becoming a strategic partner with the them. A response was received from Deputy Ron Gervais, on December 22 strongly recommending the Centre make a presentation to the Finance Committee on January 2, 2018. Mieke Mahood, Larry TerMarsch, Kathy Kennedy and Arlene Ling met on December 28, 2017 to prepare a presentation to the committee. It was agreed that since Mieke knows the background of the Centre and had previously presented to City Council in 2012, Mieke once again be the presenter. The full presentation package was provided to all the Centre's board for their review.

- **Email from Mayor LeMay** - In regards to the Centre's presentation, Mayor LeMay sent an email to the Centre, identifying that he was meeting with the Minister of Senior Affairs on Monday January 22/18 and the purpose of the meeting was to ask that the Seniors Grant –(Annual Maintenance and Operational Grant) not require the 20% from the municipality for Seniors to receive the full Provincial grant. The Mayor requested the Senior Executive put together a list of what we would like to see from the Provincial Government in regards to the seniors. He would speak to the Minister of our concerns or wishes at the same time. Mieke had a phone discussion on Monday January 16 with the Mayor and confirmed the Centre would be providing a statement. During the board meeting some points were raised; why over 29 years is it only now the City is having difficulty in providing the monetary 20% net sharable to the Centre; the difference between a standalone EPC vs a municipality run EPC; before any additional EPCs be approved in a municipality an agreement of support be signed by both levels of government (local and provincial). It was noted that EPCs were the victim between the levels of government. As a result of the discussion, it was agreed that the Finance and Advocacy Committee meet on Thursday January 18/18 at 2 p.m. to provide a statement to the Mayor on the Centre's behalf for discussion with the Minister of Senior Affairs. **ACTION: Finance and Advocacy**

Committee to meet Thursday January 18 to provide a statement for Mayor LeMay to present to the Minister of Senior Affairs.

- d) **BINGO Country** - Cheryll Stott provided information at the Board meeting in regards to Centre's participation at BINGO Country after contacting Claus Trost, Chief Building Official Laurentian Valley. Copies of the information were distributed to the Board. Discussion followed with questions regarding; does the Centre require charitable status. A good volunteer base and commitment will need to be established to provide hours during the time at a BINGO. It was suggested that an article be included in the newsletter, canvassing for interested volunteers. This item will be tabled till more information and volunteer interest is shown. **ACTION: Arlene to advertise for interested members to leave their name if interested in becoming a BINGO volunteer. She will pass on the names to the Finance & Advocacy Committee.**

New Business

- a) **Heart Wise & AED Training** – Discussed under Special Grant
- b) **Snow Removal – Stairs** – Roger St. Cyr will once again be responsible for removing the snow from the front entrance, stairs leading to Victoria Hall, the emergency exit at the kitchen as well as the stairs to the fire escape. At this time Arlene identified the director of the music school beside the Centre, piles snow in the parking area when she makes a pathway through the snow bank for her students, making it difficult to park or leave this spot. Lynn Murphy added that the parking at the front is being used for a waiting zone for music students to finish their lessons. This becomes a problem for after-hour activities/programs for our members to park. It was recommended to send a friendly reminder the parking is for the Centre and to pass on the message to her student's parents as well to refrain from putting snow in this area as well. **ACTION: 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.**
- c) **Meeting with Elijah McEown re Horizon Grant for Seniors** – A meeting with Elijah McEown, Recreation Programmer with the City of Pembroke and the Finance Committee met to discuss the possibilities of partnering with the City to assist in utilizing the remainder (approx. \$4000.00) of the City's Horizon Grant for Seniors. In this meeting it was asked if an AED and training could be purchased along with other ideas. After talking with the New Horizon Grant advisor, Elijah was informed this type of purchase did not fall under the guidelines of the mandate of the New Horizon

Grant for Seniors application. Arlene emailed Elijah with other ideas. Elijah did respond that he did email his advisor and no response has been received to date.

d) Partnering with City re-SnoSpree – Elijah McKeown contacted Arlene to see if the Centre would have any ideas or activities to partner with the City for Pembroke’s annual SnoSpree Carnival January 31 – February 4. Elijah also indicated funds would be available to cover any costs or programs.

