

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

Wednesday, December 13, 2017 – 09:30 a.m.

MINUTES

PRESENT:

Art McCready, Janet Laframboise, Dorothy Latour, Leslie Dondale, Nancy Wright

ABSENT: Barbara St. Laurent

GUEST: Terry Mayne

1. Approval of the Agenda

Approved.

2. Minutes of Meeting – November 8, 2017

Minutes approved. Two changes for future Board minutes were approved.

3. Board Nomination: The Board approved the nomination of Terry Mayne as a NSRC Board member for a three year term (motion by Art; seconded by Nancy).

4. Reports

Treasurer Report: The Board reviewed the 2017 budget for income and expenses from January 1 to November 30. Art complimented the Crafters on their \$285 November sales. Attendance Draw and Military Whist financial entries have been updated to show total – pay out = net information. Art and Dorothy are finalizing the 2017 NSRC budget and developing a proposed 2018 budget for Board review in January. The Board will also discuss the GICs renewal process in January. Art and Dorothy will arrange for Ash to complete the 2017 audit review, followed by the 2016 audit review. The Board has installed a safe and implemented the revised Attendance Draw procedures. In the future, Leslie will advise the Board if she will be starting late on a Friday when the attendance draw money is to be rolled and a prize amount paid put. Leslie has closed the 2017 petty cash funds. The Travel Club has requested a change in their petty cash fund to \$100. The Board approved this request (motion by Janet, seconded by Terry). The Travel Club has reached their pre-enrollment sign up for the 2018 Scotland Trip and will be returning the \$1000 advance loan to the Board in January. Leslie has tallied the 2017 Christmas Breakfast receipts, with the total expenditures of approximately \$929 for food orders to feed 220 people. Based on the leftovers, amounts for bagels, croissants, fruit trays and cheese trays will be revised for the 2018 breakfast.

Action Items: Art, Leslie and Dorothy will meet at the bank on January 9th to add Dorothy as a signing authority and remove Barbara's name. Art thanked Barbara for agreeing to hold temporary signing authority in 2017. Art and Dorothy will consult with the Crafters and the Travel Club regarding their estimates of potential 2018 income and expenses.

Webmaster Report: Art has completed a draft webmaster instruction guide. Board members are asked to review this draft for discussion in January. Art is working with Terry to transfer the NSRC webmaster duties.

The eHUB has 18 new sign ups and our Canada Post HUB mail-outs have been reduced to 10. Art and Terry will add a sign-up line in the eHUB header.

Action Items: Board to review website domain issue and webmaster instructions at the January meeting.

Volunteer Coordinator

The volunteer hours to date are 8,598. So far for the last quarter there are only 9 people and 2 groups who have sent in their hours. Please report all 2017 volunteer hours to Barbara as soon as possible, as she needs to complete her year-end report.

Communications Coordinator

Thank yous were sent to Mayor Watson and April Johnstone at Redwoods for their Christmas Breakfast participation. Leftover bagels and croissants were donated to the Shepherds of Good Hope. Mayor Watson sent a reply to thank Janet and compliment her on a well-written letter. A thank you was also sent to Island View Suites who supplied the Military Whist treats.

Special Events, reported by Leslie

Our Christmas Breakfast on December 7 was enjoyed by approximately 220 members. Leslie thanked everyone for their work and help. The Board agreed to increase advertising for the 2018 Christmas Breakfast, e.g. more notices in HUB, eHUB and flyers posted in Hall F.

Tickets are still available for the January 19 Military Whist, as only 10 members have signed-up to date. The Board will monitor the attendance for Military Whist and approved the reduction of prize money to reflect the lower participation level.

The February Blahs Bash activities are booked for February 23. We need to contact local businesses for prize donations e.g. gift cards.

Leslie confirmed that there will be no incentives provided by Rideau Carleton for our Slots Trips. The Board agreed to try one more Slots Trip in March. Dorothy and Art will be the Board members overseeing this excursion.

Action Item: Board members to advise Leslie of their availability for canvassing local businesses re: 2018 donations.

5. Program Coordinator, Leslie Dondale

Leslie has until the end of March, 2018 to spend the remaining \$12,000 in grant money. The Board discussed possible purchases, including a duplicate bridge electronic scoring system, more playing cards, playing card holder boards, name tags, more computers for courses, office supplies. The Crafters may be interested in making wooden card holder boards. Further discussion will be completed in January.

NSRC holiday closures were presented in the Hub & eHub. The Heritage Room will be available for cards from noon to 4 pm on December 27-29.

Leslie will be enjoying a well deserved leave from noon on Friday, December 20 to Tuesday, January 2. Kerry Ravelle, Community Liaison with City View Retirement Home, has expressed interest in becoming a NSRC Board member. Leslie will meet with Kerry in January to discuss hosting a bridge tournament and inform her of NSRC activities and membership requirements.

Action Item: Nancy to email Leslie with name of Ontario company which supplies card holder boards and name tags.

New Business:

The Board deferred the decision on requiring Board members to hold a Security Clearance until the January meeting.

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

Meeting adjourned (motion by Terry, seconded by Nancy) at 11:30 am, followed by an excellent Christmas Pot Luck.

The next Board meeting is Wednesday, January 10 at 09:30 am.