

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

1. Welcome & Opening remarks –

President Gaudette opened the meeting membership reported as 565 members up to December 2018

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 –

It was moved by Neil Videto, seconded by Lynn Murphy the agenda be accepted as revised. All in favour. Carried

4. Approval of November 14, 2018 minutes

It was moved by Cheryll Stott, seconded by Lynn Millar the agenda as circulated be accepted. All in favour. Carried

5. Treasurer's Report

The treasurer presented a 9 month comparative Income statement and reviewed the Centre's three investments/GICs.

Moved by Larry TerMarsch, seconded by Lorne Troutman the Treasurer's Report be accepted as presented All in favour. Carried.

Receipt Program Moncion Metro – credit \$46.31

6. Secretary's Report & Correspondence – Secretary Cheryll Stott reported 20 cards sent out between October and December, 2018. and read two pieces of correspondence:

- a. Letter from Cheryl Gallant announcing the Canada Summer Jobs program
- b. John McCann requested feedback on a program: Snow/Yard Angels matches seniors and people with mobility issues with volunteers to clear snow and assist in gardening, etc. Mr. McCann will be invited to present a short presentation to our membership,

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.
- Larry TerMarsch to prepare a projected financial fiscal yearend report for January's board meeting.

- The city has repaired the hole on the outside wall and the railing leading into Victoria Hall has been repaired.
- *Mieke has ordered a second AED and is waiting word re installation.*

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.All in favour. Carried

• Neil and Gary will complete an inventory of the tables and recommend how many should be replaced. *Neil reported the tables and chairs have been inspected and no replacements are required. Arlene will make up setup instruction tags to be affixed to each table.*

• Ted Mahood to purchase a second Table Tennis table

• Pamela Gaudette will send out 2 thank you cards for two donations received.

8. Old Business

a) Review of Executive Minutes December 21, 2018 as circulated. The secretary will 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. All in favour. Carried**

b) Revised Membership & Volunteer Form -

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

c) 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.

9. New Business

a) Insurance - Larry TerMarsch reviewed the terms of the renewal policy . **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.**

All in favour. Carried.

b) Trivia Night - The date has been scheduled for Saturday March 23/19. Pamela Gaudette will facilitate the event to be held March 23/19. A committee has been established.

c) OACAO membership. **Moved by Pat Wolfe, seconded by Mieke Mahood to proceed with a membership to the OACAO. All in favour. Carried**

d) The Terms of Reference for the Finance & Advocacy Committee, as well as the sub-committees - Membership and Grant Committees were reviewed. **Moved by Mieke Mahood, seconded by Lynn Miller the names presented be appointed. All in favour. Carried.**

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.

All in favour. Carried.

e) Office Report –

- Quotes were received for a banner from Speedpro and Heather Cox;
- Snow removal contract is in place with Jeff Forster Jr
- **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. All in favour. Carried**

f) Hall Rentals - Rentals will be subject to a Security Deposit being implemented as a result of issues with recent rental(s).

g) Possible purchases re special grant include: smart TV; ceiling fans for Level 2; LED lighting; 2 windows; Computerized outside sign board; and Computer software updating.

10. Committee Reports –

- Exercise Programming – 2 snowshoe days in January, February and March
- Seminars – Chinese Cooking with Mel

Finance and Advocacy – Kathy presented the F&A report as well as a “Did you know?” document which will be distributed during the March membership drive and to new members.

We won't be pursuing participation in the Delta Gaming Centre at this time.

Honorarium Guidelines:

Moved by Lorne Troutman, seconded by Mieke Mahood the Honorarium guidelines be accepted. All in favour. Carried.

- Other programming – Carpet Bowling begins on January 7th and quilting starts on January 11th. volunteers have come forward and has begun Monday January 7th.

d) Property – Neil has purchased a spare handicap button & the CO2 detector has been replaced.

11. Other –

- SnowSpree – Pam is 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 Executive will meet to review the lease.
- Mr. Bill Halkett will be invited to attend a meeting per his request
- A reminder regarding re-election to submit Proxy Nomination Forms to Ted Mahood, Chair of the Committee.

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