

# May 20 GWSA Board Meeting

Wednesday, May 20, 2020

## Agenda

- 1.0 Call to Order
- 2.0 Information items
- 3.0 Consent Agenda
- 4.0 Adoption of the Agenda
- 5.0 Update: COVID response team
- 6.0 Roger: Treasurer's Report
- 7.0 Business Carried Forward
- 7.1 Decision: Choose date and format (virtual or face-to-face) for AGM
- 7.2 FYI: Cem Kaner update on internet access
- 7.3 FYI: Cem Kaner Update on Privacy Committee
- 8.0 New Business
- 8.1 Approve: Research request from Dr. Madeline Mant
- 8.2 Approve: Use PerfectMind to manage GWSA membership online from signup to membership renewals.
- 8.3 Discussion: Emergency planning team and time horizon
- 8.4 Ross Knechtel: Retirement gift for Mary Lynn Woods
- 9.0 Next meeting - June 17 at 9:30 am
- 10.0 Adjournment

## Meeting Attendance

### In Attendance

Becky Fiedler, Tonie Sacchetti, Ann Grant, Adam Rutherford, Roger Stevens, Cem Kaner, Ken Fugler, Ross Knechtel, Athar Khan, Pat Gage, Brian Smith, Kerry Detlor

### Regrets

Mike Woof

### Guests

Tom Kane (President of the Golf Club)

### 1.0 Call to Order

Chair of the Meeting: Becky Fiedler

## Notes and Action Items

Becky called the meeting to order at 9:32am

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### 2.0 Information items

The Ontario Nonprofit Network has held Virtual AGMs for four years. They published a facilitation guide and sample script others might use to guide planning. Documents are attached below.

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The Royal City Quilters Guild offered a special thanks to Guelph Wellington Seniors Association in their May newsletter. This is a local organization whose members are primarily seniors. We hosted their first virtual guild meeting using one of our Zoom accounts. It was a hit with their members. In the month since we hosted their meeting:

- their Executive has decided to plan for a year of virtual meetings;
- they've purchased their own Zoom accounts;
- Guelph Today covered their efforts (<https://www.guelphtoday.com/helpers/royal-city-quilters-guild-goes-outside-its-comfort-zone-to-maintain-important-connections-2286677>); and
- the Canadian Quilters' Association invited Royal City Quilters Guild to write an article for their national magazine.

Isn't it amazing what a difference this simple, no-cost assistance has made to this local organization? Ross Knechtel is helping Guelph Wellington Men's Club transform their meetings as well.

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Our CSS group's efforts have received quite a bit of positive attention recently:

- Guelph Mercury Tribune article: <https://www.guelphmercury.com/news-story/9961400-guelph-working-harder-than-ever-to-keep-seniors-healthy-amid-pandemic/>
- Dr. Anne-Marie Zajdlik's May 5 Facebook post
- \$20,000 United Way/New Horizons funding for the CSS meals program for April through June. Congratulations Adam and the CSS Team!!!
- City/GWSA CSS partnership mentioned in City Staff Report to Council on May 11. See photo from presentation.

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On May 18, Judith Carson emailed her resignation to the Board. According to the bylaws, the term of Past President is one year so she completed the majority of her term.

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### **3.0 Consent Agenda**

The Governance Committee has reviewed four policies and made minor revisions for Board approval. FIN OP-10 and FIN OP-30 may require further attention later and the Finance committee is invited to refer those changes to the Governance committee once they have been developed. A correction has been made to FIN OP 30 Cash Floats since distribution of this agenda to include the \$100 CSS amount that is part of the \$600 Cash Float.

ACT EVE 50 Solicitation of Donations - rev 2020 05 08

FIN EX 10 Operating Budget - rev 2020 05 08

FIN OP 10 Handling Monies - rev 2020 05 08

FIN OP 30 Cash Floats - rev 2020 05 17

#### **Notes and Action Items**

Minor Changes to FIN OP 30 Cash Floats were made:

- Language switched from CLASS to Perfect Mind
- Operating Budget was changed from over \$100 to over \$250
- Cash floats to total \$600.00

#### **Motion**

Ann moved to approve items in the consent agenda. Pat seconded. All were in favour. The motion carried.

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### **4.0 Adoption of the Agenda**

#### **Motion**

Ken moved to adopt the agenda as published. Brian seconded. All were in favour. The motion carried.

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### **5.0 Update: COVID response team**

GWSA Email Updates: Brian Smith is the lead with help from Brenda Prine and Ross Knechtel. Updates go to about 1175 subscribers. Feedback has been generally positive. The May Sentinel is a compilation of the updates thus far.

CSS delivers three meals a week to approximately 150 vulnerable seniors. Outreach, Diabetes Support, and the telephone outreach programs are ongoing. Both Outreach and Diabetes Support meet remotely.

