

Senior Drop-In Craft & Activity Centre
Wednesday January 9, 2019
1 p.m. Board Meeting

1. Welcome & Opening remarks –

Pamela Gaudette opened the meeting, welcoming everyone in attendance, expressing a Happy New Year to all. Membership as of the end of November was 555; with 10 memberships received in December with the “new members” incentive of \$10.00 bringing the total to 565. It was asked if 565 was the highest. Although close, the membership has been greater.

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

Absent: Gary McKee

3. Approval of Agenda –Additions Under “Other” –

1. Snospree dates
2. Rent increase
3. Request from member.

Hearing no further additions, moved by Neil Videto, seconded by Lynn Murphy the agenda be accepted as revised. Carried

4. Approval of November 14, 2018 minutes

Error/Omissions – Hearing no omissions or errors, moved by Cheryll Stott, seconded by Lynn Millar the agenda as circulated be accepted. Carried

5. Treasurer’s Report

Larry presented a 9 month Income statement comparing the period of April 1, 2018 – December 31, 2018 to April 1, 2017 – March 31, 2018. Larry also presented a financial forecast for the current year comparing it to the budget. There are also unknown expenditures, i.e. city costs which are invoiced to the Centre on a quarterly basis which will impact the end result. Larry is forecasting a deficit of \$408.00. Larry pointed out there have been no Special Grant expenditures to date therefore showing the full amount of \$9360.00 in our bank account. Larry at this time reviewed the Centre’s three investments/GICs in the amount of \$23,839.56;

- 5 year term in the amount of \$12, 423.87 due October 4, 2020. October 14, 2019 interest will be paid at a rate of .7875%. Upon maturity the investment will transfer the funds to the chequing account
- 3 year Escalator in the amount of \$6415.69 due July 27, 2021. On July 27, 2019 interest will be paid at a rate of 2%. Upon maturity this investment will renew for a 1 year term

- Redeemable GIC in the amount of \$5000.00. On July 27, 2019 interest will be paid at a rate of 2.1%. Upon maturity this investment will renew for a like term.

It was questioned that since the current reserves are well below the recommended amount of \$25,000 - \$30,000 as recommended by the Auditor, a fund raiser netting \$10,000 would bring up the reserves. **Moved by Larry TerMarsch, seconded by Lorne Troutman the Treasurer's Report be accepted as presented. Carried.**

Receipt Program Moncion Metro – credit \$46.31

6. Secretary's Report & Correspondence –Cheryll Stott reported for the period October /18 – Dec/18 - 2 Get Well/Thinking of you cards; 6 Sympathy; and 12 Christmas Cards were sent. It was mentioned the passing of Heather McCurdy who was an avid water colourist, past president of the Centre and for the past couple of years played cribbage. Cheryll read two pieces of correspondence:

a. Letter from Cheryl Gallant announcing the Canada Summer Jobs program is officially accepting applications for summer 2019. The application period begins on December 17/18 and will remain open until January 25/19. Due to the Centre's reduced summer hours, the Centre is unable to fulfill the required number of hours to receive this grant.

b. An email has been received from John McCann requesting feedback on a program Snow/Yard Angels that he is very interested in bringing to Pembroke. It will be a free program that matches seniors and people with mobility issues with volunteers that will shovel driveways and walkways. John will also expand this program to other yard work in the summer months as well as an urban gardening program for seniors and youth. After discussion, it was agreed to have Mr. McCann present a short presentation to our membership, to provide him with constructive feedback. **ACTION: Arlene to contact Mr. McCann to arrange an information session.**

7. Review of Action items from November 14, 2018 / Old Business

- Larry TerMarsch to follow up on the status of the Centre's application for the name change. *On the direction of Larry, Arlene called the Ministry of Government Services; Central Production and Verification Services Branch and was informed the application has not yet been entered into their system due to the back log and staffing issues. The cheque that accompanied the name change application has been processed through the Centre's bank account. It was also suggested this phone call should be followed up with an email.*

ACTION: Arlene will contact the Ministry of Government Services; Central Production and Verification Services Branch for an email address/contact.