- **Bid Euchre Event – Thursday February 1** - The regular scheduled Bid Euchre activity on Thursday afternoon will be an open activity to the public – no Centre’s membership is required. Cost \$5.00/person, however, players are required to know how to play the game. Snacks will be provided with funds coming from the city. **ACTION: Arlene to organize snacks for this event.**
- **SnowShoe Day February 3 – Pam Gaudette** – Pam has agreed to facilitate a snowshoe walk along the waterfront. Pam requested with Elijah a trail be broken prior to the walk.
- **Nordic Pole Demonstration – Mieke Mahood** –Following the Snowshoe event participants are invited back to the Centre for refreshments and a Nordic Pole workshop/demonstration, participation welcomed. Funds for refreshments to be covered by the City. **ACTION: Arlene to organize snacks for this event.**

e) Membership fees – Cheryll raised the issue if it would be possible to offer membership fees at 1/\$20.00 or 2/\$35.00. This could encourage spouses of members to join. One point was raised it would seem unfair to single members who would have to pay full price. This item was tabled to be discussed at the Finance and Advocacy Committee to investigate other options to increase membership. **ACTION: Finance and Advocacy Committee to investigate other option to increase membership numbers.**

f) Trivia Night – The date has been set for Saturday March 24 and Pam Gaudette will facilitate this event. Larry TerMarsch and Sally Leslie has volunteered to be judges. Pam will talk to Lynda Maher if she will type up the questions. Pam asked Lorne Troutman if he would again look after the bar. A silent auction facilitator is required. Mieke Mahood looked after this last year. **ACTION: Pam to ask Lynda Maher if she would be willing to assist the Trivia judges in typing the questions.**

Programming – a).

- **Art & Crafts** – All programs are status quo. Creativity Plus will resume in March
- **Exercise Programming** –

- An additional time for Senior Fitness has been scheduled for Tuesday mornings @ 10:30 a.m. with Mieke leading. This is a practice session for Mieke to obtain her senior fitness instructor certificate. Attendance has been on the increase for this session.
- Snowshoe – walk in a hike with nature resumes Tuesday January 23 at Shaw Woods.

- **Seminars –**

- **Fraud & Scams presented by the Canadian Fraud Centre and OPP** is scheduled for Friday March 2 @ 12 noon. This will be a lunch ‘n learn seminar. Arlene will organize a lunch for this day. It was recommended to have a jar out for free will donation towards to cover the lunch. **ACTION: Arlene to organize a lunch for this event.**
- **Series of 3 seminars April 18, 25 & May 2** at 2:30 p.m. topics for “Healthy living, Healthy Eating & Healthy Mind”. Donna Stokell approached Arlene on Tuesday January 17to have this series of seminars. Donna will send in an outline for the topics.
- Chat Café – Lynn Murphy canvased the board for anyone who would be interested to present a topic for Chat Café. Ideas put forth were antique cars, bee keeping.

- **Other programming –**

- Mike Sibley will be offering a beginner computer/refresher computer course end of February. Jennifer will offer a workshop for ipad users.

b) Renfrew County and District Active Aging Network – There is a meeting January 31, 2018. The Renfrew County District Health Unit completed an inventory and there were surplus display units. Raili Quathamer contacted Mieke Mahood and left a message enquiring if the Centre could use a display unit. She was also willing to set up a Fall Prevention display. Mieke contacted Raili and thanked her and confirmed the Centre could use a display unit and to proceed to establish a Fall Prevention Display.

c) Property - Gary McKee purposed an increase to the current wage of \$12.00/small snow cleanup and \$15.00/large snow cleanup to \$12.50 & \$15.50. **Moved by Lorne Troutman, seconded by Lynn Miller to increase the snow clean up to \$12.50 and \$15.50. Carried.**

d) Trip Report – No report

11. Other -

12. Next meeting February 14, 2018 @ 1:30 p.m. Regrets Cheryl Stott and Mieke Mahood.

ACTION ITEMS:

- b) Arlene will enter the Christmas Dinner & Dance reconciliation in the minutes.**
- c) Larry to price shop for insurance prior to renewal of policy in January 2019.**
- d) Pam and Mieke to compile a list of Centre's volunteers and facilitators to attend the training.**
- e) Arlene to advertise in February's newsletter for members to take the training course.**
- f) Mieke to purchase a replacement cart.**
- g) Pamela Gaudette to send a thank you card to Ruth and Garth Alberts.**
- h) 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.**
- i) Finance and Advocacy Committee to meet Thursday January 18 to provide a statement for Mayor LeMay to present to the Minister of Senior Affairs.**
- j) Arlene to advertise for interested members to leave their name if interested in becoming a BINGO volunteer. She will pass on the names to the Finance & Advocacy Committee.**
- k) 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.**
- l) Arlene to organize snacks for Bid Euchre Event and the lunch following the Snowshoe & Nordic Pole demonstration at the Centre on February 3.**
- m) Finance and Advocacy Committee to investigate other option to increase membership numbers.**
- n) Pam to ask Lynda Maher if she would be willing to assist the Trivia judges in typing the questions.**
- o) ACTION: Arlene to organize a lunch for the March 2 Scams & Fraud Seminar.**