

Guelph/Wellington Seniors Association Agenda/Minutes

Meeting:	GWSA Board of Directors
Date:	November 20, 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, Adam Rutherford, Brian Smith, Roger Stevens, and Tonie Sacchetti
Regrets:	Ross Knechtel, Mike Woof
Guests:	Eric Pool
1.	Call to Order Becky called the meeting to order at 9:28am.
2.	Informational Items <ul style="list-style-type: none"> • CSS Staff are now using their new computers. We needed new monitors in addition to the computers. Becky polled the majority of the Executive for approval for those monitors which we purchased from Best Buy on the same day as setup. Thank you to Cem Kaner and Brian Smith for their work on this project. CSS Staff are very happy with their new equipment. • The Board update for the December Sentinel is available for Directors' review. • The Governance and Special Events Committees are progressing well on their plans for the Dec 9 Special Members Meeting. Mayor Guthrie and Councillors Allt, Hofland, Goller and Gordon have been invited to celebrate the signing of the new Community Benefits Agreement. The M&M Committee will be inviting press to cover the event. • Pat Gage plans for her last day of work to be Thursday, December 12. Interviews have been scheduled to identify a replacement who will begin on Dec 2 for a two-week training period.
3.	Consent Agenda Position descriptions: <ul style="list-style-type: none"> • CSS Community Eat Well Coordinator • CSS Feeling Better Move Well Coordinator • CSS Outreach Program Coordinator Policies: <ul style="list-style-type: none"> • FIN REV 80 Investments • FIN REV 10 Grant Applications • GOV 60 Committees • APPENDIX 19: Consent Agenda policy Minutes from Committee Meetings <ul style="list-style-type: none"> • Governance Committee Oct 10 and Nov 4 • Finance Committee - August and October • Variety Show - September and October • Program Committee - September and October • Travel Committee - September Both the Governance Committee and the finance group reviewed the Terms of Reference for GWSA committees that handle money. Those committees include: <ul style="list-style-type: none"> • Dance • Membership & Marketing

	<ul style="list-style-type: none"> • Special Events • Travel - added more oversight in consultation with Finance and Travel Committee Chair. • Variety Show <p>NOTE: Terms of Reference for <i>The Sentinel</i> and Food Services Advisory remain outstanding as Governance and Finance apply the finishing touches.</p> <p><i>Roger moved to approve policies and accept committee minutes for filing for items in the Consent Agenda. Brian seconded the motion. All were favour. Motion carried.</i></p>
4.	<p>Adoption of the Agenda</p> <p><i>Cem moved to adopt the agenda as published. Ken seconded the motion. All were favour. Motion carried.</i></p>
5.	<p><i>Cem moves to move to an in-camera meeting to discuss events at some of our activities. Ann seconded the motion. All were favour. Motion carried.</i></p> <p>In-camera:</p> <ul style="list-style-type: none"> -Complaint about member behaviour - Eric Pool, City of Guelph -Update on use of music and related matters- Kerry and Athar <p>In camera statement: The Board discussed two behaviour management issues within GWSA activity groups.</p> <p><i>Roger moved to return to an open meeting to resume the published agenda. Ann seconded the motion. All in favour. Motion carried.</i></p>
6.	<p>Approve Minutes of October Board meeting</p> <ul style="list-style-type: none"> -Too few Directors responded to the email requesting approval of the October Board Minutes. -Concern that the Board did not yet receive edited minutes from the in-camera portion of the October 16th Board meeting. Resolution: Becky to send edited in camera minutes to Board Members. <p><i>Cem moved to approve the Minutes of the October 16 Board meeting. Adam seconded the motion. All were favour. Motion carried.</i></p>
7.	<p>Treasurer's Report – Roger Stevens</p> <ul style="list-style-type: none"> • Monthly financial statements • Closing bank accounts for Activity Groups • Update on investments <p>October financial statements to be attached to November 20th minutes</p> <p>Summary:</p> <ul style="list-style-type: none"> -6 of 22 open bank accounts are being closed -Investments: re-invested \$350 000 into a GIC with Meridian Bank paying 2.19% interested over 3 years. <p><i>Ken moved to increase the purchase limit requiring Board approval from \$100.00 to \$250.00. Cem seconded the motion. All were favour. Motion carried.</i></p>

