

SENIORS ASSOCIATION KINGSTON REGION  
BOARD MINUTES  
January 25, 2018

PRESENT: Greg Finlayson (Chair), Mary Lou Boudreau, Barry Malmsten (arrived 9:30), Anne-Marie Kraus, Laura Talbot-Allan, Jim Tremain, Zoë MacKenzie, Barbara Hulme, Eleanor Plain, Jacques Reumont, Don Amos (staff)

REGRETS:

Meeting called to order at 9:00 am.

1.0 No in camera session

2.0 Adoption of the Agenda/Declaration of Conflict of Interest

**MOTION: That the agenda be adopted as presented.**

**Laura Talbot-Allan/Jim Tremain. CARRIED.**

No conflict of interest was declared.

3.0 Consent Agenda

The consent agenda consisted of:

- Board minutes of November 9, 2017 and November 22, 2017
- Finance Committee minutes of December 13, 2017 and January 17, 2018
- Governance Committee minutes of November 14, 2017, December 12, 2017 and January 9, 2018
- Fundraising Committee minutes of December 19, 2017

**MOTION: That the items in the consent agenda be approved.**

**ML Boudreau/L Talbot-Allan. CARRIED.**

4.0 Business Arising from the Minutes

4.1 Ramp Construction:

- Weather has delayed ramp construction
- The city rejected the first drawings of the ramp; drawings were redone as requested
- Don submitted by email a formal request for an extension on the Federal budget portion of the ramp construction due to weather and building assessment issues.

5.0 President's Report

- Greg highlighted that he meets regularly with Don to keep up to date on issues and that he attended the December Birthday Lunch

6.0 Executive Director's Report (see Board Package)

- Don submitted a grant application to the Ministry of Seniors Affairs for a second Active Living Centre designation. Numerous letters of support were provided to the Seniors Association for this application.
- Summer students grant application has been completed but it was noted that 7 weeks is isn't long enough and is less attractive than other options as students are generally looking for 12 – 14 weeks of employment. It was suggested that consideration be given to budgeting additional amounts to enable hiring for longer periods of time.
- I.T. infrastructure (refer to ED report on Risk Management). Don highlighted that all security protocols and protection of privacy are being considered with the I.T. upgrade.
- Don has received the lease agreement from the City with several areas that require clarification. A meeting is planned with the city team to discuss the outstanding issues.

7.0 Treasurer's Report (see Minutes, tables and graphs in Board Package)

- Laura reported that generally the Financials are looking good (program enrollment is up which contributes positively)
- Conservative approach overall e.g., accounting for accruals such as vacation pay
- Minimum wage will impact more next budget year
- Positive income statement (plan to use a positive balance to build reserve funds)
- The committee is updating the Risk/Finance Matrix e.g., working with the city to cover capital costs in a timely manner to prevent short term stop gap investments
- Short to Medium Term focus: the operating and stewardship fund plus incurring approved expenditures as per the annual appeal determined amounts (see motions)

**MOTION: That the financial statements to November 30<sup>th</sup> 2017 and December 31, 2017 be approved as presented.**

**Laura Talbot-Allan/Jacques Reaumont. CARRIED.**

**TOPIC 1: Specified Use of the 2017 Annual Appeal \$72,946 Funds**

**MOTION:**That \$35,000 be confirmed for use in 2017-18 Operations as per the Budget.

**Laura Talbot-Allan/Zoë MacKenzie. CARRIED**

**TOPIC 2: Specified Use of the 2017 Annual Appeal \$72,946 Funds**

**MOTION:** That up to \$20,000 be allocated to Capital Upgrades in the Deferred Maintenance Fund, starting with the LaSalle Room at the Francis Street site.

**Laura Talbot-Allan/Zoë MacKenzie. CARRIED**

**TOPIC 3: Specified Use of the 2017 Annual Appeal \$72,946 Funds**

**MOTION:** That \$6000 be allocated to the Stewardship Reserve Fund.

**Laura Talbot-Allan/Zoë MacKenzie. CARRIED**

**TOPIC 4: Specified Use of the 2017 Annual Appeal \$72,946 Funds**

**MOTION:** That \$9000 be allocated to the Internally restricted fund.

**Laura Talbot-Allan/Zoë MacKenzie. CARRIED**

**TOPIC 5: Specified Use of the 2017 Annual Appeal \$72,946 Funds**

**MOTION:** That the residual \$2946 be approved as a budget for further fundraising use by the Fundraising Committee in 2017/18.

**Laura Talbot-Allan/Zoë MacKenzie. CARRIED**

8.0 Governance Committee (see Minutes in Board Package)

- Mary Lou highlighted that the committee is working on a Risk Management policy in collaboration with the Finance Committee
- List of projects and priorities noted in the work plan including a bylaw/policy alignment review

9.0 Fundraising Committee (see Minutes in Board Package)

- Zoë responded to a query about enhancing non-member donations and about enhanced utilization of social media
- The fundraising committee was congratulated for the hard work and devotion to the annual appeal.

10.0 New Business

10.1 Acceptance of Gifts Policy: Discussion about the policy led to the need for some further consideration e.g., to determine if this policy is in conflict/alignment with other policies.

**ACTION:** Don was asked to review the Acceptance of Gifts Policy and amend the wording. The Policy is to be presented at the March, 2018 Board meeting.

10.2 Conflict of interest policy:

**MOTION: To accept the revised conflict of interest policy as presented.**

**ML Boudreau/B. Hulme. CARRIED**

10.3 Number of Schedule Board Meetings Policy

**MOTION: To accept the Number and Schedule of Meetings Policy**

**ML Boudreau/L Talbot-Allan. CARRIED**

10.3 Board Agenda Policy

**MOTION: To accept the Board agenda policy**

**ML Boudreau/AM Krauss CARRIED with replacing the word Minutes for reports**

10.4 Drop Box Folder proposal

**MOTION: that the Board of Directors approves the Drop Box proposal structure and that all corporate committee members be given access to**

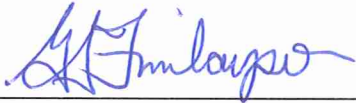
**SAKR policies folders and sub folders  
ML Boudreau/B Malmsten. CARRIED.**

10.0 Other Business

**MOTION: to accept the members of the Governance Committee for 2017/18  
ML Boudreau/L Talbot-Allan**

11.0 Next Meeting Wednesday March 28<sup>th</sup>, 2018 at Seniors Centre Loyalist

Meeting adjourned at 10:30 a.m.  
Moved by B Malmsten



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**President – Greg Finalayson**



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**Secretary – Eleanor Plain**