

**NEPEAN SENIORS RECREATION CENTRE
VOLUNTEER MANAGEMENT BOARD MEETING**

Wednesday, January 10, 2018 – 09:30 a.m.

DRAFT MINUTES

PRESENT: Art McCready, Barbara St. Laurent, Janet Laframboise, Dorothy Latour, Terry Mayne, Leslie Dondale, Nancy Wright

1. Approval of the Agenda

Approved.

2. Minutes of Meeting – December 13, 2017

One change in the Communication Report was required. Amended minutes approved (motion by Janet, seconded Dorothy).

3. Board Nomination: The Board approved the nomination of Art McCready as the NSRC Board Chair (motion by Nancy; seconded by Janet).

4. Reports

Treasurer Report:

The Board reviewed the 2017 budget report from January 1 to December 31. The Travel Club has returned the \$1000 advance loan for the Scotland trip deposit, plus an additional \$677.75 in rebates. The Crafters contributed \$728 to the Board from Christmas sales and the Dec. Whist provided the Board with \$222 in income. The Board spent \$874.91 on the Christmas Breakfast for NSRC members. An additional \$836.20 in 2017 website expenses will be accounted for in the 2018 budget as the invoice was received and paid in January, 2018. The 2017 year-end balance was \$34919.70. The Board approved the 2017 financial report, pending the Petty Cash clarification (motion by Barbara, seconded by Terry).

Activity Group 2017 financial summary reports are due. To date, only Wilma from Fun Bridge has submitted a report. Seasonal Activity group leaders (Roger, Marsha and Lloyd) will be submitted at the end of their activity cycle. The Board recommended that Dorothy and Leslie follow-up with the remaining Activity Group leaders to obtain all required reports.

Dorothy now has bank signing authority, in addition to Art and Leslie. Barbara has been removed. Art and Dorothy are developing a proposed 2018 budget for Board review in February. Dorothy will present her recommendations for monthly financial reports in February. GICs have been reviewed for another year. The Board will discuss the future GICs renewal process later this year.

Action Items: Art to confirm Petty Cash expenses prior to finalizing the 2017 financial report. **Dorothy and Art** will review the 2017 financial package prior to submitting the accounts to Ash for auditing. **Leslie** will send out a request to the Activity Reps to ask them to submit their 2017 Financial Reports.

Webmaster Report:

Art reported that recent upgrade problems are impacting the NSRC home page and Training site. An invoice totaling \$836.20 for 2017 Website upgrades and hosting expenses from DALENDESIGN was received on January 1, 2018. The Board **agreed** to enter this expense/payment in the January, 2018 financial report. Art and Terry continue to work on the transition of Webmaster duties. Barbara mentioned that the Travel Club executive is working on suggestions for 2 -3 line Travel Club headers and rotating banner for their website page. Art and Terry **agreed** to meet with the Travel Club executive members to discuss options. **Action Item: Board** to review website domain issue and webmaster instructions at the February meeting.

Volunteer Coordinator

The volunteer hours to date are 9907.25 for 2017, an amount approximately 3700 hours short from the 2016 total. Barbara needs the outstanding hours to be reported as soon as possible, as she needs to complete her year-end report. The Board discussed venue options for the ***Volunteer Appreciation Event***, tentatively planned for April, 2018. A final decision on the venue was postponed until the February meeting. **Action Items: Leslie** will include a request that Activity Groups report their volunteer hours by the end of January. **Leslie** will make one final attempt to contact Deborah at the Ravines regarding interest in hosting the Volunteer Appreciation Event.

Communications Coordinator

Janet asked the Board for NSRC member HUB profile suggestions and will follow up with several members to determine interest in an interview. Submissions for the March/April HUB are due Feb. 2, 2018.

Special Events, reported by Leslie

Tablecloths used at the Christmas Breakfast and other 2017 events have been cleaned. Leslie will thank Groovy Linens in the next Hub for providing much appreciated support to NSRC. Tickets are still available for the January 19 Military Whist, as only 17 members have signed-up to date. The Board will monitor the attendance for Military Whist and review the process/procedures in April. The February Blahs Bash activities are booked for February 23. Board members agreed to canvass local businesses for donations (Bells Corners by Barbara, College Square by Dorothy, Merivale by Art and Barrhaven by Nancy). The Board **agreed** to try one more Slots Trip on April 10. Dorothy and Art will be the Board members overseeing this excursion. Janet, Art and Nancy will join Leslie on the ***30th Anniversary Committee***. Plans and any required booking arrangements need to be completed as soon as possible. NSRC member volunteers are still needed for this committee. To date, only one submission for a NSRC permanent sign has been received. The Board would like to host a 2018 Summer Fun Picnic as part of the 30th Anniversary celebrations. The Board discussed possible venues. Leslie will inquire regarding the city's plans to redo the Minto field. **Action Items: Leslie** to provide Board members with donation request letters, for businesses that have previously supported NSRC and also a general letter to help encourage new businesses to participate. **Leslie** will make another request for volunteers to join the 30th Anniversary Committee or submit a NSRC design suggestion in her e-mail to Activity Group representatives. **Leslie** will then consult with a City Of Ottawa graphic design artist for possible sign ideas.

5. Program Coordinator, Leslie Dondale

Leslie has until the end of March, 2018 to spend the remaining \$13,000 in grant money. Leslie is following up on purchasing name tags and card holders for card activity groups, plus space heaters for Hall F. The Board discussed further possible purchases, including small, folding Adirondack side tables for card activity groups.

Leslie will be enjoying a well deserved leave to ski from February 4 – 10.

Action Item: Nancy to email Leslie with information on small, folding Adirondack side tables.

New Business:

The Board discussed the need to renew our **COSTCO business membership card**. Fun Bridge is currently the only activity group using this card. Pending further clarification of the renewal process, the Board will decide whether or not to renew this card.

The Board discussed the requirement for NSRC Board members to hold a **Security Clearance** and complete an Ottawa Police Records Check, Level 3. The Board **decided** that NSRC Board members are required to obtain/hold this Security Clearance. Further details regarding the process and procedures will be discussed at the next Board meeting.

Action Item: Art to provide further details on Ottawa Police Records Check procedures to Board members prior to next meeting.

Meeting adjourned (motion by Terry, seconded by Barbara) at 11:45 am.

The next Board meeting is Wednesday, February 14 at 09:30 am.