

# Seniors Association Kingston Region

## Board Meeting Minutes

March 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

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President Eleanor Plain called the meeting to order at 4:02 pm

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

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

Nella Belcastro/Grant LeDrew **CARRIED.**

**2. Operational Information: Administration & Finance Department**

Jackie Karagianis, Director for the department gave a 15-minute presentation on the activities of her portfolio.

**3. 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 February 23, 2023

2.2 Acceptance of Governance Committee Minutes of March 14, 2023

2.3 Acceptance of Finance Committee Minutes of March 15, 2023

2.4 Acceptance of Fundraising Committee Minutes of March 9, 2023

**4. Business Arising from the Minutes**

**3.1 Vaccine/Mask Protocol – Review**

Don reviewed the vaccine/mask protocol with the Board. It was determined to stay the course with the existing policies and procedures.

**5. President's Report**

Eleanor thanked everyone for their volunteer efforts to support the Association.

**6. Executive Director's Report**

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

- a. KFL&A Public Health Inspector were on site March 20<sup>th</sup> for a routine inspection. Hatters Cove and the café had zero critical and non-critical violations. Don thanked Chef Eve and all the volunteers for their hard work on the standards they keep for Food Services.
- b. Construction has started with several windows being replaced in February. This installation was to happen in June, but the vendor could fit it sooner.

- c. The book sale was a big success, raising \$4,097.00 for the Association. Don thanked Jean, Mary and all volunteers for their hard work on the event.
- d. Crème de closet special event as a big success as well, raising \$3,352.00 for the Association. Don thanks Clare and her team of volunteers for their work on the event.

## **7. Treasurer's Report**

Gary Bissonette reported on the February unaudited financial statements. It was noted that the Association is doing well. He updated the Board on revenue, expenses, and balance sheet strength. He then finished with a series of motions.

**MOTION:** That the unaudited Financial Statements for the period ended February 28, 2023, be approved.

Gary Bissonette/Alexis Dishaw **CARRIED.**

**MOTION:** That the proposed Investment Policy statement F2E be approved by the Board.

Gary Bissonette/Margaret MacSween **CARRIED.**

**MOTION:** That the revisions to policy statement F4C be approved by the Board.

**DEFERRED.**

**MOTION:** That the Stewardship Fund be replenished from the purchase of the new dishwasher for the café from current surplus funds.

**DEFERRED.**

## **8. Governance Committee Report**

Chair of the Committee, Alexis, gave an update on the ONCA review. She indicated that the Board would have the first draft of the new By-Laws in April. The May Board meeting will be dedicated to the finalization of the By-Laws with a vote for approval. The final step will be a special meeting with the membership in October to complete the process. She also gave an update on Risk Management and a new matrix is being looked at.

## **9. Fundraising Committee Report**

Chair of the Committee, Nella, reviewed the post evaluation roll up from the Annual Campaign Board member feedback. Key expectations were reviewed from each Board member and their recommendations will be added to the 2023 campaign.

## **10. New Business**

### **9.1 Operational Plan update**

Don offered highlights to the operational plan in relations to the Strategic Plan. Eleanor thanked Don and the management team for their work on it.

**11. In Camera Session**

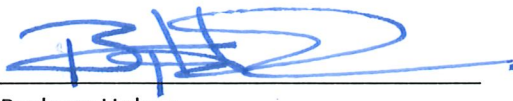
**MOTION:** The Board go in Camera at 5:35 pm  
Nella Belcastro/Mary Kelly **CARRIED**

The Board moved in camera to discuss a human resource issue.

**MOTION:** That the Board move out of camera at 5:59 pm.  
Dennis Quinn/Grant LeDrew **CARRIED**

**12. MOTION to Adjourn 6:00 pm**  
Dennis Quinn **CARRIED.**

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Barbara Hulme  
Corporate Secretary



Eleanor Plain  
President