

Guelph/Wellington Seniors Association Agenda/Minutes

Meeting:	GWSA Board of Directors
Date:	December 18, 2019
Time:	9:30 am
Place:	Boardroom, Evergreen Seniors Community Centre
Chair:	Becky Fiedler
Invitees:	Judith Carson, Kerry Detlor, Ken Fugler, Ann Grant, Cem Kaner, Athar Khan, Ross Knechtel, Mike Woof, Brian Smith, Roger Stevens, and Tonie Sacchetti
Regrets:	Adam Rutherford
Guests:	Ross Coulter
1.	Call to Order Becky called the meeting to order at 9:28am.
2.	<p>Informational Items</p> <ul style="list-style-type: none"> • 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. • 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. • 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.

	<ul style="list-style-type: none"> December calendar corrections/changes have been distributed as part of Sentinel pick up. Ross has posted them to the website and social media. The information went 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. <p>Notes and Action Items</p> <ul style="list-style-type: none"> Tonie explained that birthdate information is being collected to assist in migrating from the current CLASS system to the new Perfect Mind software. Some members are concerned about collecting this information and are being directed to Wendy Kornelson to answer their questions.
3.	<p>Consent Agenda</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <p>Notes and Action Items</p> <ul style="list-style-type: none"> Ann noticed some minor errors in M&M minutes (i.e. name of singing group, etc. were wrong). Nothing of major significance. She will notify the M&M Chair and ask her to make the corrections. <p><i>Roger moved to approve items in the Consent Agenda and accept committee meetings for filing. Mike seconded the motion. All were in favour. The motion carried.</i></p>
4.	<p>Adoption of the Agenda.</p> <p><i>Ann moved to adopt the agenda as published. Brian seconded the motion. All were in favour. The motion carried.</i></p>
5.	<p>Discuss: Membership and Marketing Committee Reports</p> <p>Note from the December 10 Email Update</p> <p>Parking Options</p> <p><i>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!</i></p> <p>Notes and Action Items</p> <ul style="list-style-type: none"> On December 10th, the M&M committee sent out email update outlining an alternate parking option. There was no communication with the board regarding the proposed partnership between the GWSA and the Medical Building. Ken and Ross will remind the committee that these types of decisions should be brought to the board before agreements are finalized and any communication goes out to the membership. They will ask their committee to update the Board on their discussions for final approval. On November 6th, M&M sent a request to finance saying the board had approved \$300 for promotional materials which was later rescinded. This is a misunderstanding- Connie had wanted \$300 on top of what M&M already had in their budget whereas the Board had approved a \$300 purchase from the M&M budget. November 12th minutes stated again that \$300 was

	<p>rescinded. Board members are uncomfortable with that statement. Roger will allocate that \$300 expense to the Board or somewhere else. Ken and Ross will ask their committee to remove the misinformation of the Board having rescinded funding from the minutes.</p> <ul style="list-style-type: none"> • Ongoing request of \$5,000.00 to go towards video updates. The current Board does not know what promises may have been made by earlier boards but this Board requires more information on what the video updates would entail. Because we intend to work on a strategic plan in the near future, the consensus of the Board was to wait until the new strategic plan is completed. After that, they are willing to listen to a presentation from M&M about what videos or changes might support the new plan. Ken and Ross will share that information with the M&M Committee. • M&M would like to contact TD Bank and Rexall Pharma Plus to ask for monetary donations towards the video updates. The consensus was that the Board does not want the M&M Committee to approach local businesses to raise funds for any projects at this time. Ken and Ross will advise the M&M Committee of the Board’s preference and the Governance Committee will look at the policy around Solicitation of Donations to update it and present to the Board for further discussion.
6.	<p>Treasurer's Report</p> <p>The October financial statements were circulated via email on November 25. The November financials were circulated on Dec 16</p> <ul style="list-style-type: none"> • Roger reports that he is still in the process of closing accounts. Most of the big ones are closed and the Activity Groups seem to understand why this change is necessary.
7.	<p>Business Carried Forward</p>
7.1.	<p>Choose Strategic Plan Consultant</p> <p>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 Directors attended PIN Network training earlier this year. Those who heard Curt Hammond 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.</p> <p>Notes and Action Items</p> <ul style="list-style-type: none"> • Jennifer Phillips has worked with the board once in the past; Cindy Kinnon- worked with GWSA during 2019 AGM; and Pearl Street has submitted a proposal for our consideration. • Becky reminded the Board that she and Cindy Kinnon are “friendly acquaintances.” The Board discussed the various proposals and shared their impressions of the consultants and their thoughts surrounding their proposals. Those who worked with Cindy Kinnon leading up to our last AGM spoke highly of her approach. Consensus emerged that all would be comfortable working with her as our consultant. In the voice vote to check for consensus, Becky “passed.” <p><i>Mike moved that we contract Cindy Kinnon to guide the new Strategic Plan and to invite Cindy to the February meeting to discuss GWSA needs. Roger seconded the motion. All were in favour. The motion carried.</i></p>

