

Senior Citizens' Drop-In Craft and Activity Centre

Wednesday November 24, 2018

2:00 PM Board Meeting

1. **Welcome & Opening Remarks** President Pamela Gaudette welcomed all present and noted membership as of October 31, 2018 is 554 members
2. **Attendance** Kathy Kennedy, Pamela Gaudette, Larry TerMarsch, Lynn Miller, Mieke Mahood, Neil Videto, Cheryl Stott, Gary McKee, Lynn Murphy, Lorne Troutman and Pat Wolfe
3. **Approval of Agenda Moved** by Larry TerMarsh, seconded by Lynn Miller, the agenda is approved as printed and circulated. All in favour, carried.
4. **Approval of October 10, 2018 minutes** A typo regarding a date was noted. Moved by Lynn Miller, seconded by Cheryl Stott, the amended minutes from October 10, 2018 board meeting be accepted. All in favour. Carried
5. **Treasurer's Report Larry** TerMarsch presented his report and moved it be accepted as presented and circulated. Seconded by Lorne Troutman. All in favour, carried.
6. **Secretary's Report & Correspondence** no report
7. **Review of Action items from October 10, 2018 Action** items were reviewed and discussed, most have been completed. Still ongoing: 2nd floor windows; railing repairs; bingo participation; setting up of activity room on Tuesdays; banner pricing; handicap control button/switch.
8. **Old Business**
 - Renfrew County District Health Unit – Annual inspection of facility is no longer required
 - Honorarium for Speakers Moved by Cheryl Stott, seconded by Mieke Mahood, the Board will provide an honorarium in the amount of one hundred dollars to Shaw Woods for their presentation to the Centre on November 30, 2018. All in favour, carried.
 - Special Grant Revisions A second AED will be purchased for Level 1; quotes will be obtained for computer upgrades/purchases; a table tennis table will be purchased, Gary & Neil will inventory tables and chairs and check for necessary replacements/repairs
9. **New Business**
 - request from library re support for Librarian of the Year – insufficient notice, admin to contact Ms. Leslie with our regrets
 - Financial Literacy Workshop for Seniors – insufficient notice – to be revisited in 2019
 - Board Meetings – Moved by Lorne Troutman, seconded by Cheryl Stott, the time of Board Meetings to be scheduled at 1:00 PM. All in favour, carried.
10. **Committee Reports**
 - ❖ Arts & Crafts – proceeding as scheduled
 - ❖ Exercise Programming – Once Judy Purdy & Mieke Mahood are certified a fee of \$50 + GST is required. Move by Lynn Miller, seconded by Cheryl Stott the Centre submits the required payment for certification. All in favour, carried.
 - ❖ Finance & Advocacy
 - a. Name Change – Larry & Arlene continue the steps required
 - b. Sept 5th F & A minutes to be available at November board meeting
 - c. discussion ensued regarding a banner, no decision
 - d. program & activity space is becoming limited as we continue to grow
 - e. working on draft terms of reference for F&A, Grant & Membership committees

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- f. strategic partnership with City of Pembroke – info put in November newsletter
- g. development of a fund raising committee is planned, once the Grant & Membership Committees are established; Pat Wolfe will be the leader - 1st meeting November 22nd
- h. remaining expenditures as previously discussed, also a cost projection on fan/light
- i. new report to enhance communications between office and the board
- j. discussion regarding how to thank large donors – the president will send TY cards
- k. a display board will be created to advise a running total of donations, purpose is to alert people to know donations are welcomed and needed
- l. statistics are required for promotional and grant purposes – notice to go in newsletter asking for a short statement (first names only) from members - what the centre means to you
- m. current finances 4K deficit to make up
 reserves are low, we need another 10K
 special fundraising events - vulnerable re unknown attendance/required resources
 no guarantees on grants
 - ❖ Seminars –Shaw Woods Lunch ‘n Learn November 30, 2019
 - ❖ Carpet Bowling – set up person still required
 - ❖ Renfrew County 55+ Games – no table tennis due to low registration
 - ❖ Property - Gary still looking for someone for snow removal; Arlene has contacted the city regarding snow removal – sand and salt will be made available at all entrances until this issue is clarified

11. Other – Presentation by member Mr. Bill Halkett - Mr. Halkett attended the meeting at this point to present his views, inquiry re access to board minutes and to offer some critiques. President Gaudette thanked him for attending.

12. Next Meeting January 9, 2019