

Senior Citizens' Drop-In Craft and Activity Centre
Thursday February 21, 2019
1 p.m. Board Meeting

1. Welcome & Opening remarks –

Membership as of January 31, 2019 – 575 members

President Pamela Gaudette welcomed everyone in attendance. Pam also welcomed and introduced Mr. Bill Halkett, a Centre's member as an observer to this meeting.

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

Regrets – Cheryll Stott, Lynn Murphy and Kathy Kennedy

Absent – Gary McKee

3. Approval of Agenda – Additions - Under Other – “Inventory” Hearing no errors or additions, moved by Lorne Troutman, seconded by Mieke Mahood, February 21, 2019 agenda be accepted as amended. Carried

4. Approval of January 9, 2019 minutes

Error/Omissions – Hear no errors or omissions January 9, 2019 board minutes be accepted as printed and circulated, moved by Lynn Miller, seconded by Lorne Troutman. Carried

Pamela commented to the Board on how well the minutes are recorded by the Office Manager.

5. Treasurer's Report

Bank reconciliation – Larry reported the surplus of funds includes the Special Grant money received for this year. There have been expenditures in February – computer upgrades, 1st level AED and the purchase of the tennis table. Discussion on the balance of money be used to replace and add to the existing exercise equipment inventory. It has been suggested that in the SALC Operation Budget grant submission form to enter an Active Line for the continuance of active programming. Larry is forecasting at the year end a break-even budget. In his forecast he has taken into account 2 SALC grant payments, Trivia Night and the City's strategic partnership grant covering January, February and March of this fiscal year and to the end of December. The City has sent in a bill covering the period of September 2018 – December 2018 for heating, repairs, Electricity and parking spaces.

Moved by Larry TerMarsch, seconded by Lorne Troutman, the treasurer's report as circulate and presented be accepted. Carried.

Receipt Program Moncion Metro – credit \$ +26.97 (owing) – There have since been receipts submitted towards this outstanding balance.

6. Secretary's Report & Correspondence – In Cheryl Stott's absence Pam Gaudette will assume the duties of Correspondence Secretary. In the month of February there was one "Thinking of You" card sent to a member.

7. Review of Action items from January 2019 / Old Business

- Larry TerMarsch to follow up on the status of the Centre's application for the name change. Arlene has made direct contact to the Ministry of Government Services; Central Production and Verification Services Branch and has obtained a phone number with contact information. Applications submitted in September are only being processed. The Centre's application was mailed in November.
- 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
- Lorne will look at the right-hand side railing leading into Victoria Hall and make the necessary repair. *Ongoing*
- Arlene to contact Mr. McCann to arrange an information session. – Completed – Arlene read the email sent to Mr. McCann and no response has been received to date.
- Mieke will talk to Robert Blackwell on the maintenance and batteries of the AED units. – The new AED has been received and will be installed by Lorne Troutman in the main lower activity room. During Robert's site visit he noted there is no longer an extra charge for the AED maintenance and is included in his routine checks, batteries are required to be changed every four years, with the pads to be replaced every two years. In order to provide a timeline for replacement of these items it was suggested to put a reminder on the computer or to develop a policy and procedure binder with a section on maintenance. Mieke and Robert also talked about looking for

a central location to offer refresher courses and courses for seniors. Mieke suggested to Robert in lieu of the cost of renting the hall to provide the courses, that some of our members attend the courses at no charge. Robert will get back to Mieke.

