

Seniors Association Kingston Region

Board Meeting Minutes

February 22, 2023

Present: Eleanor Plain (President), Gary Bissonette (Treasure), Margaret MacSween, Alexis Dishaw, Barbara Hulme, Grant LeDrew, Dennis Quinn, Brian Cox, Nella Belcastro, Mary Kelly, Don Amos (Staff)

Regrets: Mark Rosenberg (Past-President), Carol Barrie

President Eleanor Plain called the meeting to order at 4:04 pm

1. Adoption of Agenda/Declaration of Conflict of Interest

MOTION: That the agenda be adopted as presented.

Margaret MacSween/Brian Cox **CARRIED.**

2. Consent Agenda

MOTION: That the following items on the consent agenda be accepted.

Alexis Dishaw/Nella Belcastro **CARRIED.**

2.1 Approval of Board Minutes of November 23, 2022

2.2 Approval of Inaugural Board Minutes of January 25, 2023

2.3 Acceptance of Governance Committee Minutes of January 10, 2023

2.4 Acceptance of Governance Committee Minutes of February 14, 2023

2.5 Acceptance of Finance Committee Minutes of January 18, 2023

2.6 Acceptance of Finance Committee Minutes of February 15, 2023

2.7 Acceptance of Fundraising Committee Minutes of November 10, 2022

2.8 Acceptance of Fundraising Committee Minutes of February 16, 2023

3. Business Arising from the Minutes

3.1 Vaccine/Mask Protocol – Review

Don thanked Board member Barb for passing along an email from Kingston Health Sciences indicating that COVID cases are low in the region right now. Don briefed the Board on the email and after a brief discussion, it was determined to stay the course.

3.2 Annual General Meeting

Don briefed the Board on the AGM, indicating that it was a positive response from the membership about the meeting, all enjoyed the food afterwards. It was determined that at the May Board meeting, there would need to be discussion of the timeframe for the 2024 AGM with regards to impact on programming levels for the day of the event.

4. President's Report

Eleanor thanked everyone for their commitment to Board for the next year and felt orientation went very well.

5. Executive Director's Report

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

- a. Transit Travel training took place in January, with 25 participants. Kingston Transit and Kingston Access Services were on site facilitating the program.
- b. Sound Escape concert took place in January with 90 participants attending this very popular event.
- c. February 1st was the start of session #3 online and February 2nd for in person registration. By February 9th, the Association had a little over 1700 registered into various programs. A very good start to session #3.
- d. The 25-year-old café dishwasher was deemed irreparable with the machine breaking down once more. It was determined it was time to purchase a new one.

6. Treasurer's Report

Gary Bissonette reported on the January unaudited financial statements. It was noted that the Association is holding its own halfway through the fiscal year. He updated the Board on the Finance Investment policy, indicating it is still being fine-tuned.

Gary brought forward Finance policy F4C Expense Policy Signing Authority for an initial discussion with the board. After receiving feedback, the policy will return to the Finance Committee for completion.

MOTION: That the unaudited Financial Statements for the period ended January 31, 2023, be approved.

Gary Bissonette/Margaret MacSween **CARRIED.**

7. Governance Committee Report

Chair of the Committee, Alexis, thanked Grant for his work on the committee, as he is shifting over to the Fundraising committee. An update was given on the By-Law review, indicating that the documents are still being reviewed by the law firm. The timeline was discussed, with the documents coming to the Board in May for review and then presented to the members at a Special Meeting in September for finalization. Alexis ended her update with a series of motions to update policies.

MOTION: That the following policies from the Board Policies Manual are approved with no change as noted from the previous policy. Policies 2a, 2b, 3c and 5a
Alexis Dishaw/Mary Kelly **CARRIED.**

MOTION: that all Committees of the Board are responsible to present their annual workplans to the Board each April.

Alexis Dishaw/Dennis Quinn **CARRIED.**

8. Fundraising Committee Report

Chair of the Committee, Nella, indicated the group had no meeting in January. She welcomed Margaret and Grant to the committee and indicated the first step was a final review of the 2022 Annual Campaign.

9. New Business

9.1 Industrial Dishwasher - Cafe

Don briefed the Board on the state of the current dishwasher. With it being over 25 years old, and repaired numerous times, as well parts are becoming harder to come by, it was determined that a new one will be purchased. Given that this is an extra ordinary expense not foreseen in the operating budget, after a brief discussion it was determined to use the stewardship fund.

MOTION: That the Board of Directors approve the request by the Executive Director to purchase a new industrial dishwasher for the café. Approved price as per quote is \$7,126.13 with allocation being taken from the stewardship fund to support the purchase.

Gary Bissonette/Barb Hulme **CARRIED.**

9.2 Tennis Clubs of Canada – Dome update

Don gave an update on the status of the Dome. Three site visits are scheduled for March to monitor the progress and determined a scheduled start date for usage.

10. Other Business

11. MOTION to Adjourn 5:12 pm

Alexis Dishaw **CARRIED.**



Barbara Hulme
Corporate Secretary



Eleanor Plain
President