

Seniors Association Kingston Region

Board Meeting Minutes

March 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, Ruth Wannemacher, Don Amos (Staff)

Regrets:

Guest:

President Eleanor Plain called the meeting to order at 4:00 pm

1. Adoption of Agenda/Declaration of Conflict of Interest

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

2. Operations Information Section: Programs Department

Clare Williams, Director of Programs gave a 15 minute presentation about the Programs department and an overview of the department activities.

3. Consent Agenda

MOTION: That the following items on the consent agenda be accepted
Ruth Wannemacher/Carol Barrie **CARRIED**

3.1 Approval of Board Minutes of February 23, 2022

3.2 Acceptance of Finance Minutes of March 16, 2022

3.3 Acceptance of Governance Minutes of March 8, 2022

3.4 Acceptance of Fundraising Minutes of March 17, 2022

4. Business Arising from the Minutes

4.1 Vaccine/Mask Protocol – Survey Results

Don reviewed the survey results from the 1400 members that answered the survey with regards to the extension of the vaccine/mask mandate. The overwhelming majority of members are in favour of the extension. Don also reviewed a recommendation document with the Board to extend the vaccine/mask mandate. After a lengthy discussion the following motion was presented.

Motion: That the current policy of requiring all members and employees of the SA to continue to wear a mask when inside any of the SA buildings and as well to meet the double COVID vaccination requirement be extended until June 30, 2022 based on the current KFL&A regional COVID situation and the membership survey. The board and ED will continue to monitor and evaluate the regional health indicators and membership feedback to determine if there is a need to continue with this masking and double vaccination requirement after June 30, 2022.

Carol Barrie/Barb Hulme

Carol Barie/Barb Hulme **CARRIED**

5. President's Report

Eleanor reviewed the memo she sent to the Board reference Board meeting information packages. After a brief discussion it was determined that committee work plans will be reviewed annually, with verbal updates on key areas as required at each meeting.

6. Executive Director's Report

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

- a. Heather LeBlanc has been hired as the new Program Manager within the Programs department. Her first day of work is March 31st.
- b. Staff will undergo Emergency First Aid/AED training in April. This will be a 3-year certification with St. John's Ambulance.
- c. Phase two of the roof replacement will be begin April 4th, 2022. Once again, a section of the westside parking lot will be blocked off for loading purposes to the roof.
- d. The Sounds Escapes concert for March 25th, a music tribute to Johnny Cash and June Carter sold out weeks in advance with 100 participants.

7. Finance (Treasurer's Report)

Lyn reported on the February unaudited financial statements. She indicated that the Association is showing surplus to date and that all indications equal sold financials right now. She then reviewed the following policies, recommending all be approved as presented.

- a. Petty Cash
- b. Signing Authority
- c. Government Funding & Grants

She closed out with a series of motions.

MOTION: That the unaudited Financial Statements for the period ended 28 February 2022 be approved.

Margaret MacSween/Brian Cox **CARRIED.**

MOTION: That the following policies be approved as presented: Petty Cash, Signing Authority, Government Funding & Grants

Ruth Wannemacher/Margaret MacSween **CARRIED.**

8. Governance Report

Alexis reviewed the briefing note she sent to the Board on the Ontario Not-For-Profit Corporations Act. She walked the Board through the timeline for bringing the By-Laws in compliance with the new Act and the steps being taken by the Governance Committee. She finished her updated with a review of the risk register, focusing on governmental supports.

9. Fundraising Committee Report

Alexis' reviewed the Annual Campaign data roll up from 2021. She highlighted the fact that we had a number of business and members of the public help the Association with the campaign.

She reviewed the 2022 Annual Campaign plan and put forth the recommendation that the 2022 Campaign goal remain at 125,000. She finished with the following motions:

MOTION: That \$12,000 be budgeted to support the 2022 Annual Campaign.
Alexis Dishaw/Ruth Wannemach **CARRIED**

MOTION: That the Annual Campaign goal for 2022 be \$125,000.
Alexis Dishaw/Nella Belcastro **CARRIED**

MOTION: That Anne-Marie Kraus be extended for one year to remain on the Fundraising Committee as a community member until March 2023.
Alexis Dishaw/Nella Belcastro **CARRIED**

10. New Business

10.1 Operational Plan

Don updated the Board on the operational plan highlighted key areas that is supporting the advancement of the Strategic Plan.

11. Other Business

**12. MOTION to Adjourn 5:50
Barb Hulme **CARRIED****



Barbara Hulme
Corporate Secretary



Eleanor Plain
President