- 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 has completed a draft set of instructions to be given to Lynn and Pat to follow. If the instructions are clear and no revisions required, copies will be made to be placed under each table.
- Arlene to place November 5th F&A committee minutes in Board members' file. – Completed.
- Cheryll Stott will summarize the approved board meeting minutes and forward to the Centre's office to be posted on the Centre's website. – The minutes have been posted to the website www.pembrokeactivelivingcentre.com and under the heading of "More". It was noted for Arlene to contact the City of Pembroke to inform that the minutes are now posted on the website and make note of it in the newsletter. – **Arlene to let the City know the minutes are posted on the website.**
- **Arlene to proceed with payment for the insurance premium using the Centre's VISA card. – completed**
- **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. - Completed**
- **Arlene to obtain a quote on the cost of the OACAO membership. – The cost of the membership to the OACAO has been offered to the Centre for \$300.00 from April 1 – March 31, 2020. Arlene will proceed with the application closer to the end of March.**
- **Arlene to draft a letter and send to the lessee of January 5, 2019 rental. – Letter completed and sent.**

8. Old Business

a) Special Grant 2019-2020 Wish List – Suggestions LED lighting, replace windows, smart TV, Ceiling fans for level 2, computerized outside sign, computer software and programming. Lorne will contact Wally Cochrane Signs for quotes on various sizes. **ACTION: Lorne will investigate prices for computerized signage.**

b) Trivia Night – already discussed

9. New Business

a) Meeting with Ruth Alberts – Lorne and Pamela met with Ruth Alberts (cleaning contractor) at Ruth’s request with some concerns. Ruth felt due to the extra setup/takedown, rentals, increased time spent buffing floors, the number of work hours has increased. Ruth proposed the Centre increase the cost of setup/takedown to \$20.00/week from the contracted price of \$10.00/week. Ruth felt that this increase over the year (52 weeks) would cover the increased work load. In prior contracts, a limit of 34 rentals/year was included in the cleaning contract, any rentals above that the Centre would be charged \$20.00/hour. This line item was inadvertently omitted in the current contract. Therefore, an addendum to the contract will be made. Ruth also raised the issue of the increased grit and dirt, rentals using the improper mops to clean the wet and dirt off the floor. Lorne advised her to either label the mops “do not use” or take off the mop heads. Ruth also requested a phone number to call for emergencies or attention to an issue after hours. In the past Ruth has called Arlene or Lorne and will remain the same.

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

a) Programming

- Art & Crafts – Anette Woodcock, ceramic instructor is still unavailable for this program. Annette is recuperating from a broken ankle. Pamela is looking at scheduling a Mandela artist from Cobden for a one-day workshop late spring.
- Exercise Programming – Going status quo with good attendance in all days. A snowshoe day in January was cancelled due to cold temperatures. There are two days scheduled in February with one altering locations from Forest Lea to Shaw Woods.
- Seminars –
 - February 20, Riverview Heights sponsored a “Lunch ‘n Learn” at the Centre with Dwight Montgomery presenting the topic “Wills”, with 18 people attending. Attenders requested another seminar on the topic of POAs. Mr. Montgomery has agreed to present this topic on March 26th @ 1 p.m.
 - Dr. Ben Mahoney from Family Chiropractic Centre in Pembroke presenting Spinal Health
 - 57 people have signed up for Diner’s Delight on February 27th at the Centre. Thai Gardens will be catering.

b) Office Report –

- Leigh Costello, Community Fundraising Specialist from Canadian Cancer Society, Renfrew County Office has sent in a request to the Centre to pre-sell Daffodil plants for the spring campaign. It was agreed at the meeting to support this campaign and advertise in the newsletter, noting the sale will only be available with the volunteer and should not interfere with the office.
- Lynn Murphy submitted a proposal for the Robbie Dean Centre to be considered for a “group membership”, by waiving the \$20.00 membership fee with their clients initially attending Tuesday and Saturday Yoga, with the daily activity fee applicable. In return, the Robbie Dean Centre would provide a table at their “Align your Life” fair on Saturday March 3, 2019 waiving the table fee of \$145.00. As with our other “group” memberships (Pinewood, Riverview and Chartwell Heritage) is valid only when attendance is with a group visit. If someone wishes to attend on an individual basis then a personal membership is required. After discussion it was deemed a group membership with the Robbie Dean Centre would not fit into the terms of a group membership.
- Volunteer Service Awards nominees were submitted for the deadline of January 25, 2019. This year the following names were submitted: Laretta Handke – 20 years; Gerri Roy – 10 years; 5-year nominees: Grace Rozeboom, Julia Hunton, Sophie Clifford and Deb Brown.

c) Renfrew County and District Active Aging Network – RCDANN – Mieke attended the last meeting. Mieke pointed out the topic of duplication of services was discussed. The 211 services was promoted and should be used to find out activities and services in our area.

d) Renfrew County 55+ Games May 7th – May 29th - A letter was received requesting a donation towards the annual Renfrew County 55+Senior Games. The Centre has supported in a monetary and offering space for events.