7.2.	<p>Member Request: Lifetime membership for Dorothe Fair - Ross Coulter</p> <p>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.</p> <p>Notes and Action Items</p> <p>A Director made the motion to award Dorothe Fair a lifetime membership and add her photo to the President wall. Another one seconded the motion and Becky invited Ross Coulter to begin his presentation. He spoke of the hours she spent representing the GWSA across the City. He said that on the basis of that dedication, she should be recognized as a Past President based on tradition.</p> <p>Several of the Directors responded to his presentation sharing their thoughts about how she left the organization in turmoil; coordinated a mass resignation; improperly terminated CSS staff which exposed the organization to lawsuits; jeopardized our relationship with major funders; and led a plan to cut an important program. Taken together, these are more than just unpopular decisions but risk permanent harm to the association.</p> <p>Finally, the President pointed out that this difficult discussion was an example of the new Board's attitude that member concerns deserve to be considered and that same courtesy was not shown to the Save CSS movement by the previous Board.</p> <p><i>Becky moved to go in camera to discuss and vote on the member request to award Past President, Dorothe Fair, a photo on the Past President wall as well as a lifetime membership. Brian seconded the motion. All were in favour. The motion carried.</i></p> <p>The Board voted that Dorothe Fair's photo will be added to the wall of Past Presidents in the Evergreen Board Room. Ross Coulter will be asked to arrange for that. She will not be granted a lifetime GWSA Membership.</p> <p><i>Ann made the motion to move back to an open meeting. Ross seconded the motion. All were in favour. The motion carried.</i></p>
7.3.	<p>Input: Food Services Advisory Committee - Brian Smith</p> <p>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.</p> <p>Notes and Action Items</p> <ul style="list-style-type: none"> • Directors discussed whether or not it was important to continue the Food Services Advisory Committee. The Restaurant is a popular feature of the Evergreen Centre and is run by the City. Generally, members are happy with how things are currently run. <p><i>Cem moved to suspend the operations of the committee and have the option of re-instate if necessary. Ann seconded the motion. All were in favour. The motion carried.</i></p>

8.0	New Business
8.1	<p>Approve: Human Resources Policies and Procedures Manual</p> <p>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,</p> <ul style="list-style-type: none"> • 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. <p>Notes and Action Items</p> <ul style="list-style-type: none"> • Apart from the changes in the Employment Standards Act, the only substantial item that was changed was the leave policy. Employees will be paid for the first half of their maximum leave time. <p><i>Cem moved to approve the Human Resources Policies and Procedures manual. Roger seconded the motion. All were in favour. The motion carried.</i></p>
8.2	<p>Approve: Schedule of Dances (March through December - each month)</p> <p>Anne Johnson (Chair of Dance Committee) has requested the following dates for Dances throughout 2020:</p> <ul style="list-style-type: none"> • March 13 • April 10 • May 15 • June 19 • July 25 • August 28 • September 25 • October 30 • November 27 • December 18 <p>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.</p> <p>The initial proposal was 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.</p> <p>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.</p>

	<p>Notes and Action Items</p> <ul style="list-style-type: none"> • The Board appreciates that Dances bring in non-members as well as members. However, there is a big impact on Pickleball, one of the GWSA’s largest activity groups. Consensus emerged to hold 6 dances in 2020. • Because Pickleball meets outdoors during July and August, those months would be a good time for dances. November is very busy with a lot of demands for Auditorium use. The Board asked that no dance be scheduled for November. <p><i>Ann moved that the Dance Committee hold dances for six months per year including, July and August and four additional months of their choice excluding November. Kerry seconded the motion. All were in favour. The motion carried.</i></p> <p>Added after the meeting: The Dance committee has chosen March 13, May 15, July 17, Aug. 21, Oct.23 and Dec.18 for their dances.</p>
<p>8.3</p>	<p>Choose: Portable sound system for Silvertones</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>The primary difference between these two systems is speakers' weight and ease of assembly.</p> <ul style="list-style-type: none"> • Ross described the difficulty in setting up a “typical” sound system and the group concurred that, despite the expense, the GWSA membership might be better served by the more expensive system that appears to be considerably easier to set up. • <i>Ross moved to authorize up to \$6000 for a sound system for the GWSA from Angus Audio. The GWSA will invite Angus Audio to bring both systems to a Silvertones rehearsal on a Friday afternoon to see how the systems works. The Silvertones will let us know which they prefer. Ann seconded the motion. All were in favour. The motion carried.</i>
<p>8.4</p>	<p>Approve: Replace switch and wireless access point at east end of building</p> <p>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 and 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.</p> <p>Notes and Action Items</p> <p>Roger proposed this topic be tabled until the February 2020 Board meeting. All were in favour. Carried.</p>

8.5	<p>Approve: Drop safe, bank pouches and duplicate remittance slips</p> <p>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 safe and pouches.</p> <p>Notes and Action Items</p> <ul style="list-style-type: none"> • Reason for purchase of drop safe is because the GWSA activity groups are closing bank accounts, and thus require a safe way to deposit GWSA money. • Plans to order bank pouches with duplicate remittance slips for activity groups to use <p><i>Roger moved to purchase the safe immediately. Cem seconded the motion. All were in favour. The motion carried.</i></p>
9.0	<p>Next meeting - February 19 at 9:30 am</p> <p>The primary focus of the next meeting will be the GWSA Budget and we will invite Cindy Kinnon to present several options for strategic planning.</p>
10.0	<p>Adjournment</p> <p><i>Ross moved to adjourn the meeting at 12:50pm. Roger seconded the motion. All were in favour. The motion carried.</i></p>
Note:	<p>These minutes were approved via email on Saturday, December 21, 2019</p>

December 21, 2019