- Larry TerMarsch to prepare a projected financial fiscal year end report for January's board meeting. *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 – it was suggested if the Centre will be looking at purchasing more windows, the operation of the current windows will be taken into consideration.*
- Lorne will look at the right-hand side railing leading into Victoria Hall and make the necessary repair. *Ongoing* The city has repaired the hole on the outside wall and the railing has been repaired.
- Finance and Advocacy Committee to obtain more information on the Centre's participation in BINGO Country – Will be discussed under the Finance & Advocacy report.
- Finance and Advocacy Committee will discuss and develop a policy on presenter's honorariums and make a recommendation to the Board for their approval. *Will be discussed in the Finance and Advocacy report*
- Mieke proceed with the purchase of a second AED • *Mieke has ordered a unit and is awaiting word re installation. At this time, it was suggested if there is any continuing maintenance for the AEDs it should be noted and any costs should be included in the Special Grant Budget.* **ACTION: When Robert Blackwell comes to install the second AED, Mieke will talk to him on the maintenance and batteries of the units.**
- Arlene to proceed with obtaining quotes on computers - *Arlene has contacted Kieran of Effective Computer on his submitted quote.* **Moved by Lorne Troutman, seconded by Cheryll Stott that providing the costs remain under the \$5000.00 budgeted in the Special Grant Arlene to proceed on the updates on the office computer, 3 public computers and 2 laptops. Carried**
- Neil and Gary will complete an inventory of the tables and recommend how many should be replaced. *Neil reported that all 73 tables (3', 5', 6' and 8') and chairs (excluding wood chairs) have been inspected and are deemed safe to use. Therefore, no replacements are required to be ordered at this time. It was recommended that a small instruction tag be adhered to all tables identifying the correct information on setting them up. Lynn Murphy, Lynn Miller and Pat Wolfe have volunteered for this task.* **ACTION: Arlene will make up instructional tags for each table and will contact Lynn Murphy, Lynn Miller and Pat Wolfe when the tags are ready to be placed.**
- Ted Mahood to purchase a second Table Tennis table. *Due to the size of the table tennis tables, Ted has a concern with the round tables in the same area, there will be no room for the new table. After discussion it was recommended to look for another location for the 4 round tables.*
- Arlene will contact Ms. Leslie with the Board's decision. *Completed*
- Notes from September 5th F&A minutes need to hand out at the November board meeting. *The minutes were not circulated, however will be placed in the Board members' file.* **ACTION: Arlene to place November 5th F&A committee minutes in Board members' file.**

- Pamela Gaudette in her role as President will sign and send out 2 thank you cards for the two donations received. – *Completed in addition to a thank you card to the Family of the late Yvon Lefrebrve on their donation to the Centre from the proceeds of a Bid Euchre tournament held in Yvon’s memory.*

8. Old Business

a) Review of Executive Minutes December 21, 2018 as circulated. Business arising as follows:

Year End Strategic Partnership Report to the City had been emailed to the City on Friday December 21st. In the City’s cover letter it was suggested *as a strategic partner, Council is interested in knowing if you would share minutes of your meetings with the City in order that they can be made available to the public. This would provide an opportunity to promote the good works of your group and ensure the public is made aware of the value of the community’s strategic partnership with your organization.*” The Annual General Draft minutes were submitted in the report as they gave an overall review of the annual programming. As an action item for this meeting the Board discussed how to proceed in publicizing the minutes. After discussion it was determined once the minutes from the Board meeting are approved, Cheryll Stott would summarize the minutes, forward to the Centre’s office to post on the website. **Moved by Mieke Mahood, seconded by Lorne Troutman, the approved Board minutes be summarized and placed on the website. ACTION: Cheryll Stott will summarize the approved board meeting minutes and forward to the Centre’s office to be posted on the Centre’s website.**

b) Revised Membership & Volunteer Form – The Executive reviewed the Membership form as presented by the Membership Sub-Committee and reviewed it at this meeting for Board approval. The form was revised in the “Consent photo statement” to read – “During events &/or activities, photos maybe taken for the benefit of promoting the Centre. If you object to having your picture taken, it is your responsibility to advise the photographer at the time.” The Volunteer Opportunities form was also reviewed with one change to add the line - “Would you be willing to teach a course/lead a program/game/Social Event? Please specify...”

Moved by Mieke Mahood, seconded by Cheryll Stott the membership form be accepted as revised. Carried.

c) As a result of an Incident Report submitted, it was determined that Pamela will attend various activities and advise of the Code of Ethics, a reminder to be in the Newsletter, as well every member be given one at the time of registration along with the Complaints Resolution Protocol.

Omission in Executive Minutes – At the beginning of each term of the City of Pembroke’s Council, appointments are made to the City’s Committees and Boards. This year there is a Seniors’ Affairs Advisory Committee. Members of any of the City’s committees must be residents of Pembroke, however there may be seats available to Laurentian Valley residents. In the past, Larry TerMarsch has sat on the Civic Awards Committee and Keeping Pembroke Beautiful Committee; Mieke Mahood sits on the Parks & Recreation

Advisory Committee; Mieke Mahood did mention that Ted Mahood has submitted his application to be considered for appointment to the Seniors' Affairs Advisory Committee.