Moved by Larry TerMarsch, seconded by Lorne Troutman, a donation of \$200.00 be forwarded to the Renfrew County 55+ Games. Carried.

Moved by Mieke Mahood, seconded by Lynn Miller to provide space for the Bid euchre event on May 10th from 1pm – 4 pm. Carried.

e) Property - Neil Videto reported there were minor repairs over the month. Arlene brought forward the person who was contracted for snow removal had quit and will not accept the second half of the contract. Arlene has contacted 2 other contractors and awaiting their quotes. Arlene to call Ron Conroy to look at the icicles forming on the east side of the building above the entrance.

f) Trip update –A trip is organized to see Daniel O’Donnell at the NAC on May 31, 2019. Cost of this trip will be \$155.00 including tickets, bus transportation and supper. Tickets will go on sale March 13, 2019 time to be determined.

11. Other –

- **Insurance** - Lorne and Neil have completed an inventory of the contents of the building. In Lorne’s estimation the Centre’s contents total \$251K in replacement costs. A complete list and pictures are in the Insurance binder in the safe. Currently the Centre’s contents are listed as \$69,000.00. Larry will contact the insurance broker for quotes. It was questioned if the lift was included in the price and if it would not be considered as a building fixture to be covered under the City’s insurance coverage. Larry will contact Terry Lapierre for this question to be clarified. Arlene has raised the question that when she is on a trip, is she covered in the event of a lawsuit. Under the Directors’ liability the Centre’s Board is protected. Larry when contacting the insurance broker re coverage he will get this point clarified.
- **Membership Committee** – Lynn Miller reported the annual membership drive is being planned and will begin March 1/19. There has been a notice sent to the local churches for their support in advertising the membership drive in their bulletins. Committee member Carol Lirantzis has been instrumental in securing Public Service Announcements with myFM for the annual membership drive in March. As previously indicated, Pam and Mieke would set up a day and time to meet with the station manager. Mieke felt as well that a committee member should also attend and have input in the interview. Lynn has agreed to attend. Arrangements will be made between the three to come up with a mutually agreed time.

12. Next meeting March 13, 2019 – Nominations and Elections @ 11 a.m.

Meeting adjourned at 3:05 p.m.

ACTION ITEMS:

- **Gary will again inspect the windows and make necessary adjustments. - Ongoing**
- **Lorne will look at the right-hand side railing leading into Victoria Hall and make the necessary repair. *Ongoing***
- **The second AED will be installed by Lorne Troutman in the main lower activity room.**
- **Lynn and Pat will follow the draft instructions on how to set up tables. If the instructions are clear Arlene will make up enough tags for each table. Lynn and Pat will attach the tags to the table.**
- **Arlene to let the City know the minutes are posted on the website.**
- **Arlene will proceed with the OACAO application closer to the end of March.**
- **Lorne will investigate prices for computerized signage.**
- **Arlene to add to the cleaning contract - over 34 rentals /year, Ruth Alberts will charge a \$20.00/hour cleaning fee.**
- **Arlene to advertise the Daffodil campaign in the newsletter, with sale only happening with the volunteer.**
- **Larry to contact EGM insurance for a quote on increasing the Centre's insurance for contents as well as asking what the coverage for the tour guide would be in case of a law suit.**
- **Larry to contact Terry Lapierre or his office if the lift is covered under their building insurance coverage.**
- **Arrangements will be made for Lynn, Mieke and Pamela to go to MYfm for an interview**