

Seniors Association Kingston Region

Board Meeting Minutes

April 26, 2023

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

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

Guests: Robert Maratta (Lawyer for Cunningham Swan Law Firm)

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.

Brian Cox/Alexis Dishaw **CARRIED.**

2. Operational Information: Volunteers & Special Events

Due to the focus of the ONCA presentation, it was determined to defer this presentation until July 2023.

3. Consent Agenda

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

Margaret MacSween/Barbara Hulme **CARRIED.**

3.1 Approval of Board Minutes of March 22, 2023

3.2 Approval of Confidential Board Minutes of March 22, 2023

3.3 Acceptance of Governance Committee Minutes of April 11, 2023

3.4 Acceptance of Finance Committee Minutes of April 19, 2023

3.5 Acceptance of Fundraising Committee Minutes of April 13, 2023

4. Business Arising from the Minutes

4.1 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 the committees for submitting their workplans. This gives the Board a chance to see the direction each committee is going along with matching up to the strategic plan.

6. Executive Director's Report

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

- a. The Sounds Escapes concert on April 21st is sold out with 120 participants.
- b. The fashion show is back this year by popular demand. The event has been sold out for weeks with 100 participants enjoying the show.

- c. LeeAnn McNulty has been hired as the new Food Services Assistant. Her first day of work was Monday, April 10th.
- d. On June 17th the staff will be participating in the Pride parade through downtown Kingston. This will be the first time the Association has participated in the event.

7. Treasurer's Report

Gary Bissonette reported on the March unaudited financial statements. It was noted that the Association is in good financial shape. He updated the Board on the revised Investment strategy. For the first time in 3.5 years the Food Services Department met budget for the month, indicating how hard it has been for the restaurant industry coming out of Covid.

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

Gary Bissonette/Alexis Dishaw **CARRIED**.

Board Appreciation: The Board Thanked Chef Eve for all her efforts to support the Food Services department over the past 3.5 years to get it back to a breakeven point.

8. Governance Committee Report

Chair of the Committee, Alexis, reviewed policy 3D, Board Confidentiality. After a brief discussion, a motion was put forward.

MOTION: That Policy 3D, Board Confidentiality, from the Board Policies Manual be approved with no changes as noted from the previous policy.

Alexis Dishaw/Mary Kelly **CARRIED**.

9. Fundraising Committee Report

Chair of the Committee, Nella, reported that the focus this year will be on the campaign, with the philanthropic work being pushed into 2024. Comments that Board members made about the review of the 2022 campaign will be incorporated in 2023.

10. New Business

10.1 Key Performance Indicators

Don offered highlights of the indicators, showing comparisons from session #1 and #2 and the trending lines of performance. The Board thanked Don for the analysis and had no further recommendations for performance indicators to be added at this point.

10.2 Ontario Not For Profit Act By-Law Review

Governance Chair, Alexis did a preliminary review of the document with the Board. After which, Lawyer, Robert Maratta attended the meeting virtually to answer any questions. He reviewed the new proposed By-laws that would be incorporated to align with the ONCA requirements. The Board asked several questions, as well as adding additional items to the document.

Action item: Robert Maratta will have the updated document ready to present to the Board the week of May 15th, 2023 in time for the May Board meeting.

11. In Camera Session

There was no in camera session.

12. MOTION to Adjourn 5:34 pm

Nella Belcastro **CARRIED.**



Barbara Hulme
Corporate Secretary



Eleanor Plain
President