At the next Program Committee meeting, Pat is going to ask group leaders to begin thinking about how to increase the activity (safely) of their groups.

Guest: Tom Kane: Golf group wants to begin their season on May 25.

## Notes and Action Items

The board discussed the fact that the City Senior Services team is a strong connection to assisting with potential online/virtual GWSA programming opportunities.

Recreation programming for City of Guelph programs has not changed since the last board meeting- nothing is happening until at least July 5th. Thoughts that this closure will extend past the July 5th date. City is currently working on what programs will look like in the summer and beyond.

Board members to send Adam any specific questions so he can forward through to General Manager of Recreation for responses.

Despite statements made by the Premier of Ontario, the City currently does not know when centres will be back up and running. Will be holding on re-opening until guidance is received from Public Health.

Guest, Tom Kane, Coordinator of the Golf Club, asked for permission to begin the 2020 GWSA golf season:

Golf is set to start Monday May 25<sup>th</sup>, 2020

There are 300+ members playing across three different courses. All of which have different rules/distancing regulations to abide by. Golf courses have extensive protocols in place to keep golfers safe including removing any shared equipment (ball washers, rakes, etc) from the course.

An email has been sent to the GWSA insurance company regarding whether or not we can run golf and continue to be insured. Waiting on a response to determine the messaging we should send to participants (in all activities) about personal responsibility.

At Cem Kaner's suggestion, the Board decided to retain a corporate lawyer so we can receive expert advice about how to handle situations that arise.

### Motion

Roger moved that board members, Cem Kaner and Roger Stevens retain a lawyer as corporate counsel, allowing up to \$5000.00 budget as a retainer. Pat seconded. All were in favour. The motion carried.

Board decided to allow the golf club to begin playing on Monday May 25<sup>th</sup> and this decision will be revisited if advice from counsel or insurance company necessitate a change.

Becky will let Tom know the Board's decision before the end of the day.

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## 6.0 Roger: Treasurer's Report

Wendi and Roger are working with the City to clear up some logjams associated with the switch from CLASS to PerfectMind software.

The City's PerfectMind team is working to make online membership renewal possible. We're also talking to them about how to generate a variety of reports the GWSA needs

## Notes and Action Items

March income statement- End of March had a \$31,000 loss. This was expected due to legal settlement carried over from previous board and the purchase of new sound equipment.

Question: Should the GWSA cancel/reduce advertising in Guelph Today or the Wellington Advertiser. Currently paying \$500/month for advertising. Can the GWSA save this money? There is a cancellation fee if we cancel with Guelph Today. The Board discussed the value in advertising during these times but not to set any expectations regarding when the Evergreen/GWSA will be back up and running.

Roger suggested we cancel the Wellington Advertiser (\$299/month fee) until the GWSA is back to operating as usual. Ken F will follow up with M&M Committee chair and report back.

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## 7.0 Business Carried Forward

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### 7.1 Decision: Choose date and format (virtual or face-to-face) for AGM

Committee Reports are due to The Sentinel by June 1.

Year-end financials are delayed making an auditor's report impossible by June. Roger is proposing a September AGM which is well within Ontario's requirements for timeliness.

#### Notes and Action Items

The Directors discussed holding a virtual AGM this year due to Covid-19 challenges/provincial and social distancing requirements around holding large group meetings. Due to delays in retrieving the year-end financial reports from City, the GWSA will not be able to hold the AGM until September.

We decided to hold the AGM on Tuesday, September 15<sup>th</sup> at 1:30 pm.

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### 7.2 FYI: Cem Kaner update on internet access

Cem's update will include a recommendation to recruit Directors/project leaders/volunteers with specific skill sets needed to make a technology initiative possible.

United Way recently announced new funding that may be suitable for the project. They are permitting more than one application per organization provided funds are not used to cover the same expense more than once.

#### Notes and Action Items

Rogers and Bell indicated trying to put traditional internet access into the homes of vulnerable people at this time is not plausible. Instead, we should use data contracts.

Tech support would be a constant challenge.

United Way has a "new pot" of money. The GWSA could put in an application. There are potential sources of support for implementing this.

Cem's report included a summary of the technical skills required for this initiative and a recommendation to recruit people with those skills as future directors.

A variety of funding sources are coming available. United Way is willing to entertain more than one application from the same organization (e.g. one for CSS expansion as well as one for tech initiative). Can include salaries- meaning there would be an opportunity to hire someone to run/oversee such initiative. This initiative would fall under social inclusion and learning category set out by the United Way.

No new interest from the community in volunteering time during covid-19. Concern that if we do start up a tech initiative, we would not have the volunteer support to see it through. Gail has been advertising for volunteers in the Sentinel. She has gotten no response thus far.

Cem suggested using our Guelph Today advertising to recruit Directors, grant writers, and people with technology skill.

