

December 18 GWSA Board Meeting

Wednesday, December 18, 2019

Agenda Items

1.0 Call to Order

Chair of the Meeting: Becky Fiedler

Meeting location: Board Room, Evergreen Seniors Community Centre

2.0 Informational Items

- Reminder: New Members Welcome at 1 pm on January 8
- Welcome back, Ross K from his leave of absence. He's jumped in with both feet - again -- and is working with a volunteer to do some website updates. For now, the work is on a staging site behind the scenes. We hope to have a new site ready in a few months.
- The Committee Meetings schedule, through March, is provided for your use. Once Darci is able to book beyond March, we will provide dates for the rest of the year.
- There are notices throughout the building about the need to update birthdate information as Perfect Mind implementation proceeds. Be sure to stop by the front desk to update yours and encourage others to do the same.
- Congratulations to the Variety Show committee for a successful run of Christmas Ceilidh. The sound system worked well for the first two shows. There was a problem during the third show that they quickly overcame. Thanks to Mike, Mitch, Angus Audio and those who helped work on the near-term troubleshooting and future planning.
- The Silvertones plan to pilot a Ukelele Orchestra class in the near future. The goal is to provide a musical outlet for Seniors who can no longer sing. Depending on the results, they may come forward with a proposal for a new activity group.
- Thank you to the Brian Smith and the rest of the Governance Committee, with the support of Ann Grant and the Special Events team, for a very well-received Special Members Meeting on December 9.
- On Nov 26, Margaret Waldron submitted her resignation as Line Dancing Group President. Line dancing VP Phyllis Carnochan is taking the lead to reorganize the group to use a more distributed leadership going forward. Thanks to Mike, Cem and Roger for spending some extra time with the group to help them get used to the new iPod and sound system; recreate communications records; and generally watch over things. And a huge thank you to the team of instructors who are making the move to their new technology.
- Kerry and Athar have stepped down as Program Committee Co-Chairs effective Dec 13 and mid-month, respectively. Gail Moore and the Succession Planning & Nominations Committee have started interviewing prospective Directors interested in that work.
- The CSS group has selected Audrey Bishop as their new Administrative Assistant. Audrey comes to us with almost 30 years of admin experience and most recently was working with Habitat for Humanity here in Guelph in an admin role. Audrey has an educational background in business administration and computer accounting and has experience working with a wide range of systems and applications. We are excited to have Audrey join our team as she has a very friendly and

approachable manner and we feel she will be well received by all. Audrey will start work on January 7, 2020. Pat Gage has agreed to come back for 32 hours to train her.

- The Board article for the January Sentinel is provided for your reference.
- If you haven't already read the December Sentinel, please note the article Gail Moore (on behalf of the Volunteer Advisory Committee) submitted highlighting the work of our Sentinel volunteers.
- The Silver Seven Skaters are advertising this skating season well. They have flyers at the Evergreen. Ross has posted to the website and social media. Skating sessions will be advertised in the Email Update and there is a half-page notice coming out in the January Sentinel.
- December calendar corrections/changes are provided for your reference. We will make flyers available during Sentinel pick up. Ross will post to the website and social media. The information is going out in the Email Update. Beth Campeau and Lionel Churchill have volunteered to help consider a way to produce more accurate activity group calendars moving forward.

3.0 Consent Agenda

- Health and Safety Policy Statement - Must be renewed and reposted annually. Apart from changing 2019 to 2020, the proposed policy is unchanged from last year.
- Minutes from Committees
 - CSS
 - Finance
 - Membership and Marketing (Sept, Oct and Nov)
 - Program Committee
 - Travel Committee
 - Variety Show
 - Volunteer Advisory Council
- ACT EVE 40 - GWSA Accident Incident Procedures (and Reporting form) - Updated contact information from Dorothe Fair to GWSA President.
- Sentinel Operations Team Terms of Reference

Proposed Motion

Move to approve items in the Consent Agenda and accept committee meetings for filing.

4.0 Adoption of the Agenda

Proposed Motion

Move to adopt the agenda as published

5.0 Discuss: Membership and Marketing Committee Reports

Clarifications around volunteers, phone calls, new parking arrangements, and rescinding prior approvals.

Note from the December 10 Email Update

Parking Options

When our lot is full, there is parking available at the Hearing / Medical Building at 690 Woolwich Street. Park in the south part of the lot. Thanks to Dr. D. Lin and Associates!

6.0 Treasurer's Report

The October financial statements were circulated via email on November 25

7.0 Business Carried Forward

7.1 Choose Strategic Plan consultant

In October, the Board decided to delay choosing a consultant to guide us in updating the GWSA's out-of-date strategic plan. It's time to engage a consultant if we want to keep with the March time frame we agreed to in October. Several of us attended PIN Network training earlier this year. Those who heard him speak agreed that we should ask him to submit a proposal for our consideration. His is in addition to the proposals from Jennifer Phillips and Cindy Kinnon we received earlier.

7.2 Member Request: Lifetime membership for Dorothe Fair - Ross Coulter

Ross Coulter will present his appeal to the GWSA Board of Directors for a continuation of the long-standing tradition of recognizing the long volunteer hours the duly-elected President spends on the day-to-day operation of the Association. Such recognition has traditionally been offered by granting the Past-President a Lifetime Membership in the Association and display of a dated, framed portrait on the Boardroom wall.

