

# Seniors Association Kingston Region

## Board Meeting Minutes

February 23, 2022

Present: Eleanor Plain (President), Alexis Dishaw, Lyn MacFarlane (Treasurer), Carol Barrie, Barbara Hulme, Mark Rosenberg (Past President), Nella Belcastro, Margaret MacSween, Brian Cox, Grant LeDrew, Dennis Quinn Don Amos (Staff)

Regrets: Ruth Wannemacher

Guest:

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President Eleanor Plain called the meeting to order at 4:07 pm

**1. Adoption of Agenda/Declaration of Conflict of Interest**

**MOTION:** That the agenda be adopted as presented  
Barb Hulme/Nella Belcastro **CARRIED**

**2. Consent Agenda**

**MOTION:** That the following items on the consent agenda be accepted  
Alexis Dishaw/Brian Cox **CARRIED**

- 2.1 Approval of Board Minutes of November 24, 2021
- 2.2 Approval of In Camera Board Minutes of November 24, 2021
- 2.3 Approval of Board Minutes of January 27, 2022
- 2.4 Acceptance of Finance Minutes of January 19, 2022
- 2.5 Acceptance of Finance Minutes of February 16, 2022
- 2.6 Acceptance of Governance Minutes of December 8, 2021
- 2.7 Acceptance of Governance Minutes of February 8, 2022

**3. Business Arising from the Minutes**

- 3.1 None to report.

**4. President's Report**

Eleanor welcomed the new Board and commented that the Board orientation went extremely well. She commented that as we go through the year, there will be check in's with each of the new Board members to ensure they are feeling comfortable and to see if they have any questions. Eleanor reminded the Board that all of the Board policies are up to date and located in the software DropBox that the Association uses. The focus this year will be the strategic plan and staying within the framework that has been established.

**5. Executive Director's Report**

Don reviewed his written report to the Board and highlighted the following for their attention:

- a. Don reminded the Board that the Association reopened for the fourth time in 22 months on Monday, January 31<sup>st</sup>.

- b. A few staffing changes took place during the closure, and one staffer leaving in the programs department, and one hired in the administration department.
- c. The AGM on January 21<sup>st</sup> went extremely well with 93 people attending, and Don thanked Mark for running a successful meeting.
- d. A new HVAC system was installed on the north end roof of the building. The old system was deemed irreparable, and thus the City replaced it.

**6. Finance (Treasurer's Report)**

Lyn reported on the January unaudited financial statements. She reviewed the terms of the CEBA loan that the Association has and recommended that the loan be repaid. Lyn completed her review of each fund that the Association has set up, so that all Board members have an understanding of what each fund is for. Provincial Seniors Active Living Centre special grant funding was also reviewed and decided to fund the Phone From Home program with the unexpected grant allocation to the Association.

**MOTION:** That the unaudited Financial Statements for the period ended 31 January 2022 be approved.

Lyn MacFarlane/Margaret MacSween **CARRIED.**

**MOTION:** That the CEBA loan be repaid in full.

Lyn MacFarlane/Margaret MacSween **CARRIED.**

**7. Governance Report**

Alexis reviewed the 2022 workplan with the Board, highlighting the Ontario Not-for-profit Corporations Act. The Association has three years from November 2021 to align the Bylaws with the new Act. Governance committee will be focusing its efforts on this alignment over the coming year.

**8. Fundraising Committee Report**

The committee could not make quorum with travel schedules; thus no meeting was held.

**9. New Business**

**9.1 East Community Centre update**

Don outlined to the Board the delay with the opening of the East Community Centre, and indicated the facility is now scheduled to open March 21, 2022. The Association has moved affected classes to accommodate the delay in the opening.

**9.2 Vaccine Passport Review**

Don brought forward for the Board to review the current vaccine policy for entering the Seniors Centre that was adopted in August 2021. The Provincial government has given notice that on March 1, 2022 that vaccine requirements to enter public buildings will no longer be required. After lengthy discussion, the board decided to leave the current policy in place with it being reviewed again in the March Board meeting. The following motion was adopted to reflect the discussion.

**MOTION:** That the Board has reviewed the Provincial legislation for March 1<sup>st</sup>, 2022 and decided that the sign in declaration of double vaccine will continue for the Seniors Centre as well random audits will continue to be performed by staff to ensure members/guests are in compliance with the policy. That QR codes be dropped and brought in alignment with Provincial regulations for the Café and Hatters Cove. That the Board will review the policy on a monthly basis with a survey going out to the membership for feedback with result being presented at the March Board meeting.  
Dennis Quinn/Barb Hulme **CARRIED.**

**ACTION ITEM:** That the Executive Director survey the membership on the continuation of the vaccine policy and provide result to the Board at the March meeting.

**10. Other Business**

11. **MOTION to Adjourn** 5:55  
Barb Hulme **CARRIED**

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Barbara Hulme  
Corporate Secretary

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Eleanor Plain  
President