

Guelph/Wellington Seniors Association

AGENDA

Meeting:	GWSA Board of Directors
Date:	September 18, 2019
Time:	9.30 am
Place:	Boardroom, Evergreen Seniors Community Centre
Chair:	Becky Fiedler
1.	Call to Order
2.	<p>Informational Items</p> <ul style="list-style-type: none"> • Letter from Pat Gage regarding her Dec 31 retirement • CSS Fall 2019 Education Series Schedule • Announcement for <i>The Sentinel</i> regarding new Bulk Barn membership discount • October's Board article for <i>The Sentinel</i> • The revised Policies & Procedures Index has a new column to note when the policy was last reviewed.
3.	<p>Consent Agenda</p> <p>The Governance Committee has additional Position Descriptions and Terms of Reference for the Board to review and approve. Those listed below have very few changes other than to introduce the template language presented during the August 21 meeting.</p> <ul style="list-style-type: none"> • Finance Committee T of R • CSS Staff Advisory Committee T of R • Human Resources Management Committee T of R • Volunteer Advisory Committee T of R • Governance Committee T of R • Executive Committee T of R • Position Descriptions for Past-President and CSS Manager • Minutes from Membership & Marketing Committee meeting <p><i>Proposed Motion: Move to adopt the listed Committee Terms of Reference and Position Descriptions as recommended by the Governance Committee and to accept the Membership and Marketing Committee meetings and file them.</i></p>
4.	<p>Adoption of the Agenda</p> <p><i>Proposed Motion: Move to adopt the agenda as published.</i></p>

5.	<p>Treasurer’s Report – Becky Fiedler</p> <p>August financial reports will be distributed when they become available. With Tracy leaving the Evergreen, it is unlikely we will have them in time for the next GWSA Board meeting. Wendi will get them to us ASAP.</p> <p>Roger and Becky visited the Program Committee on September 5. Roger talked about the budgeting process and provided budget request forms for each activity group leader. He also told them about the necessity of increased accountability and oversight, especially as it relates to the 22 activity groups that have their own bank accounts. Becky and Roger pointed out there are currently two approved ways for groups to handle their money: run income and expenses through the Financial administrator or provide an annual reporting of income and expenses of the group via a spreadsheet. Groups are welcome to propose other methods for the Treasurer's consideration so long as their proposed methods offers Board oversight of group financial activity.</p>
6.	<p>New Business</p>
6.1.	<p>In Camera discussion: Committee Report: Human Resources Management - Cem Kaner</p> <p><i>Proposed motion: To move to in camera discussion for HR hiring status updates and discussion of lawyer recommendations and status regarding previous Directors.</i></p> <p>An interview team composed of HR committee members, CSS staff and volunteers interviewed four candidates for CSS Manager on September 5 and 6. These four were selected from among 160+ applicants. Committee members will update the Board on reference checks and status of hiring negotiations.</p> <p>Cem Kaner is the Board representative on the HR Committee.</p>
6.2.	<p>In Camera discussion: Status/recognition of previous Directors</p> <p>Review recommendations from lawyer</p> <p><i>Proposed motion: To end in-camera session to complete the rest of the Board’s agenda for today’s meeting.</i></p>
7.	<p>New Business</p>
7.1.	<p>Approval: Blinds for snooker room doors</p> <p>The Snooker Club has requested shades for the snooker room doors similar to those on other activity room doors. The glare from the sun coming in the hallway skylight is a problem. Although less expensive options are available, Ange (Guelph's Facility Manager) wants the shades on these doors to match those on other doors. The existing shades were purchased from Luisa's Draperies & Interiors. The estimate for shades for both snooker room doors is approximately \$864. Adam has offered to evenly split the cost of these shades between the City and GWSA.</p> <p><i>Proposed Motion: To evenly split between the GWSA and City of Guelph, the cost of shades for the snooker room doors per the estimate from Luisa's Draperies & Interiors GWSA's estimated share is \$432.</i></p>

7.2.	<p>Approval: Under-age members from Guelph Community Living for line dancing</p> <p>Margaret Waldron received a request from Guelph Community Living for five of their clients in their early fifties to attend line dancing class on Fridays with a Community Living caregiver/chaperone. This is on a trial basis because GCL believes this activity will be beneficial for their clients. Margaret supports their inclusion in the line dancing activity because another GCL client has been well-received by the line dancing group and has benefitted from his involvement.</p> <p>If the new GCL clients are similarly successful, we anticipate them joining the GWSA for ongoing participation in line dancing. We would need special approval for these GCL clients to join the GWSA due to their age.</p> <p><i>Proposed Motion: To tentatively approve membership of those five individuals recommended by Guelph Community Living for participation in GWSA Friday line dancing classes.</i></p>
7.3.	<p>Information: GWSA Technology</p> <p>An ad hoc group composed of Ross, Cem, Mike and Becky has started preliminary work on GWSA's technology needs including an examination of:</p> <ul style="list-style-type: none"> • Current state of equipment (computers, printers, projectors) and software; • Website; • Process for completing backups; • Planning for regular replenishment of hardware; and • Costs for the above <p>The committee's work is ongoing but CSS staff computers need to be replaced soon. Their monitors can wait.</p> <p><i>Proposed Motion: To order three computers for CSS staff from Microsoft Philanthropy or Dell computers along with appropriate updated software.</i></p>
7.4.	<p>Approval: Drafts from Governance Committee</p> <p>Review draft committee terms of reference for Food Services, Program Committee and Travel Committee. Each has changes or issues the Governance Committee is highlighting for Board discussion.</p>
7.5.	<p>Information: Ad hoc committee to update Privacy Policy</p> <p>The Governance Committee is recommending the Board set up an ad hoc committee to update our existing Privacy Policy. Their plan is to recruit committee members via an article in <i>The Sentinel</i> and at the special members meeting. Cem has offered to write the article.</p>

7.6.	<p>Input: Strategic Planning Overview</p> <p>Strategic planning is a key Board responsibility. The GWSA's current strategic plan is dated 2015 and needs to be brought current. Discussion questions for today include:</p> <ul style="list-style-type: none"> • What is missing in our current plan? What is extraneous? • Do we want to refresh the existing plan or scrap it entirely? • Who has input into the planning process and how much? <ul style="list-style-type: none"> – Board – Non-Board leaders – Membership – Non-member stakeholders – Partners • Coordinated internally or hire a consultant to lead our discussions? • What kind of timeline will we need for this?
8.	<p>Next meeting – October 16 at 9:30 am</p> <p>The primary focus of the October meeting will be to review remaining Committee Terms of Reference and revised Position Descriptions.</p>
9.	<p>Adjournment</p> <p><i>Proposed motion: Move to adjourn</i></p>

/rlf
September 10, 2019