

NEPEAN SENIORS RECREATION CENTRE
VOLUNTEER MANAGEMENT BOARD MEETING

Wednesday, March 8, 2017 – 09:30 a.m.

DRAFT MINUTES

PRESENT:

Barbara St Laurent	Art McCready
Janet Laframboise	Leslie Dondale
Nancy Wright	

ABSENT: Robert Jelking, Aviva King

* Art McCready agreed to chair the meeting in Robert's absence.

1. Approval of the Agenda

Accepted.

2. Minutes of Meeting – January 11, 2016

Approved (moved by Barbara, seconded by Janet).

* February 8, 2017 Board meeting cancelled due to inclement weather.

3. Business from January Board Meeting

Board Members: Three Board positions remain unoccupied – Treasurer, Assistant Treasurer and Special Events Coordinator. Robert has been Acting Treasurer and Board Chair on an interim basis since September, 2016.

Action Item: As Volunteer Coordinator, Barbara will contact Dorothy Latour (to see if her availability to attend Board meetings on Wednesday mornings might have changed), then Ash Mohindra and John Flook to confirm their interest in joining the Board, invite them to attend the April Board meeting and contact Robert for further information. Barbara will also inform Robert by email of her follow-up inquiries.

Terms of Reference: Prior to this meeting, Robert circulated his draft revisions to the NSRC Board's Terms of Reference which include a proposed Board name change to "Volunteer Council" (or simply "Council") and major changes to our current Terms of Reference. Janet mentioned that the name "Council" could be confusing to some members and instead suggested "Committee". Revisions to the Terms of Reference have been drafted and revised several times in the past few years but never approved at the AGM by our membership. Art and Barbara suggested keeping the Terms of Reference document as a whole and making only minor changes as necessary. Barbara suggested that further information/clarification for NSRC members could be provided as a Terms of Reference Summary in the Special HUB edition and/or a NSRC Members Handbook. Nancy mentioned that the NSRC Board is required to comply with the Older Adults Centres' Association of Ontario (OACAO) Standards. The overall description of Directors' responsibilities must include essential requirements (Honesty, Good Faith, Care, Diligence, Commitment, Communication, and Conflict of Interest). The Terms of Reference must also include the Board's right to remove a member for any inappropriate behaviour. The OACAO recommends that Directors' responsibilities also include ongoing review of Board sponsored activities and events. Member feedback can be provided to Leslie who has primary responsibility for NSRC Program Evaluation.

Action Item: Board members will make a final review of the proposed "Volunteer Council Charter" and make a final decision at the April Board meeting.

Senior Services Action Item: Leslie's and Robert's report on the Manordale/Tanglewood Community Advisory Committee meeting was deferred to the April Board meeting.

4. Program Coordinator

Leslie expressed thanks to Robert for fixing the piano legs damaged noted at the Christmas Breakfast.

Leslie has received an offer from Paul Morris to provide free seminars on his "A Place for Mom" services. These free, two hour presentations include information on care and community services for seniors. Following a discussion, Board members asked Leslie to follow-up to obtain further information and references. **Action Item:** Leslie will request references from Paul Morris and contact participants in a recent Barrhaven presentation.

Leslie has also received an offer from Elder Abuse Ontario to provide a free, one day seminar. She passed around the flyer.

Action Item: Leslie will post the flyer on the bulletin board for other members.

Leslie will attend a City of Ottawa meeting tomorrow to discuss future harmonization changes. She will request NSRC member input be considered before any final changes are approved.

Action Item: Leslie will provide further information to the Board at our April meeting.

5. Board Members' Reports

Chair

Robert did not submit a report.

Treasurer

Robert did not submit a report.

Action Items: Robert has several outstanding financial Action Items to be addressed at the April Board meeting (Year-end 2016 Activity Groups financial reports, 2016 detailed budget/actual summary, 2016 overall budget/actual summary; 2017 detailed Budget, 2017 Budget summary).

Website Manager

NSRC Website: Art provided 2016 Website Changes for February and March, 2017:

	<u>Nov.1-30</u>	<u>Dec.1-31</u>	<u>Jan.1-31</u>	<u>Feb.1-28</u>
Sessions:	649	565	566	621
Users:	466	458	510	507
Page reviews:	1827	1618	1906	2078
Pages/Session:	2.82	2.86	3.37	3.35
Avg. Session:	00:02:30	00:02:07	00:02:24	00 :03 :38
Bounce Rate:	24.96	32.57	39.22	35.27
%New Sessions:	66.26	72.92	84.22	73.11

- 1. Old Computer sold for \$50.00 in February;** Cipher.exec allows user to encrypt, decrypt and/or securely and permanently delete all data/files; used Cipher.exec to clean old computer before sold.
- 2. 16 new signups for eHUB**
- 3. Regular changes on Home Page.**

The NSRC website was down yesterday for a brief period due to a domain issue. This problem also occurred last year. Art 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.

Action Items: Art will add a “Program Suspended” notice to the 60+ Aging Well and Memory Fitness descriptions on the website. Janet noted that the eHUB list under Publications refers to “3” editions, but there are more editions listed. Art will correct this information.

Art has received requests to include Elder Abuse Services and Drug Watch information and links on our website. **Decision:** As these are both American-based services with American-based references, the Board decided not to post this information. **Action Item:** Art will inform both services of the Board’s decision.

Volunteer Coordinator

Barbara has reviewed the number of volunteer hours previously reported for 2016, removed duplicates and added new reports. The corrected total number of volunteer hours for 2016 now stands at 14, 213.25. These numbers are still down by over 6,000 hours from 2015.

Action Item: Aviva to contact Activity groups and individuals for any further outstanding 2016 volunteer hours. Barbara will continue to identify and follow-up on any further possible duplications.

Our **Volunteer Appreciation Event will take place on April 3, 2017 starting at 09h00 at The Ravines.** Invitations have been sent out and **March 24 is the RSVP** deadline including menu choices for submission to Leslie. Barbara is organizing the names to be engraved on the honour plaques by SGA Signs and Trophies.

Special Events (reported by Leslie)

Upcoming events include:

- March 28 Slots Trip; and
- April 13 Sir Guy Carleton High School lunch; this will be the last one for this season.

Information on these events is posted in the Heritage Room and on our NSRC website.

Action Items: Leslie will consult with March 28 Slots Trips participants on their interest in changing the timing of this event to a morning excursion. Aviva will check on what morning incentives available.

Leslie thanked Barbara and Aviva for their generous time spent in successfully recruiting donations from community businesses for the February Blahs Bash and forthcoming NSRC special events. Leslie also has written a thank you letter to each business donor.

Leslie noted that the Board requires a **Special Events Coordinator**. Arrangements for a **July 1 BBQ** must be completed by **mid April**. Possible dates are June 26, 27 or 28, 2017. Leslie will check with Capone’s on their availability for the July 1 BBQ.

Leslie reported that the Sportsplex turf replacement is tentatively scheduled for August, when we usually hold our Summer Fun Picnic. After discussion, **the Board decided to skip the Summer Fun Picnic in 2017.**

Leslie also agreed to inquire as to the availability of Hall A & B rental for the **NSRC AGM/Open House** (possible dates are the week of October 16-20 or October 23-27) **and Christmas Breakfast** (possible dates are December the week of December 4-8 or December 11-15).

Communications Coordinator

Completed Action Items: Janet submitted an excellent article introducing herself as our new Communications Coordinator in the March/April HUB.

Meeting adjourned at 11:30 a.m.

The next Board Meeting is Wednesday, April 12, 2017 at 09:30 a.m.