

NEPEAN SENIORS RECREATION CENTRE
VOLUNTEER MANAGEMENT BOARD MEETING

Wednesday, April 12, 2017 – 09:30 a.m.

MINUTES

PRESENT:

Robert Jelking, Art McCready, Barbara St. Laurent, Aviva King,
Leslie Dondale, Janet Laframboise

ABSENT: Nancy Wright

GUEST: Dorothy Latour

1. Approval of the Agenda

Accepted.

2. Minutes of Meeting – March 8, 2017

Approved

3. Business from March Board Meeting

Board Members: Three Board positions remain unoccupied – Treasurer, Assistant Treasurer and Special Events Coordinator. Dorothy Latour attended at the meeting and showed interest in the Assistant Treasurer position in the event that John Flook was no longer interested. Robert will contact Ash Mohindra and John Flook to follow up with them to see if they are still interested in the Treasurer/Assistant Treasurer position.

Terms of Reference: This was deferred to the next meeting in May. Board members are to e-mail Robert with their suggestions regarding the name change for his review.

Action Item: Robert will make a final review of the name changes submitted and advise of his decision.

Board members will make a final review of the proposed “Volunteer Council Charter” and make a final decision at the May Board meeting.

Senior Services Action Item: Leslie and Robert attended at the Manordale/Tanglewood Community Advisory Committee meeting on Wednesday, January 18, 2017. Also in attendance were Councillor Egli, volunteers from Community Associations for Nepean, Rideau and Osgoode (NRO) who are working on programs for seniors. A final report is to be provided to Ottawa City Council in December of 2017, but at present is work in progress with nothing concrete at this time.

4. Program Coordinator

Leslie has received an invoice for the Directors and Officers liability insurance in the amount of \$469.80 and Robert has approved for payment. Leslie will pay before leaving on vacation.

Harmonization

Leslie advised that the fee structure has already been dealt with across the four Centres.

There was discussion on drop in and memberships at senior centres, palatable as possible for all City Centres, which will be beneficial.

Revenue will be neutral for all four Centres, although activities will not be necessarily the same.

Looking at an Older Adult Plan.

Before providing to City Council the proposal will go out for approval.

Action Item: Leslie will provide further information to the Board once available.

Leslie will be on vacation and competing in the World Masters Games in Auckland, New Zealand and will be away from the office from April 13th and back on May 15th. While Leslie is away Karen Venema will be available for any coordinator questions you may have. She can be reached at karen.venema@ottawa.ca or 613-580-2424 ext. 41238. Leslie will be updating Karen Borrens on how her teams is doing. Leslie is trying to minimize the e-mails she will have upon her turn so suggested they not be sent in her absence.

5. Board Members' Reports

Chair

Robert did not submit a report and will be completing his outstanding action items and provide at the May meeting.

Treasurer

Robert did not submit a report.

Website Manager

NSRC Website: Art provided Website Changes for January, February and March, 2017:

	<u>Jan. 1-31</u>	<u>Feb. 1-28</u>	<u>Mar. 1-31</u>
Sessions:	566	621	553
Users:	510	507	476
Pageviews:	1906	2078	1524
Pages/Session:	3.37	3.35	2.76
Avg. Session:	00:02:24	00:03:38	2:17
Bounce Rate:	39.22	35.27	43.40
%New Sessions:	84.45	73.11	78.84

1. 15 new signups for eHUB since last Board meeting.
2. Regular changes on Home Page.

170 new people have signed up for the eHub through the sign up option on the website. Leslie noted that she is still mailing 6 or 7, with others picking up at the Centre. Printing approximately 350, down from the previous 750 copies.

Art explained about the downtime of Website and is addressing this problem by having the NSRC domain name transferred to him, at a cost of \$20.00 to the Board. The domain name will become the responsibility of the NSRC Website Manager to ensure this does not happen again.

Art has advised that no one has come forward to take over the Website.

Maxine has boxes of work from previous years and she will provide the boxes to Art.

Volunteer Coordinator

As of April 8th, Barbara has received 2,021 reported hours and still getting hours.

Our Volunteer Appreciation Event

We had a successful appreciation brunch on April 3rd at The Ravines with 84 registered. Barbara would like to contact the non-attendees whose names are on the plaques to get their picture taken with the plaque. Barbara commented that the loonies, towels and centrepiece tulip plants were all appreciated.

Special Events (reported by Leslie)

Upcoming events include:

- April 21 Military Whist;
- May 19 Military Whist;
- June 13 Slots Trip;
- June 28 Canada Day BBQ;
- Oct. 11 Open House; and
- Dec. 7 Christmas Breakfast

Information on these events are or will be posted in the Heritage Room and on our NSRC website.

Aviva checked on the morning incentives available for the Slots Trip and reported the only difference was the \$2.98 for breakfast, there is no change with respect to the voucher.

Leslie noted that the Canada Day BBQ has been booked for the 28th of June.

Leslie also noted that Hall A & B rental for the **NSRC AGM/Open House*** has been booked for October 11th and the **Christmas Breakfast** has been booked for December 7th.

***There will be a Board Meeting one week prior to the Open House on October 4, 2017.**

Communications Coordinator

Janet attended at her first February Blahs Bash and has written an article for the May/June eHub.

Janet has sent a thank you note to Paul Patterson, Debra Ingram and Haisam Sourchi at The Ravines thanking them for the wonderful brunch.

We are looking to meet with some of our members for a brief interview for the eHub. Aviva will also assist with the interviews.

Action Items: Janet to send invite to Councillor Egli for the Canada Day BBQ.

Janet to send e-mail to Mayor Watson and Councillor Egli to invite to our Christmas Breakfast **in early September.**

Meeting adjourned at 11:30 a.m.

The next Board Meeting is Wednesday, May 10, 2017 at 09:30 a.m.