

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

**Wednesday, October 4, 2017 – 09:30 a.m.**

**MINUTES**

**PRESENT:**

Art McCready, Janet Laframboise, Barbara St. Laurent, Ash Mohindra, Leslie Dondale, Nancy Wright

**ABSENT:** Aviva King, Robert Jelking, Dorothy Latour.

Aviva King has resigned from her Board position.

**1. Approval of the Agenda**

Approved.

**2. Minutes of Meeting – Sept. 13, 2017**

September 13, 2017 Board meeting minutes were amended to include Robert Jelking as absent. Amended minutes approved.

**3. AGM Review:** The Board reviewed the agenda for our **October 11, 2017 AGM** and finalized the process. Art will introduce the current Board members and present highlights from the Chair's, Treasurer's Webmaster's and Volunteer Coordinator's Reports (Barbara will be absent). Janet will present highlights from the Communications Coordinator Report. Art will summarize the two proposed changes to the NSRC Terms of Reference (i.e. Recording Secretary to become voting member and change of external audit to proposed 2016 **Report to Management** recommendation, ref. September 13, 2017 Board minutes), answer any questions, ask for the NSRC vote to approve these changes and introduce Ash, pending audit change approval. Art will present the Board's nomination of Dorothy Latour to become our NSRC Treasurer and ask for a Secunder, followed by the NSRC membership vote to approve. Chair, Assistant Treasurer, Special Events Coordinator and Member at Large positions remain vacant. While no new nominations will be taken from the floor, Art will invite NSRC members to consider attending future Board meetings and become a Board member. Art will also seek members' assistance in his search for a Webmaster trainee and encourage more members to volunteer, including joining our 30<sup>th</sup> Anniversary Committee.

**Action Items:** If the proposed 2016 **Report to Management** recommendation is approved, **Art and Ash** will meet in October to review the 2015 audit and prepare the 2016 report for the **Board** review and approval at our November meeting.

**4. Reports**

**Treasurer Report:** Art reviewed the Year To Date (YTD) Revenues and Expenses, noting a current balance of approximately \$34,000, which is similar to balances reported for the past three years. The Board discussed and **approved** changes to procedures for collecting monies at Board sponsored events and the Attendance Box bi-weekly draw. Details regarding the revised procedures will be finalized and posted in the next few weeks. The Board **authorized** Art to purchase an upgraded vault to secure Board monies.

**Action Items:** Art to correct two typo errors in YTD 2017 Financial summary; follow-up with the Board's bank regarding a small service charge on our current account and purchase a safe.

**Action Item:** Nancy to research deposit bags and envelope costs.

**Webmaster Report:** Art reported 24 new sign-ups for our eHUB. He is continuing to upgrade our website and trying to change our website domain responsibility to him.

**Action Items: Art and Barbara** to meet by the end of October to discuss ways to refresh the website's Travel Club page.

### **Volunteer Coordinator**

As of October 4, there are 7421 volunteer hours reported for 2017. Barbara has revised the Volunteer list and asked for more members to consider volunteering in her November/December HUB reports.

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

Refreshments for our October 11 AGM/Open House will be provided by Island View Suites. Board members should arrive by Noon.

The October 19<sup>th</sup> Lunch at Sir Guy Carleton Secondary School tickets are available at the Front Desk. Leslie has posted the menu on the bulletin board, will restock the menu sheets in the rack by the front desk and will send Art the menu for posting on our website.

Our next Bridge Tournament at the Ravines is booked for November 4. As the number of participants' spaces is limited for this tournament, one sign-up sheet is available at the Front Desk.

The Nepean Songsters annual concert is scheduled for Sunday, November 5 at CentrepoinTE; a limited number of tickets may be available for NSRC members.

Our Christmas Breakfast is booked for December 7. Details regarding Board food purchases and duties will be discussed at our November Board meeting.

Hard Rock assumed Rideau Carleton Slots responsibilities on September 12. Leslie is still in the process of obtaining updated information on possible casino incentives. The Board **agreed** to defer future Slots Trips until potentially March, 2018 pending receipt of incentives information.

### **Communications Coordinator**

Councillor Egli was invited to our Open House and he has advised that he will have a table.

I have sent a thank you email to Sarah Baldwin at Chartwell for the sandwiches, veggies and desserts provided for the Activity Representatives meeting on September 20th.

Also sent an email to Debra Ingram at The Ravines for the sandwiches provided for the Military Whist evening.

Will be sending emails to Mayor Watson and Councillor Egli to ask if they could attend our Christmas breakfast and help serve.

**Action Item: Janet** to invite Councillor Egli and Mayor Watson to attend our Christmas breakfast on Dec.7.

## **5.**

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

The Activity Reps. Meeting went well.

The October 21 Seniors Expo at the Sportsplex has been cancelled.

Our AGM/Open House is scheduled at 12:30 on October 11. Janet will assist with setup preparations and other Board members agreed to assist with the cleanup.

Current Board members have decided not to attend the OACAO Aging Well conference on November 13-14 in Mississauga but can review the conference reports on the OACAO website.

Leslie included the 30<sup>th</sup> Anniversary Volunteer Committee invitation in her September 20 Activity Reps meeting presentation and her the HUB newsletter. She will also mention the 30<sup>th</sup> Anniversary in her Open House presentation.

Meeting adjourned at 11:05 a.m.

**The next Board Meeting is Wednesday, November 8, 2017 at 09:30 a.m.**