

Guelph Wellington Seniors Association Board Meeting

Wednesday, April 15, 2020 at 9:30 am

Meeting location: On-line Videoconference Meeting via Zoom

Chair: Becky Fiedler

Attendees: Becky F, Brian S, Tonie S, Roger S, Ken F, Ross K, Ann G, Mike W, Cem K, Athar K, Kerry D, Pat G

Regrets: Adam Rutherford

Absent: Judith Carson

Guests: John Ness, President of Canoe Club

1.0 Call to Order

Chair of the Meeting: Becky Fiedler

Becky called the meeting to order at 9:30am and welcomed all to the first GWSA Zoom meeting. She thanked the President of the Canoe Club, John Ness, for his attendance.

2.0 Information Items

- Updated since March agenda was distributed: Becky, Adam and Brian met with leaders of activity groups that use the auditorium to schedule the space more efficiently. The new schedule will go into effect once new contracts are drawn up. It includes a Board-reserved time on Fridays from 12:30 to 4 pm to allow special events such as dances, clinics, and tournaments. Friday afternoons that are unclaimed for special events will be released to activity groups for additional play time on a quarterly basis. See the new schedule below.
 - Brian, Becky, and Wendi met and reviewed and updated the Organizational Systems Checklist, a comprehensive inventory to assess the status of non-profit systems and documents that may need to be developed or revised. This information may be useful for the Board in determining future directions and helping with Strategic Planning. Let Brian know if you are aware of other adjustments needed.
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3.0 Information- Policies and procedures- Approved

ADM 90 Business Continuity Plan and Pandemic Plan; Appendix 6: Business Continuity Plan MOU; and Appendix 7: Influenza and Pandemic Guideline were approved by the Executive Committee at the Emergency Meeting on March 13. A majority of directors was in attendance and included in discussion, and there were no objections. These items were moved into the Emergency Meeting as it was called to respond to the unfolding COVID-19 Pandemic.

4.0 Information- Consent Agenda Items from March Meeting- Approved

During the Emergency Executive meeting in March, Becky moved that all of the remaining items from the March consent agenda be approved as distributed. Brian seconded the motion. A majority of directors responded via email, with all of those in favour. The motion passed.

5.0 Information- Poll Response- Strategic Planning Options

A survey was emailed to all Board members requesting their preference around the three GWSA Strategic Planning options which were previously shared in writing and presented at the February meeting. All respondents, a majority of Board members, voted in favour of Option 2, at an estimated cost of \$5000. This aligns with the amount estimated in the approved Budget.

6.0 Information Items - April 2020

- Governance Committee minutes 2020 04 06
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7.0 Consent Agenda

The Governance Committee reviewed and approved the following policies with no changes or minor edits.

- FIN OP 20 Refunds and Credits
- FIN OP 50 Expense Reimbursement
- FIN OP 60 Credit Cards
- FIN REV 20 Membership Fee
- FIN REV 60 Revenue From CSS, Activity Groups, Special Events
- FIN REV 70 Advertising Revenue
- Finance Committee Secretary
- Financial Administrator

The Governance Committee reviewed and approved the following policies with changes.

- FIN EX 20 Capital Expenditures
- FIN EX 30 Insurance
- FIN EX 40 Making Donations
- FIN OP 5 Accounting Practices
- FIN REV 30 Charitable Donations
- Finance Committee Chair Position Description

Notes and Action Items

The Governance committee has been conducting reviews on financial policies. Minor changes have been made and are reflected in the consent agenda items.

Brian moved to approve the consent agenda. Kerry seconded. All were favour. The motion carried.

8.0 Adoption of the Agenda

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

9.0 Roger Stevens: Treasurer's Report

Roger told us there is nothing to report. No financial statements have been produced by the City. The Treasurer is still waiting for the end-of-February reports from the City with the year-end reports to come soon after.

Action Item: Roger will email the 2020-2021 Budget to board members for their records.

10.0 Business Carried Forward

10.1 John Ness: Canoe Club budget requests

Becky asked John to commend the team that did the Safety Training for the Canoe Club in a virtual format for being able to complete that task so quickly.

Budget request:

The Canoe Club currently has a canoe that is not designed for river canoeing thus the Canoe Club has been fundraising to purchase a new, more suitable, canoe. The club has raised over \$1200.00 from collecting cans/bottles, etc.

The club found a suitable canoe in Toronto and purchased it with fear that it would be sold before getting board approval. The club proposes they donate the new canoe to the GWSA and in turn, take the old canoe (the Gecko canoe) and sell it privately to recuperate costs. That sale, along with the fundraising they have done, is expected to cover the cost of the recently purchased canoe.

Roger reminded the group that next time, the club should contact the Treasurer in advance of a purchase so he can gather approval.

Roger and Ken recused themselves from vote because they are members of the canoe club.

Becky moved to allow the canoe club to sell the Gecco canoe and apply those funds, along with the fundraising efforts, to the price of the recently purchased canoe. Brian seconded. The motion carried.

Canoe Club business having been completed, John Ness left the meeting at 9:52 am.