8.	New Business
8.1.	<p>Approve: Donation to Legion Poppy Fund</p> <p>Thank you to Ann Grant and the Special Events Committee (Lloyd Le Blanc, Elaine Gowing, Rikki Durban, Jean McClelland and Tonie Sacchetti) for their work putting together a tribute to Canada's veterans. We will address the sound system issues in the next agenda item but those should overshadow the outstanding performances by the Guelph Collegiate Chamber Choir and the Ensemble from the Guelph Chamber Choir. The video interview of veterans Will Beardmore and Tim Nightingale by Mike Chaves and his crew from Guelph Collegiate was touching. Thanks also to The Sentinel staff for their assistance with advertising and program design. We collected \$359 from attendees.</p> <p><i>Cem moved to donate \$359 collected from A Day to Remember attendees and \$141 from GWSA for a total of \$500 to the Guelph Legion Poppy Trust Fund. Ken seconded the motion. All were in favour and the motion carried.</i></p>
8.2.	<p>Update and input: Sound system – Mike and Cem</p> <p>On November 13, Cem sent the attached message seeking Board approval to spend \$750 on the sound system to avoid another public failure during the Variety Show.</p> <p>In favour: Cem, Roger, Becky, Mike, Ann, Brian and Ken</p> <p>Opposed: none</p> <p>No response: Kerry, Athar, Adam (on vacation)</p> <p>We have made arrangements with Angus Audio in Cambridge to work with Mike and Cem to troubleshoot our system and provide rental equipment to ensure the sound system works. Angus Audio showed Mike some wiring adjustments that can be made</p> <p>There are two components behind the stage that are the likely cause of the issues that have been happening. Both are thought to be City property. The equipment in question is around 35 years old. If the issues continue, it would be around \$300.00 to buy a new component. Adam said bills under \$1000.00 can be sent to the City for some of these expenses.</p> <p>Angus Audio looked at visual equipment. Estimate of \$8000.00 to purchase a new projector for the auditorium including mounting. Adam suggested we wait until the City can apply for the SALC grant to purchase this item.</p> <p>Angus Audio toured around Room #2 #3 and #4- they found inexpensive incremental improvements:</p> <ul style="list-style-type: none"> • Room #3 has two working speakers. The rest are not working. Wall system is working great. • Room #2 has two working speakers. Thoughts on whether or not speakers are necessary here. Suggestion that program groups would appreciate a working sound system • Room #4 is missing the wireless microphone. Angus Audio has replacements available. All speakers are working. <p>The Board discussed the Silvertones' need for a sound system. Becky has already planned to meet with the Silvertones Director regarding needs. There was also a brief discussion about the need for a regular maintenance and replacement plan for technology.</p>
8.3.	<p>Input: Holiday lunch (pay your own way) at Uptown Grill after the December Board meeting.</p> <ul style="list-style-type: none"> • Board Members to RSVP to Ann via email.