9. New Business

a) Insurance - Larry TerMarsch reviewed the terms of the renewal policy for the ensuing year valid from January 11/18 to January 11/19. The cost of the premium has increased by 4 % from \$2090.88 (2018) to \$2178.36, an increase of 4%. Larry in his report recommended obtaining quotes for the renewal of next year's policy premium. **Moved by Larry TerMarsch, seconded by Lorne Troutman, to proceed with the renewal insurance policy for 2019 from Intact Insurance as provided by EGM Insurance brokers. Carried.** Payment to be made by VISA. **ACTION: Arlene to proceed with making payment using the Centre's VISA card.**

b) Trivia Night - The date has been scheduled for Saturday March 23/19. Pamela Gaudette has agreed to facilitate this event, with the return of the committee of Larry TerMarsch, Deb Brown and Sally Leslie. Lorne Troutman has agreed to look after the bar and purchase items from the LCBO. Mieke will help with the Silent Auction, however it was recommended that Carol Liranzis be approached for her assistance in canvassing for silent auction items. It was recommended when advertising the Trivia night in the newsletter, also to request donations from the Centre's members. Pam will contact Dave Henderson to ask if he would be willing to be emcee. Riverview Heights was asked for their support in providing sandwiches for the light lunch. **ACTION: Pam will contact Dave Henderson to be emcee; contact Carol Liranzis for canvassing door prizes and to facilitate the Silent Auction with Mieke's help.**

c) OACAO membership – Older Adults' Centres Association of Ontario - Arlene will contact the OACAO as to what would be the cost to join. There is a line item for this membership in the annual Senior Active Living Centre's Operation Budget. **Moved by Pat Wolfe, seconded by Mieke Mahood to proceed with a membership to the OACAO. ACTION: Arlene to obtain a quote on the cost of this membership.**

d) Review Terms of Reference for Finance and Advocacy; Membership and Grant Committees – Kathy Kennedy reviewed the Terms of Reference for the Finance & Advocacy Committee, as well as the sub-committees - Membership and Grant Committees. Copies were circulated to the Board members with copies in the respective binders in the office. Members of the Finance and Advocacy Committee are Board members: Lynn Miller, Kathy Kennedy, Larry TerMarsch, Mieke Mahood and Arlene Ling (Centre's Administrator)

The Finance and Advocacy Committee put forth the names of Rosella Smith, Christine Bennett and Carol Liranzis for appointment by the Board to the Membership Sub-Committee. **Moved by Mieke Mahood, seconded by Lynn Miller the names presented be appointed. Carried.** The Membership sub-committee's members are Christine Bennett, Carol Liranzis, Rosella Smith, Lynn Miller, Mieke Mahood and Arlene Ling (Centre's Administrator).

The Grant Committee membership of this committee includes Larry TerMarsch (Treasurer), Pat Wolfe (Chair) and Arlene Ling (Centre's Administrator as resource)

Moved by Cheryll Stott, seconded by Lorne Troutman, the Terms of Reference for the Finance and Advocacy Committee and the Membership and Grant Sub-Committees be accepted. Carried.

e) Office Report –

- Arlene obtained quotes on retractable banners for when the Centre has a presentation or attends a show to advertise the Centre: Speedpro signs - \$593.25; Heather Cox; \$282.50.
- A Snow removal contract is in place with Jeff Forster Jr. as the contractor in the amount of \$450.00 for the period covering December 1/18 to March 31/19. To date there has been no issues in respect to the snow maintenance. The front and back walkways have been cleared and sanded when required.
- At the time of looking at upgrading the computers it was noted the upload and download speeds were not near the speed we are paying for with NRTC. Michael Poaps, Cogeco Business Solutions submitted a proposal as attached - cost of \$177.18 including HST. The installation from Cogeco for the services is free. Currently the Centre's phone and internet bill is approximately \$157.00 - 160.00/month. There were questions to ask re the billing process. **Moved by Lynn Miller, seconded by Lorne Troutman to proceed with COGECO services for telephone, internet and TV basic services as per quote of \$177.18.**

f) Hall Rentals - The upstairs level was rented out to an individual on January 5/19. The hall was still decorated for Christmas. The renters took it upon themselves to take all the Christmas decorations down and put them in the storage room, unorganized. It was decided a letter informing the lessee that their actions were not appreciated and the safety issues of their actions. Future rentals will be subject to the Security Deposit being implemented. **ACTION: Arlene to draft a letter and send to the lessee of January 5, 2019 rental.**

g) Special Grant 2019-2020 Wish List ideas were put forth for the SALC Operations Budget and Special Grant submission. Ideas included: smart TV; ceiling fans for Level 2; LED lighting; 2 windows; Computerized outside sign board; and Computer software updating.

h) Minutes on Web – previously discussed.

