

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

Wednesday, June 14, 2017 – 09:30 a.m.

DRAFT MINUTES

PRESENT:

Art McCready, Aviva King, Janet Laframboise, Dorothy Latour, Barbara St. Laurent,
Leslie Dondale, Nancy Wright

ABSENT: Robert Jelking

Robert Jelking has resigned his positions as Chair and Acting Treasurer.

Art McCready assumed the position of Chair (nominated by Barbara, seconded by Aviva, approved by Board).

1. Approval of the Agenda

Approved.

2. Minutes of Meeting – May 10, 2017

Approved.

3. Board Members' Reports

Chair

Robert did not submit a report.

Treasurer

Robert did not submit a report on Board finances or any results from his previous Action Items.

Website Manager

Art reported fifteen new signups for the eHub since last Board meeting. He completed regular changes on Home Page and updated the website. Previous Travel Club excursions are still listed out of interest. Art will report detailed website quarterly statistics at our September meeting.

Art continues to work on the Website User report and expects to have a draft finished for Board review in September.

Communications Coordinator

Janet sent a thank you to Sharon Gray, Island View Suites for providing sandwiches at the last Military Whist.

Action Item: Janet will contact Cheetah Signs in mid August to arrange for the October 11 OPEN HOUSE AD sign. Leslie will provide Janet with their contact information.

Volunteer Coordinator

As of June 13, there are 3,541.45 volunteer hours reported.

All responses to Barbara's e-mail for a photo of those volunteers who were unable to attend the Volunteer Appreciation Event were negative. No one seemed to want their photo taken.

4. Program Coordinator, Leslie Dondale

The next Military Whist will be scheduled for September, as there was little demand for one to be held in June.

Thirty-seven participants enjoyed the June 13 Slots Trip. No further Slots excursions are planned at this time, pending clarification of incentives available from the new Rideau Carleton management.

The July/August HUB printed edition will be available June 15 and the eHUB release on June 23.

NSRC will participate in the Seniors Expo at the Sportsplex this Saturday, June 17. Janet & Raye will assist in the morning and Aviva & Evie in the afternoon.

Our Canada Day BBQ will be held on June 28, with 30 tickets sold to date. The deadline is June 23 in order for Leslie to have sufficient time to confirm numbers with Capones. Leslie will post further notices in the Centre to encourage more response.

The main level of the Seniors Centre will be closed the end of August/beginning of September for floor repairs. The upper concourse and Hall F will remain open.

Instead of one Fall/Winter Nepean Activity Guide, five different pamphlets will be available to promote activities by age group.

Fall events include:

- Activity Representatives get-together on September 20;
- Open House/AGM on October 11; and
- Next Seniors Expo on October 21.

Action Item: Leslie will contact Marlene to book space for front entrance Open House AD sign.

5. Business from May Board Meeting

Terms of Reference:

Barbara has located written minutes from the November, 2015 Board meeting verifying that the membership approved the September, 2015 Terms of Reference at the 2015 AGM. Minutes from the October, 2015 AGM will be corrected to indicate this approval.

The Board agreed to defer any current revisions to our Terms of Reference until a later date.

Treasurer:

Art agreed to assume the Acting Treasurer responsibilities (nominated by Barbara, seconded by Aviva, Board approved).

After a lengthy discussion on Board Finances, the Board agreed to the following:

Action Items:

- 1. Robert Jelking** will be removed from the Board financial signing authority. Art and Barbara will be added as signing authorities. Leslie will continue to be a co-signer. Two signatures are required on any financial withdrawal.

2. **Art** will contact Robert to arrange for the transfer of all Board financial records and accounts in his possession.
3. The Board agreed to strike a **Financial Committee** (Art, Dorothy and Nancy) tasked with the following responsibilities:

Action Items:

- contact Activity Group leaders for any outstanding 2016 year-end Financial reports;
 - finalize the 2016 Financial Reports, including both detailed and summary analysis of planned and actual budget revenues and expenses;
 - complete revisions to the 2017 NSRC Board budget, including detailed and summary analysis of projected and year-to-date 2017 revenues and expenses;
 - present results of the Financial Committee work, completed 2016 and 2017 NSRC Financial reports and options for external Auditors to Board members at our September Board meeting.
4. As requested by the Board, the following actions were completed after the Board meeting:
 - a. Art contacted our bank and made arrangements to meet on the afternoon of Tuesday, June 20. Leslie and Barbara will attend this meeting. Robert will be present to authorize removal of his signing authority.
 - b. Nancy contacted Ash Mohindra regarding his interest in Board work. Ash is not able to commit to Treasurer or Assistant Treasurer responsibilities, but offered to assist the Board with any financial assignment work.

Meeting adjourned at 11:00 a.m.

The next Board Meeting is Wednesday, September 13, 2017 at 09:30 a.m.