

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

**Wednesday, May 10, 2017 – 09:30 a.m.**

**MINUTES**

**PRESENT:**

Robert Jelking, Art McCready, Aviva King, Janet Laframboise, Nancy Wright

**ABSENT:** Barbara St. Laurent, Leslie Dondale

**GUESTS:** Dorothy Latour, Ash Mohindra

**1. Approval of the Agenda**

Robert did not provide an agenda previous to the meeting,

**2. Minutes of Meeting – April 12, 2017**

Approved

**3. Business from April Board Meeting**

**Board Members:** Three Board positions remain unoccupied – Treasurer, Assistant Treasurer and Special Events Coordinator. Dorothy Latour continued as a guest and inquired as to her role. Ash Mohindra agreed to review the Board financial records with Robert.

**Action Items: Robert** to contact John Flook.

**Robert and Ash** to review financial records.

**Board positions** status to be discussed at June meeting.

**Terms of Reference:** Nancy noted that the current Terms of Reference listed on our website is not official, as it was never approved by the membership at an AGM. Further discussion on current revisions was deferred to the next meeting in June. There was a discussion on suggestions for a Board name change.

**Action Items: Robert** to complete any further revisions on his draft suggestions for our

Terms of Reference and circulate them to Board members for review prior to the June Board meeting.

**Art and Leslie** to search archives for last members' approved Terms of Reference and verification by AGM minutes.

**4. Board Members' Reports**

**Chair**

Robert did not submit a report.

**Treasurer**

Robert presented a draft 2017 NSRC budget and Year -to- Date report. An invoice for Board insurance in the amount of \$467.00 has been paid. In summary, his draft showed reduced Board revenues with a projected net deficit of \$1400.00 for 2017.

## **Treasurer, continued...**

Nancy inquired about Robert's plan to cover this deficit, noting that the current GICs designated for future space acquisition if required. These funds cannot be used without general membership approval at an AGM or emergency membership meeting.

Nancy also noted that several budget items were still missing, including:

- Budgeted amounts (projected and actual year- to - date) specified for every Board sponsored Social Activities (February Blahs, Summer Picnic, Open House/AGM, Christmas Breakfast);
- Office Supplies (e.g. paper for printing Board minutes , documents);
- Public Relations expenses (Janet has previously inquired about budget for advertising and sign rentals);
- Budget amount for an external audit (outstanding as of 2015); must be completed in 2017.

Ash questioned why such budget details were required. Nancy confirmed that until the NSRC members approve changes, budget expenses must be tracked/reported monthly for the NSRC Board to meet current member approved Terms of Reference requirements and to comply with the Older Adult Centres Association of Ontario (OACAO) standards.

Art agreed that individual budget amounts for each Board sponsored Social Activity should be tracked for revenues/expenses as this information was important for planning purposes.

Aviva inquired about bank charges and why a non-profit Seniors 'organization should pay these yearly charges. After further discussion, Ash agreed to follow up with our current Bank to investigate other account options.

Janet confirmed that she needs to know what money she is allowed to spend for Public Relations purposes. After further discussion, the Board agreed to provide the Communications Officer with a \$500.00 petty cash fund. Janet will report expenditures to the Board for approval. This Public Relations/ Communications allocation must be added to the NSRC 2017 budget.

Robert and Ash will work together in the next month to review financial records and processes. They will report results at our June Board meeting.

**N.B. Any changes to the current financial procedures must be approved by all Board members and subsequently by the NSRC membership at our next AGM prior to implementation.**

### **Action Items for Treasurer:**

1. **Robert** will contact Activity Group leaders for any outstanding 2016 year-end financial reports; these outstanding reports need to be completed immediately prior to finalizing 2016 year-end records and for Board members approval at our June Board meeting.
2. **Robert** will finalize the 2016 Financial Reports, including both detailed and summary analysis of planned and budget revenues and expenses.
3. **Robert** will circulate these 2016 Financial reports to Board members for review prior to finalization at our June Board meeting.
4. **Robert** will complete revisions to the 2017 NRSC Board budget, including detailed and summary analysis of projected 2017 revenues and expenses.
5. **Robert** will circulate these 2017 Financial reports to Board members for review prior to finalization at our June Board meeting.

6. **Robert** will follow up with Councillor Egli and the City of Ottawa to obtain further information on the legal authority to 2017 collect activity fees and report results at our June Board meeting.
7. **Robert** to research options for external Auditors and present his suggestions at our June Board meeting.
8. **Robert and Ash** to report on the results of their review on the Board financial records and present their suggestions for discussion at our June Board meeting.

**Website Manager**

Art reported the following summary for the NSRC website:

	Feb. 1 to Feb. 28/2017	March 1 to March 31/2017	April 1 to April 30/2017
Sessions:	621	553	537
Users:	507	476	475
Pageviews:	2078	1524	1493
Pages/Session:	3.35	2.76	2.78
Avg. Session	00:03:38	00:02:17	2:13
Bounce Rate:	35.27	43.40	40.41
% New Sessions:	73.11	78.84	78.77

Art reported nine new signups for the eHub since last Board meeting. He completed regular changes on Home Page. Art continues to work on the Website User report and expects to have a draft finished for Board review in September.

Robert suggested that Art present his report every three months. The Board did not vote to approve this change.

**Communications Coordinator**

Councillor Egli has confirmed his attendance at our July 1 BBQ but requested an invoice.

Janet sent a thank you email to The Ravines for hosting the Volunteer Appreciation and copied Board members.

Janet has completed an interview with Rita Hornstein and will write a Member profile for the July/August HUB. Aviva will take a picture of Rita to add to the article.

**Volunteer Coordinator (submitted by Barbara prior to meeting)**

As of May 9th there are 3,013 volunteer hours reported. At the end of the first quarter in 2016 there were 4,012 recorded hours. Barbara sent a request for four volunteers for the Seniors Expo on June 17th (2 in am and 2 in pm) - no response so far.

Barbara also sent an e-mail to those volunteers who were unable to attend the Volunteer Appreciation event asking if anyone would like their photo taken with the appropriate plaque. She has received three responses.

Meeting adjourned at 11:00 a.m.

**The next Board Meeting is Wednesday, June 14, 2017 at 09:30 a.m.**