

Guelph/Wellington Seniors Association

MINUTES

Meeting:	GWSA Board of Directors
Date:	September 18, 2019
Time:	9:30 am
Place:	Boardroom, Evergreen Seniors Community Centre
Chair:	Becky Fiedler
Attending:	Judith Carson, Kerry Detlor, Ken Fugler, Ann Grant, Cem Kaner, Brian Smith and Tonie Sacchetti
Regrets:	Roger Stevens, Athar Khan, Ross Knechtel and Adam Rutherford
1.	<p>Call to Order Becky called the meeting to order at 9:30am.</p>
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 The Sentinel regarding new Bulk Barn membership discount • October's Board article for The Sentinel • 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 provided additional Position Descriptions and Committee Terms of Reference for the Board to review and approve. Those listed below had 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 • Terms of reference documents- Governance Committee has applied template language and any committee requests. Reviews can be made at any time as long as it is completed by June. • Mike moved to approve 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. Kerry seconded. All were in favour. The motion carried.
4.	<p>Adoption of the Agenda</p> <p>Ken would like to give updates on Canoe Club if time permits. Ann would like to give updates on Special Events if time permits.</p> <p>Cem moved to adopt the agenda as amended by Ken and Ann. Mike seconded. All were in favour. The motion carried.</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>Cem made a motion to move to in camera discussion for HR hiring status updates and discussion of lawyer recommendations regarding previous Directors. Ann seconded the motion. All were in favour and the motion carried.</p> <p>Statement for the public record: During the in camera session, the Board discussed Human Resource matters for positions with CSS and status/recognition of previous directors.</p> <p>Ken moved to end the in-camera session to complete the rest of the Board’s agenda for today’s meeting. Mike seconded the motion. All were in favour. The motion carried.</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>Ann made the 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. Kerry seconded the motion. All were in favour and the motion carried.</p>
7.2.	<p>Approval: Romaniw (U of G) research study</p> <p>A Master's student from U of G would like to recruit participants from GWSA for a pasta-tasting research study. Directors expressed strong interest in supporting research intended to improve the health and well-being of Seniors. The consensus was that future requests can be included in the Consent Agenda.</p> <p>Mike made the motion to approve Olivia Rominiw's proposal to recruit GWSA members for the MATS research study by setting up an informational table in the Evergreen Lobby; placing her recruitment poster in the GWSA Email Update and The Sentinel; and by announcing the need for research participants on the GWSA website and social media. Kerry seconded. All were in favour. The motion carried.</p>

<p>7.3.</p>	<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.</p> <p>The Board will let CSS know that this is happening as an FYI only. No action to be taken by CSS staff.</p> <p>Cem made the motion to approve membership of those five individuals recommended by Guelph Community Living for participation in GWSA Friday line dancing classes should they wish to join. Mike seconded the motion. All were in favour. The motion carried.</p>
<p>7.4.</p>	<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>Mike made the motion to order three computers for CSS staff from Dell computers along with appropriate updated software. Ann seconded the motion. All were in favour and the motion carried.</p>

<p>7.5.</p>	<p>Approval: Drafts from Governance Committee</p> <p>The Governance Committee provided 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> <ul style="list-style-type: none"> ○ Food Services Advisory Committee: Becky suggested we table the review of this document until Adam is available because Food Services is primarily a City responsibility. ○ Program Committee: Brian explained that the Program Committee eliminated several statements in the draft but that the Governance Committee believed should remain. Those statements included: <ul style="list-style-type: none"> ○ Present a financial statement of income, expenses and contributions to the GWSA ○ Participants can try GWSA activity three times prior to joining ○ Establish and maintain a Program Sub-Committee to review suggestions for new activity groups. ○ After some discussion of past practices, previous policies, and input from Kerry Detlor, the group consensus was to have the first two statements remain in the Committee Terms of Reference and change the third statement to “Establish and maintain a process to review suggestions for new activity groups” ○ Travel Committee: Contractual agreements ○ The Governance Committee brought the Travel Committee Terms of Reference to the attention of the Board because it appears to be in conflict with another established policy. Specifically, GOV-60 Committees requires that Committees "take no actions that would bind the Board unless specifically authorized by Board Resolution" and that Committees must operate within their Terms of Reference. There is concern that the Travel Committee Terms of Reference have permitted the committee Chair to sign contracts, under their Responsibilities: "Ensure any contractual agreements for Travel be approved by the Committee and signed by the Chair prior to implementing". ○ The Governance Committee asked the Board for instructions on how to resolve this conflict. ○ Other areas of the GWSA require signatures of two individuals on the executive to bind the GWSA ○ Suggestion to table the topic so Travel Committee Chair can be present for the discussion. One director was in favour of tabling the topic and six opposed. The discussion continued. ○ Directors repeatedly expressed confidence in both the current Travel Committee chair and her predecessor. They stressed the policy discussion was to ensure they were providing appropriate oversight for all committees and was in no way a reflection on the Committee Chair. There were several suggestions for possible procedures. ○ Brian and Becky will work with the Travel Chair to develop a procedure that allows Travel to smoothly and efficiently do their work and that is also consistent with GOV-60. ○ Becky made a motion that the responsibilities for the travel committee use the template language that says they ensure any contractual agreement is approved by the board and signed by two board signatories prior to implementing. Brian seconded. Five were in favour, none were opposed. There were 2 abstentions. The motion carried.
<p>7.6.</p>	<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 The Sentinel and at the special members meeting. Cem has offered to write the article.</p>

7.7.	<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. There was little time to discuss this topic in depth. However, the Board wants more information about hiring a consultant to guide them in this process. The group's consensus was to update the existing plan rather than start all over.</p> <p>Judith will ask a facilitator the Board previously used for proposal to guide this process. Becky will approach Cindy Kinnon whom the Board met during the June AGM.</p>
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>Miscellaneous Announcements</p> <p>Ken reminded the Board that the Canoe Club had recently celebrated their 10-year anniversary. He is expecting a two-page spread in upcoming issues of The Sentinel. The club is beginning to think about a building to store their trailer.</p> <p>Ann briefly told the group about the arrangements she's been making for A Day to Remember which is scheduled for November 8.</p> <p>Mike emphasized the importance of those who are planning events to schedule a sound technician well in advance of an event.</p>
10.	<p>Adjournment</p> <p>Ann moved to adjourn the meeting at 11:41am. Cem seconded. All were in favour. The motion carried.</p>
Note	<p>These minutes were approved by email by on Saturday, September 20.</p>

/ts
September 21, 2019