

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

**Wednesday, February 14, 2018 – 09:30 a.m.**

**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 – January 10, 2018**

One change in the Volunteer Coordinator Report was required. Amended minutes approved (motion by Barbara, seconded Terry).

**3. Reports**

**Chair Report:**

The **Crafters Group** has identified a problem with equipment being placed too close to the 150<sup>th</sup> Anniversary quilt hanging in the Heritage Room. The Board discussed possible options to prevent quilt damage, including moving the quilt and plaque higher on the wall or framing the quilt. The Board will discuss this issue further at the March Board meeting, pending further information.

**Action Items:** **Barbara** will check with the Crafters re: permanency of quilt remaining in the Heritage Room.

**Nancy** will obtain quotes on cost of custom quilt framing.

**Leslie** will consult with Audrey on possible options.

Art has met with Dorothy and plans one more meeting to complete the **transfer of the Treasurer's** duties and records. Art will cover the deposits while Dorothy is absent.

Art presented the draft **Financial Report to Management** prepared by Ash Mohindra. The Board identified three entries in the text to be clarified and/or corrected. Art will discuss these entries with Ash. Further entries were identified for the NSRC Property and Equipment Inventory Report which will be attached to this Financial Report when completed. Dorothy has not received all of the 2017 Activity Group financial summaries (some activities are seasonal with their group report to be completed at the end of their activity). She will prepare a final summary to be attached to this Financial Report when all reports are received.

**Action Item: The Board** will review these changes and approve the 2017 Financial Report to Management at the March Board meeting.

Art is working on changes to the **NSRC Terms of Reference** previously approved by our membership. The Board will review these changes and approve the revised Terms of Reference at our March meeting.

The Board discussed the possibility of providing community work experiences for high school students volunteers. The Board concluded that we did not have any suitable opportunities at this time but will consider the possibility of student volunteers for future endeavours.

The Board reviewed the procedures for NSRC Board Directors to obtain a Level 3 Security Clearance, reviewed the draft NSRC letter to be submitted with an application to the Ottawa Police and discussed the renewal requirements. In addition, the Board confirmed that the Travel Club Executive would also be required to obtain this Level 3 Security Clearance. The Board will review the final documents and approve a process at the March Board meeting.

**Action Items:** Nancy will draft a motion for the Board's review prior to the March meeting.

Art will draft a second letter for the Travel Club Executive.

### **Treasurer Report:**

The Board reviewed the proposed 2018 NSRC Budget and identified one additional expense requirement for potential 30<sup>th</sup> Anniversary activities. The 2018 NSRC Budget is forecasting a potential deficit of approximately \$1100.00 in Operating Funds. The Board approved the revised 2018 Budget plan (motion by Nancy, seconded by Barbara). The Board reviewed, noted two minor changes and approved the revised 2018 Journal Entries Report prepared by Dorothy. Art confirmed that no further action was required on the T5 received. The Board agreed to close the 2017 financial records. The Board approved the purchase of more bridge playing cards, with the expense to be entered under Program Supplies.

**Action Item:** Art will send Dorothy a copy of the budget plan identification numbers established by Ed.

### **Webmaster Report:**

Art has been unable to contact the Sheila regarding renewal of our website domain name. The Board discussed options for the website domain name renewal. Art will keep the Board informed regarding the domain renewal status. The transition training with Terry is going well.

**Action Item:** Art and Terry will meet one more time in early March to complete the training and transfer.

### **Volunteer Coordinator**

The 2017 volunteer hours totalled 12,673.75, an amount approximately 2000 hours short of the 2016 total. To date, 63 hours have been reported for 2018. The Board discussed a "Giving Day" opportunity provided as a fund raiser by The Bay in response to our donation request. The Board decided not to pursue the offer at this time but requested that Barbara obtain further information for future consideration. Local businesses have once again responded generously to the NSRC donations canvas. Leslie will prepare thank you letters to be delivered in person by Board members and include an article in the next HUB.

**Action Items:** Janet will write an article regarding local businesses support for NSRC in the Jan/Feb, 2019 HUB. Board members canvassing for 2019 donations will review the request letter prior to distribution.

### **Communications Coordinator**

Janet will follow up with Bill Lloyd to complete a Member profile article for the next HUB (submissions due by April 6). Janet sent a thank you to Melissa O'Dell at The Ravines for the Whist sandwiches and treats.

### **Special Events, reported by Leslie**

The February Blahs Bash activities are booked for February 23. To date, 58 tickets have been sold. Board members agreed to remind Activity Group leaders this week to make an announcement regarding the Friday, February 16 deadline.

The Euchre tournament on Feb. 24 is full. A Bridge tournament is scheduled for May 5 at V!VA Barrhaven.

Leslie has arranged for the Volunteer Appreciation Event to be hosted by V!VA Barrhaven on Saturday, April 21. Barbara and Leslie will plan further details for food and gifts, confirm costs and prepare the invitations. Further details will be discussed at the March Board meeting.

The next lunch at Sir Guy Carleton School is booked for March 8. NSRC will participate in the next Senior Expo on June 8 in Halls A & B. The Canada Day BBQ is booked for June 26.

The Board reviewed quotes for tents and equipment for a Summer Fun Picnic. Substantial costs (re: one day setup/take down, full payment required for late cancellation) are involved in hosting this weather dependant event in our traditional, one day approach. The Board approved (motion by Nancy, seconded by Art) a different approach focusing on several smaller events.

Planning for our 30<sup>th</sup> Anniversary celebrations continues. Leslie has not yet contacted the City of Ottawa graphics designer regarding our sign proposal.

### **Program Coordinator, Leslie Dondale**

Leslie purchased small, folding Adirondack side tables and space heaters for Hall F. NSRC members participating in activities in Hall F are very grateful for these equipment additions.

The Board discussed options for revising our Attendance Draw process and will finalize a revision at our March Board meeting, pending further information.

Meeting adjourned (motion by Terry, seconded by Barbara) at 11:50 am.

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