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### **7.3 FYI: Cem Kaner Update on Privacy Committee**

Cem will provide a status report on the privacy committee's work to date.

#### **Notes and Action Items**

The primary recommendation is that the GWSA not add any additional disclosure provisions beyond what is already in the behaviour management policy. There are many privacy issues that must still be addressed.

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## **8.0 New Business**

### **8.1 Approve: Research request from Dr. Madeline Mant**

Dr. Madeline Mant teaches anthropology at University of Toronto. She is currently conducting research into peoples' perceptions of COVID-19 and also on how it is impacting them as individuals. It is an on-line survey. This study has been approved by the University of Toronto Research Ethics Board (protocol #39169). Dr. Mant is the Principal Investigator on this research, with collaborators Dr. Alyson Holland (McMaster University), and Dr. Andrew Prine (Groves Memorial Community Hospital). In addition, the research is funded by a University of Toronto COVID-19 Action Initiative Grant.

It is challenging to get input from the Senior demographic to an on-line survey and that makes our GWSA Email updates a somewhat unique opportunity. If the Board approves our participation in this study, participation information will be published in our Email Updates and on the GWSA website.

The survey is available online at <https://s.surveypplanet.com/TycAd5R2r>

#### **The Purpose of the Study is:**

To look at perceptions, beliefs, and impacts of the novel coronavirus (COVID-19). COVID-19 is an emerging disease that has received a lot of attention in the media. This study is

interested in understanding how people are getting information about COVID-19, the sources of information they use, if people feel they are at risk, and the impacts that disease transmission measures have had on them. The reason we are doing this study is to understand how COVID-19 is affecting people and to help public health agencies in Canada develop better ways of providing information to the public about this disease and any future disease outbreaks.

**The Potential Benefits of the Study are:**

The research may not benefit you directly, but it will give you the opportunity to be part of an initiative to help public health agencies in Canada respond better to this and future disease outbreaks. We hope to learn more about how people understand new infectious diseases and how this affects their behaviours. The results of this study will give insight into the design of prevention programs and ways of disseminating information that are more effective.

**Motion**

To publish the information about how to participate in Dr. Mant's research study into people's perceptions of COVID-19 and how it is impacting them as individuals on the GWSA Email Update and website.

**Notes and Action Items**

Becky moved the GWSA publishes the information on Dr. Mant's research study into people's perceptions of COVID-19 and how it is impacting them as individuals on the GWSA Email Update and website. Ross seconded. All were in favour. The motion carried.

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**8.2 Approve: Use PerfectMind to manage GWSA membership online from signup to membership renewals.**

With the rollout of PerfectMind, it should now be possible for people interested in joining the GWSA to do so by signing up online at [recenroll.ca](http://recenroll.ca). This is not ready but Roger would like to begin working on it with the City of Guelph's PerfectMind team.

**Motion**

Roger moved the GWSA works with the City of Guelph's PerfectMind team to make it possible for individuals to sign up for a GWSA membership online at [recenroll.ca](http://recenroll.ca). Brian seconded. All were in favour. The motion carried

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**8.3 Discussion: Emergency planning team and time horizon**

GWSA is sponsor to a range of activities ranging from low-touch (line dancing) to high-touch (card playing) with an array of activities between those extremes. Some activities are likely to return with few modifications while others will require much more modification to continue. CSS has already made substantial modifications to their programs in response to the coronavirus crisis.

We need to designate a team to lead work on transforming our organization, where needed, and the time horizon we will use to make our plans. Obviously, any plans will be subject to change based on new information and/or requirements from the City, province, or federal government.

We can carve this piece out of our strategic planning effort to get the benefit of Kinnon Consulting for near-term, emergency planning. We will return to broader strategic planning.

The City Council agenda for May 11 included some relevant information for our discussions. Please review pages 71 through 76.

### **Notes and Action Items**

Proposal that Cindy Kinnon help the GWSA make a transition plan that looks at staged re-openings over the next year.

Creation of a planning committee inclusive of activity group leaders and directors.

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## **8.4 Ross Knechtel: Retirement gift for Mary Lynn Woods**

Mary Lynn Woods is the accompanist for the Silvertones. Ross is asking the Board to recognize her past efforts with a gift certificate in an amount to be determined by the Board.

### **Notes and Action Items**

Mary Lynn is no longer a member of the association. She was the driving force behind the past two Variety Shows as well as a strong part of the choir. The board thanks Mary Lynn for her hard work and dedication over the years and wishes her well.

Any gifts of appreciation to "retiring" volunteers are handled by Activity Groups

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## **9.0 Next meeting - June 17 at 9:30 am**

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## **10.0 Adjournment**

### **Motion**

Pat moved to adjourn the meeting at 12:13p. Cem seconded. All were in favour. The motion carried.