

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

Wednesday, November 8, 2017 – 09:30 a.m.

MINUTES

PRESENT:

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

ABSENT: Robert Jelking, Ash Mohindra.

GUEST: Terry Mayne

1. Approval of the Agenda

Approved.

2. Minutes of Meeting – October 4, 2017

Minutes approved.

3. AGM Review: Two changes were recommended for the Draft AGM, 2017 Minutes. Amended minutes were approved (motion by Art, seconded by Janet).

4. Terms of Reference: Amended Terms of Reference, as approved by the membership at the October, 2017 AGM, were approved by the Board (motion by Janet, seconded by Barbara).

4. Reports

Treasurer Report: The Board **approved** (motion by Nancy, seconded by Barbara) the appointment of Dorothy Latour as the NSRC Treasurer and will add her as a bank signing authority. Art and Dorothy will complete the 2017 accounts in December. As approved by the membership at the Oct/17 AGM, the Board **authorized** Ash to proceed with the 2016 and 2017 audits. **Art** reviewed the Year to Date (YTD) Revenues and Expenses, noting a current balance of approximately \$34,565.16, which is similar to balances reported for the past three years. Art purchased an upgraded vault to secure Board monies. The Board **approved** (motion by Barbara, seconded by Nancy) the assignment of individual vault access codes to Art, Dorothy and Leslie. Once this safe is installed, the Board will post and implement the revised Attendance Draw procedures.

Webmaster Report: The Board discussed the process to change ownership of our NSRC website name domain to prevent annual shutdowns. Art and Leslie are continuing their efforts to contact the current website domain owner re: transferring the NSRC website name to the Board. A second option would be for the Board to authorize opening a new domain for our website at a cost of \$200 to \$400. Further discussion was postponed until the December Board meeting.

Action Items: Board to review website domain issue at the December meeting.

Volunteer Coordinator

As of November 1, there are 8079.35 volunteer hours reported for 2017. Barbara has not received any members' expressions of interest in joining the Anniversary Committee.

Action Item: Leslie will include another invite in the next HUB and post a flyer in the Heritage Room.

Special Events, reported by Leslie

The Ravines cancelled the November 4th Bridge Tournament with very little notice.

The Nepean Songsters annual concert on November 5 at Centrepointe was well attended.

Tickets are still available for the November 17th Military Whist and the November 30th lunch at Sir Guy Carleton High School.

Our Christmas Breakfast is booked for December 7 from 09:30 to 11:00 a.m. The Redwoods will supply a hot food item, muffins and gluten-free selections. The Nepean Songsters will perform at the Christmas breakfast. Details regarding Board food purchases and duties were discussed. Board members should arrive at Halls A & B by 08:00 a.m. to assist with setup and food preparation. Board members volunteered to make the following purchases:

Art: fruit trays, plain cream cheese, Becel margarine, marmalade, strawberry jam at Costco;

Barbara: sausage rolls at The Butchery;

Dorothy: PC thin bagels, mini croissants, plastic knives;

Nancy: cheese trays at Farm Boy.

Action Items: Leslie to contact senior residences to explore their interest in hosting 2018 bridge tournaments. Leslie will also investigate the option of NSRC hosting a bridge tournament with a catered lunch. Christmas breakfast attendance numbers to Board members by the end of November.

Action Items: All Board members: to promote the Christmas breakfast at their NSRC activities; to order their assigned food items and submit their receipts; to wear Christmas attire and bring, if possible, sharp cutting knives, warming trays/toaster ovens, lifters, oven mitts and cookie sheets.

Communications Coordinator

Mayor Watson and Councillor Egli were invited to our Christmas breakfast.

Thank yous were sent to the Island View Suites and The Ravines.

Janet reminded Board members that their HUB submission were due December 1st.

5. Program Coordinator, Leslie Dondale

Leslie has received one submission for a proposed NSRC sign.

New Business:

Terry Mayne agreed to assume the NSRC webmaster duties. Art and Terry will meet the first week in December to commence webmaster training and transfer of duties.

The cleaning of Tablecloths from the Canada Day BBQ and the AGM will be combined with the Christmas breakfast tablecloths. Art will negotiate a “bulk” cleaning price and arrange for the cleaning.

The Board discussed the requirements for **security clearance checks**. Art, Dorothy and Terry currently have security clearance from other volunteer duties. The Board will review at our December meeting.

The Board decided to have Christmas **Pot Luck at our December meeting**. Board members are asked to advise Leslie re: their food contribution.

Meeting adjourned (motion by Dorothy, seconded by Janet) at 11:15 a.m.

The next Board Meeting and Christmas Pot Luck is Wednesday, December 13, 2017 at 10:00 a.m.