11.0 New Business

11.1 COVID-19 Response Update

- Since facility closure, Chef Jocelynn has been preparing meals at the Evergreen kitchen. CSS staff have been delivering these meals to CSS clients. United Way took notice of the effort and have donated money to the cause.
- In addition, the federal United Way has received an additional \$70 000 for our local United Way. Cheri, CSS Manager, has been representing the GWSA in talks among local agencies on how to move forward throughout the pandemic.
- Molly, Audrey, Marg and Cheri are scheduling and delivering meals and produce boxes to CSS clients.
- Adam has brought on a second chef to continue making additional meals to keep up with demand.
- Brian has been taking the lead on email updates that go out approximately weekly. Updates include useful information and suggestions for interesting in-home activities. To date, recipients have given positive feedback. Ross has developed a page on our website that collects these links.
- A telephone update line has been installed to provide regular information updates about the current situation and GWSA programs. For example, yesterday, the stay-at-home order was extended to May 12th.
- The City has published that the Evergreen will be closed through June 30th but no programs will be running prior to July 5th.
- A covid response team meeting will take place next week. Topics to address include a transition plan for resuming services at the Evergreen.
- The coronavirus pandemic will impact our ability to do an AGM. Ontario legislation permits organizations to do virtual AGMs. The OACAO (of which we are a member) has said they will be sending a kit on how to run a virtual AGM. In order to have an AGM, we need financial information from the City to give to the auditors. Note that we think the soonest we can schedule an AGM is August or September to allow for the auditor's report.

Motion: Ross moved to hold a virtual AGM in 2020. Roger seconded the motion. All were in favour and the motion carried.

Action Item: Athar will investigate deadlines for holding annual AGM.

- Strategic Plan: On Friday, Becky spoke to Cindy Kinnon about moving forward with our Strategic Planning process. Cindy offered the possibility of addressing planning to the GWSA's needs throughout the pandemic and to position ourselves for when it is safe to re-open. Becky asked the Directors how long they thought we should use as a planning horizon for pandemic operations. Answers ranged from 6 to 24 months operations and that we would likely operate both a virtual and physical environment

for some time. The Board directed Becky to provide appropriate materials to Cindy so we could begin working on our strategic plan.

11.2 Pat Gage: Program Committee Update

Pat has contacted all Activity Group leaders for information regarding volunteers, executive members, group numbers, waitlist, etc. for each GWSA Activity Group.

So far, Pat has gotten a response rate of about 50% of activity group leaders. Now going to be contacting those who have not responded via phone.

11.3 Discussion: Cem Kaner: Social Isolation and Loaner iPads

Note from Cem Kaner:

My assumption is that covid will spread in at least two waves, like the Spanish flu (which killed lots more people in its Fall wave than in its earlier Spring wave). Until we have a vaccine that works, we will have social distancing, though my suspicion is that we'll take a break from social isolation in late spring or summer to make ourselves feel better and give the virus a chance to spread again.

My fantasy is that GWSA could use the break, in cooperation with some phone companies, to get internet connections into the homes of isolated seniors. For folks who do not possess tablets, who have been in GWSA for at least 6 months, who have a working internet connection, and who tell us they can't afford to buy their own tablet, we would give them a long-term loan of an ipad. We would buy Applecare for each of these ipads so that the borrowers can call Apple for tech support instead of burdening our very limited computer mentoring service.

For this to be sensible for GWSA, we would also have to reorganize some of our activities. The card-playing activity groups would have to appoint a web-activity coordinator. For example, the euchre activity groups would have to find someone to schedule online-euchre tournaments for GWSA members. This IS possible – there are free-or-cheap online euchre games that allow individuals to pick the other players in their game and to chat with the other players through the game interface. When chat within a card activity isn't directly available (there are online canasta apps, but I think no free ones have chat), we could set up card games as a 4-person zoom session. We'd still have to use the online game to deal the cards, but we could use zoom for the social interaction.

My other fantasy is that we could talk some ISP's into providing limited-and-cheap internet connectivity – the telephone variant of this, in the US, is called “lifeline” service and typically costs \$10 per month. It gives low-income seniors (those on social security) basic phone service. **IF** we decided that we were going to (conditionally) provide the ipads, we could start writing to Lloyd Longfield and others asking for help in persuading the local ISP's to provide something like that for seniors. I think most policy makers are probably worried about the negative consequences of social isolation among the elderly. We would be proposing a way to mitigate this problem and would be offering to kick in our own resources to help, which would buy us credibility as we ask others to kick in their resources.

There are many possible complexities here. Not least of them is that, while I would be willing to help until the end of this year when I will be leaving the Board.

Notes and Action Items

The Directors thanked Cem for a good idea and asked many questions about how a program like that might work. There are complexities about implementing such a program (hardware, internet connectivity, eligibility for ipads, security and tech support); the cost of such a program; and finding activity group leaders who would be interested in leading virtual groups. Cem expressed the concern the GWSA will have to move some activity groups online over the next year to provide service and value to our members throughout the pandemic era. He is concerned our membership will drop off over the next year if we do not begin moving in this direction. Becky pointed out that many of these topics will be part of our strategic planning discussion, too.

Ken moved to authorize Cem to search for discounted or free Internet service for Seniors to lay the groundwork for this proposal. Mike seconded it. All were in favour and the motion carried.

11.4 Decision: Proposal to expand programming for Move Well

The discussion to expand the Move Well program was deferred until we have a better idea of when seniors will be allowed to reintegrate into society and to explore whatever opportunities are available then.

11.5 Ross Knechtel: Technology Update

Ross and Becky have been working behind-the-scenes on a new website to replace the existing site. To view the updated version of the website, please visit: 138.197.146.175. This is a work in progress.

Ross is still looking into alternatives for Drop Box and will keep everyone updated on status.

11.6 Discussion: Proposed By-law Changes

The Governance Committee invited input on proposed changes to the By-law and discussed submissions at its meeting on April 6. The results are described in the Committee's minutes. The Governance Committee recommends saving any proposed By-law changes for presentation to members at the next face-to-face meeting rather than at a possible virtual AGM which may make discussion difficult.

12.0 Next meeting - May 20 at 9:30 am

Our next meeting is scheduled for May 20 and will likely be on Zoom

13.0 Adjournment

Mike moved to adjourn the meeting at 11:12 am. Ross seconded. All were in favour. The motion carried.

Approved via email at 7:40 pm on April 15, 2020.