

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

Wednesday, March 14, 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 (motion by Dorothy, seconded by Barbara)

2. Minutes of Meeting – February 14, 2018

Approved (motion by Terry, seconded Dorothy)

3. Reports

Chair Report:

The **Crafters Group** has recommended that the Canada 150 quilt be raised to prevent damage from equipment stored in the Heritage Room.

Art presented the final **Financial Report to Management** prepared and signed by Ash Mohindra. The Board approved this report (motion by Nancy, seconded by Dorothy). The NSRC inventory list and remaining Activity Group 2017 Reports will be added, as available. The original report will be archived in a Financial Binder stored in the NSRC filing cabinet. A copy of the 2017 report will be provided to Dorothy.

Action Item: Barbara will locate any previous NSRC financial audit reports that she may have and add these reports to the Financial Binder.

Barbara and Janet noted changes in the **NSRC Terms of Reference** updated by Art. The Board will review these changes and approve the revised Terms of Reference at our April meeting.

Action Item: Art will complete these changes and email the file to Board members for review prior to our April meeting.

The Board approved (motion by Terry, seconded by Janet) the request letters for NSRC Board Directors and Travel Club Executive to obtain a Level 3 Security Clearance, City of Ottawa Police. The Board discussed the term period for which a new Board member's security clearance would be valid. In addition, the Board decided that current Directors would be required to obtain or currently hold a Level 3 Security Clearance. The Board approved (motion by Terry, seconded by Janet) three years, i.e. a Board Director's term, as the validation period for security clearances.

Action Items: Art will email the respective letters to Terry, Janet & Nancy for their security applications and to Barbara for the Travel Club Executive security applications. **Art** will add the Level 3 Security Clearance requirements to the NSRC Terms of Reference.

Treasurer Report:

Dorothy deposited February income in March, plus issued two cheques to cover HUB printing expenses and bridge cards purchase. Dorothy reported a balance of \$15, 918.00 for the end of February operating account.

Webmaster Report:

Art confirmed that the NSRC name domain has been renewed for another year and that Jessica is completing arrangements to transfer this name domain permanently to NSRC. Some minor issues with both the NSRC website and the training site have been fixed. Terry will assume Webmaster responsibilities by the end of March.

Action Item: Art and Terry will meet with Leslie to identify some website naming conventions needing to be updated. Terry then will implement one standard naming convention procedure for the NSRC website and complete some other updates.

Volunteer Coordinator

The 2017 volunteer hours totalled 12,918.75, an amount approximately 1800 hours short of the 2016 total. Only two NSRC members have reported more than 500 hours for their 2017 volunteer activities. To date, 73 hours have been reported for 2018. Leslie has emailed the Volunteer Appreciation Event invitations for our April 21st celebration at V!VA in Barrhaven. Members are requested to RSVP by April 13. Appetizers and a buffet lunch will be provided. Guests are requested to park at the school and daycare spots next door to V!VA. Leslie has spent approximately \$4000 on gifts and costs for this event using her grant money.

Communications Coordinator

Janet met with Bill Lloyd to complete a Member profile article for the May/June HUB. Janet will meet with Suzan Ascroft, Nepean Songsters President and prepare a feature HUB article to encourage members to join this awesome chorale group. Leslie will also post a Nepean Songsters recruitment notice in the Heritage Room.

Special Events, reported by Leslie

The February Blahs Bash activities were enjoyed by 86 members. The last lunch of the season at Sir Guy Carleton School is booked for April 26. The next Military Whist will be held on April 20.

The next Slots Trip is booked for April 10. Barbara described possible delays and lengthy lineups due to construction at Rideau Carleton. The Board decided to monitor these issues and subsequently agreed to cancel this event at this time. Refunds will be issued to those members who have paid to do this April Slots excursion.

The City of Ottawa Graphics Design department has agreed to assist Leslie and NSRC in designing a permanent sign based on Jon's design for the Sportsplex entrance. Neither Leslie nor the Board have received any names of members volunteering to help plan 30th Anniversary activities.

Action Item: Art, Janet, Leslie and Nancy will meet by the end of March to initiate NSRC 30th Anniversary events planning.

Program Coordinator, Leslie Dondale

Falls Prevention Screening is available at NSRC on March 20 & 28 and April 6 & 12. Janet will attend a session and write a HUB feature article to encourage members to participate.

Volunteers are needed for the NSRC table at the Aging Well event on June 8. Art & Terry will represent NSRC in the morning from 09h30 to 11h30 and we still need two people from 11h30 to 14h00.

The Board approved (motion by Dorothy, seconded by Janet) new procedures to our Attendance Draw process, including:

1. A winner will be chosen every two weeks.
2. Art will design a random number spreadsheet to select a winner from those members who have paid their \$1.00 entry fee and registered their entry in the Attendance Book.
3. More than one entry is allowed. The more times a member enters, the better chance to win.
4. Proceeds from each Attendance Draw will be split 50/50 by the Board and winner.

Action Items: Nancy will draft an Attendance Draw Rules notice to be posted and also added in the May/June HUB. Leslie and Art will review this notice and finalize procedures for posting.

The Board discussed options for new activities to be offered on Mondays in Hall F. Leslie will be implementing a Theatre Group activity.

Paramedics offered free flu shots and are now sponsoring Wellness Clinics. Further information will be available in May & June.

Leslie has purchased a bench for the Hall F cloakroom.

Other Business:

Barbara presented the updated Travel Club Terms of Reference for the Board review. Barbara completed one change noted by Terry. The Board approved the revised Travel Club Terms of Reference (motion by Barbara, seconded by Janet). Barbara and the Travel Club will now proceed to update their Guidelines.

Meeting adjourned (motion by Janet, seconded by Terry) at 11:15 am.

The next Board meeting is Wednesday, April 11, at 09:30 am.