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

a) Programming

- Art & Crafts – no change
- Exercise Programming – 2 snowshoe days in January, February and March
- Seminars – Chinese Cooking with Mel is filled with a waiting list.

Finance and Advocacy – Did you know? & Guide for Honorariums - Kathy presented the F&A report as printed and circulated to the Board. Also in the Board package was the document “Did you know?” This document has facts about the Centre that will be distributed during the membership drive in March as well during the year to new members.

As mandated by the Board the F&A Committee was to investigate the Centre’s involvement in Delta Gaming Centre. Larry did confirm the monies realized in the Centre’s participation could not be used for any overhead costs, only programming costs of the Centre. No one has come forward to begin the process or facilitate the volunteers, therefore it was recommended the pursuance of participation be dropped.

The Board had also mandated the F&A Committee to come up with a recommended guideline and present it to the Board for approval.

Honorarium Guidelines:

The following items should be considered before granting an honorarium. In the event it is not clear an email will be sent to board members for a vote. It is recommended each gift should be looked at individually.

1. The Maximum amount should be no more than **\$50.00**.
2. Charities and not-for-profits will be considered as an appropriate recipient.
3. For profits such as individuals/companies/associations will only be considered in a few circumstances.
4. Government funded or individuals/groups that have specific funding for their activities will not be considered.
5. Fee based recipients should not be considered.
6. We should consider if the Centre has approached them or if they have approached us.

Moved by Lorne Troutman, seconded by Mieke Mahood the Honorarium guidelines be accepted.

Carried.

- Other programming – Carpet Bowling 2 volunteers have come forward and has begun Monday January 7th.
 - Quilting will begin on January 11 with an information session.
- b) Renfrew County and District Active Aging Network – RCDANN – no report
 - c) Renfrew County 55+ Games – no report
 - d) Property – Neil has purchase a spare handicap button & the CO2 detector has been replaced.
 - e) Trip update – no report

11. Other –

- SnowSpree – Pam is looking at organizing a Snowshoe day in conjunction with Pembroke’s SnoSpree.
- Rent Increase - The City had sent a letter indicating the annual rent increase of 1 .8%. The 2018 rental fee was \$1028.98 plus HST; the monthly rental fee will increase to \$1047.50 plus HST as of January 1, 2019. This amount will continue until the end of the current agreement (May 31, 2019). To discuss the Lease agreement it was identified the Executive will meet to review the lease.
- Mr. Bill Halkett has requested that he may be allowed to attend and observe the next board meeting, to learn how the senior board operates. After discussion, Mr. Halkett will be allowed to attend the meeting.
- A reminder was given to the board members who will not be in attendance for the Nominations and Elections meeting March 13, 2019 and are willing to leave their name stand for re-election to complete and submit their Proxy Nomination Form to Ted Mahood, Chair of the Committee.

12. Meeting adjourned at 4:31 p.m. Next meeting February 13/19 @ 1 p.m.

Summary of action items:

- **Arlene to contact Mr. McCann to arrange an information session.**
- **Arlene will contact the Ministry of Government Services; Central Production and Verification Services Branch for an email address/contact.**
- **Mieke will talk to Robert Blackwell on the maintenance and batteries of the AED units.**
- **Arlene will make up instructional tags for each table and will contact Lynn Murphy, Lynn Miller and Pat Wolfe when the tags are ready to be placed.**
- **Arlene to place November 5th F&A committee minutes in Board members’ file.**
- **Cheryll Stott will summarize the approved board meeting minutes and forward to the Centre’s office to be posted on the Centre’s website.**
- **Arlene to proceed with payment for the insurance premium using the Centre’s VISA card.**
- **Pam will contact Dave Henderson to be emcee; contact Carol Liranzis for canvassing door prizes and to facilitate the Silent Auction with Mieke’s help.**
- **Arlene to obtain a quote on the cost of the OCAO membership.**
- **Arlene to draft a letter and send to the lessee of January 5, 2019 rental.**