<p>8.4.</p>	<p>Input: De-conflicting calendar information</p> <p>Each month, <i>The Sentinel</i> publishes the Activities schedule in the centerfold. The M&M Committee prepares a mid-month email update notifying members of last-minute changes and cancellations. We also post general announcements regarding scheduling on the website as needed. In October, November and December, regularly scheduled activities were cancelled due to the Federal election; A Day to Remember; and Variety Show rehearsals and performances. Disruptions to our schedules are unavoidable.</p> <p>We could not distribute accurate, up-to-date information about the schedule because no one seemed to know which set of information was right and which was wrong. GWSA members showed up for regularly scheduled activities and were turned away after making the effort to attend.</p> <ul style="list-style-type: none"> • Should we publish a schedule of activities? • Who should be responsible for determining which activities will meet and which will be cancelled? <p>- Suggestion that there be a calendar review period in monthly program committee meetings</p> <p>- Suggestion that activity group leaders take responsibility of providing accurate information</p> <p>- Suggestion that Program Committee Chairs overlook the process more diligently.</p> <p>- Proposal made that the program committee chairs have a meeting with everyone included in creating the monthly schedules that are distributed to the membership to discuss how to resolve the issues around publishing an accurate calendar/schedule.</p> <p><i>Becky moved the GWSA create a Calendar Committee to improve the process of publishing an accurate calendar including a representative from the Sentinel, a representative from the online calendar update and representative from program committee. Ann seconded the motion. Seven in favour. Two were opposed. Motion carried.</i></p>
<p>8.5.</p>	<p>Approve: Silver Seven Skaters’ plan – Kerry, Athar and Roger</p> <p>On September 4, Roger asked the Board to address an \$800 loss from last skating season with the Silver Seven Skaters group. The Program Committee met with group representative to address this problem. Their plan has been provided to the Board.</p> <ul style="list-style-type: none"> • Fees have changed since initial proposal that was provided to the Treasurer • Silver Seven Skaters have formed a committee for publicity and advertising • Currently the group has lost around \$4000.00 over two years • Kerry to send Roger the updated plans on pricing/fees • To be noted that 2021 is the group’s 50th anniversary and the group would like to see the anniversary through- suggestion to use donation from Newt Clayton to cover expenses if necessary • Thoughts that some programs make a lot of money and others lose money. Important to understand the value of keeping certain programs and take a loss on them, knowing other programs can make up for the loss. <p><i>Brian moved that the Program Committee and the Silver Seven Skaters provide Roger with updated financials on a monthly basis. Roger seconded the motion. All were favour. Motion carried.</i></p>

8.6.	<p>Approve: Activity Group Leaders Manual – Kerry and Athar</p> <p>Wendi Hake, Jean McClelland, Lionel Churchill assisted Kerry and Athar with the Activity Leaders Manual.</p> <ul style="list-style-type: none"> • Started working on the updating the manual in the middle of March 2019 • Questions regarding how to track that all information is updated in everyone’s manual. Whose responsibility? • Question regarding information about circumstances when a member cannot pay a fee for financial reasons. Information can be found in the volunteer handbook • Question regarding where information on scheduling can be found. What happens if something is cancelled? Who calls whom? What is the process? Information can found on page 8 of the manual. • Concern that there is no information or unclear information regarding how program cancellations are passed on to the Sentinel calendar and the Email Update • Suggestion to add information about asking for assistance from the volunteers at the front desk when having to call members to inform them of cancellations in emergency or last minute circumstances. • Concern that the finance portion is going to change when the City moves to Perfect Mind software • Concern that the behaviour management policy is not in the manual. It is just now going to the Governance Committee for approval. • Suggestion to add into the manual that it is important for Activity Group leaders to have emergency contact information for members in case of an emergency. Important to distinguish between on site and off site accidents. <p><i>Becky moved to table approving the activity leader manual to the December board meeting to give the Activity leader manual committee time to update any out of date material. Ann seconded the motion. All were favour. Motion carried.</i></p>
8.7.	<p>Approve: Retirement gift for Pat Gage</p> <p>Becky will coordinate the purchase of a gift certificate in the approved amount from one of Pat's favourite Ontario quilt shops. Ann has started making arrangements for a reception scheduled from 10:30 am until noon on December 12 in Activity Room 2.</p> <p><i>Becky moves to purchase a gift certificate in the amount of \$100 from an Ontario quilt shop as a retirement gift for Pat Gage. Roger seconded the motion. All were in favour. Motion carried.</i></p>
9.	<p>Next meeting – December 18 at 9:30 am</p> <p>The primary focus of the next meeting will be to mop up any open items that need to be addressed and to select a consultant to work with us on the Strategic Plan.</p>
10.	<p>Adjournment</p> <p><i>Brian moved to adjourn the meeting at 12:40pm. Roger seconded the motion. All were in favour. Motion carried.</i></p>
	<p>Minutes approved via email on November 26, 2019.</p>