7.3 Input: Food Services Advisory Committee - Brian Smith

The Food Services Advisory Committee has not met in some time. The Governance Committee is asking for the Board's input on how to proceed.

8.0 New Business

8.1 Approve: Human Resources Policies and Procedures Manual

Changes in the Employment Standards Act required some changes in our Policies and Procedures with respect to leave. Specifically, there are now several additional types of job-protected leave that must be honoured. In addition to required changes,

- the HR Committee is recommending a leave policy that includes pay for the first half of leave hours taken. The rationale is that GWSA employees' benefits are intangible. A bit of paid leave would allow employees to stay home when they are sick without losing pay. This is to our members' benefit. Some paid leave would also help us become a more competitive employer.
- There are a few changes in Vacations, but those were primarily to clarify ambiguous wording.

- The manual has been updated with the HR Committee Terms of Reference document.
- Minor edits have been made throughout.

Some of Word's Track Changes were lost as we passed the document around and formatted it. The current policy is available in Dropbox if you would like to do a detailed comparison between current and recommended.

8.2 Approve: Schedule of Dances (March through December - each month)

Anne Johnson (Chair of Dance Committee) has requested the following dates for Dances throughout 2020:

- March 13
- April 10
- May 15
- June 19
- July 25
- August 28
- September 25
- October 30
- November 27
- December 18

According to information available on the GWSA website, Pickleball does not play in July and August.

Pickleball and Tennis (according to the GWSA website) are scheduled for 19.5 and 12.25 hours per week, respectively. The Dance Committee is asking for a few hours one afternoon per month.

The motion is to schedule the Dances for the Evergreen Auditorium on Friday afternoons as requested by the Dance Committee. During the eight months Pickleball would normally have the Auditorium on Friday afternoon, the Program Committee Chairs can either cancel Pickleball or schedule them to play at WECC, cancelling Table Tennis. The Program Committee can decide how to allocate the WECC Friday afternoons between the Pickleball and Table Tennis groups. Perhaps they will decide on a 50/50 split sharing the cancellations evenly between Pickleball and Table Tennis. Perhaps the proportions will be based on group size. Perhaps they will use a different rationale entirely.

Anne and Becky discussed the possibility of Sunday afternoon dances. Since GWSA's weekend use of the Evergreen is non-exclusive, that idea quickly becomes logistically problematic. The largest alternative site is Activity Room 4 which is not large enough for our dances. The proposed motion seems most equitable to all parties.

Proposed Motion

To approve Dance Committee's proposed schedule of dances for 2020 to include: March 13, April 10, May 15, June 19, July 25, August 28, September 25, October 30, November 27 and December 18 and to encourage Program Committee to use the Friday afternoon time at WECC to spread the impact of cancellations.

8.3 Choose: Portable sound system for Silvertones

Each year, the Silvertones perform at eight to twelve local retirement/nursing homes. They've been using a sound system that is the personal property of a GWSA member and are worried about potential damage to it. They are requesting a new portable sound system to use for their performances and for other purposes by the GWSA. The proposed vendor is Angus Audio. They are offering two options:

1. Option 1: \$2805.44 Includes powered speakers, stands, mixer, cables, wireless microphones. See <https://www.electrovoice.com/product-family.php?id=242> for more details.
2. Option 2: \$5859.95 Includes column speakers with built-in stand, mixer, cables, wireless microphones. See <https://www.electrovoice.com/product-family.php?id=242> and scroll to the bottom to view a video of these speakers.

The primary difference between these two systems is speakers' weight and ease of assembly.

8.4 Approve: Replace switch and wireless access point at east end of building

Becky installed a new UPS with voltage regulation in the network equipment cabinet. Bell has installed a new modem and tested the lines. Station Earth was on-site on November 29 to further investigate why we continue to have Internet problems and unusably slow performance at the East End of the building. Their tech updated the firmware on the router they installed earlier in the year and tweaked a variety of settings. He installed software that will allow them to access our device remotely the next time our service goes down to help with diagnosis. He also did some speed tests and network traffic analysis at the east end of the building. The GWSA network has speeds as low as zero in the Evergreen Restaurant very slow at the auditorium doors where our bookkeeper works. They are recommending we replace a switch in the CSS office and a wireless access point in the front desk area. These devices were originally installed in 2012 and aren't giving us good enough service any longer. The cost estimate for this work is \$1200 to \$1300, plus tax.

8.5 Approve: Drop safe, bank pouches and duplicate remittance slips

Now that Activity Clubs are closing their bank accounts, they will be making remittances to the GWSA whenever they collect money. The new procedure will call for them to fill out a remittance slip in duplicate; enclose it, along with cash and cheques, in a zipper bank pouch; and put it in a drop safe located near the mailboxes. This will provide convenient deposit services for group leaders while freeing Darci from constant interruptions. Roger and Wendi will do the banking as often as necessary to keep the process flowing smoothly. If needed, they may recruit volunteers to help verify transactions. Annual reporting for activity groups who no longer have open bank accounts will be to list key accomplishments for possible inclusion in the GWSA annual report. We are still shopping for the specific saf and pouches. The attached photo gives you an idea of what Roger is likely to select for purchase. This safe costs \$804 plus tax.

9.0 Next meeting - February 19 at 9:30 am

The primary focus of the next meeting will be the GWSA Budget.

10.0 Adjournment

Please join us for a pay-your-own-way lunch at Uptown Grill after today's meeting.

Motion

Move to adjourn the meeting.
