

NEPEAN SENIORS RECREATION CENTRE
VOLUNTEER MANAGEMENT BOARD MEETING

Wednesday, September 13, 2017 – 09:00 a.m.

APPROVED MINUTES

PRESENT:

Janet Laframboise, Dorothy Latour, Barbara St. Laurent, Ash Mohindra, Leslie Dondale, Nancy Wright

ABSENT: Art McCready, Aviva King, Robert Jelking.
Aviva King has resigned from her Board position.

1. Approval of the Agenda

Approved.

2. Minutes of Meeting – June 14, 2017

Approved.

3. Previous Business

Terms of Reference: The amendment of the Recording Secretary position from Ex Officio to a voting Board member position was approved, pending the AGM membership approval of the revision to our NSRC Terms of Reference.

Vacant Board Positions: Chair, Assistant Treasurer, Special Events Coordinator and Member at Large positions remain vacant. Requests for further Board candidates will be made at our Activity Reps meeting on September 20 and at our AGM.

3. Treasurer Updates: Dorothy Latour agreed to assume the Treasurer duties, pending AGM membership approval of her nomination to the Board. Board financial signing authorities have been updated. Two signatures are required on any financial withdrawal. Art arranged for the transfer of all Board financial records and accounts to him as Acting Treasurer. GICs have been renewed, with interest added to the financial statements. The Board reviewed and approved the 2016 Financial Reports and the NSRC Financial Report ending August 31, 2017 for presentation at the AGM. The Board approved a \$1000.00 loan to the Travel Club to cover an advance deposit requirement for the fall, 2018 Scottish Royal Tour. The Board discussed options for completing a 2016 audit and agreed to recommend the **Report to Management** process (Board reviews and approves audit results prepared by a third party NSRC member with professional CA designation) for AGM membership discussion and approval.

Action Items: **Art and Ash** will meet the first week in October to review the 2015 audit and prepare the proposed 2016 **Report to Management** recommendation for discussion and approval by the NSRC membership at our AGM. If this process is approved, the **Board** will review and approve the 2016 Report to Management at our November meeting.

4. Board Members' AGM Reports

Art has prepared the Chair, Treasurer and Webmaster Reports for our October AGM. Janet prepared the Communications Coordinator's report and Barbara submitted the Volunteer Coordinator's report.

5. Reports

Communications Coordinator

The Open House sign is displayed at the front Sportsplex entrance. Leslie has paid for advertisements to be posted in our local papers.

Action Items: **Janet** will submit Open House advertisement for posting in the *Our Town* section of the Ottawa Citizen on September 27. **Janet** will confirm the invitation to Councillor Egli to attend our Open House.

Special Events, reported by Leslie

Our Canada Day 150 Celebration BBQ at Capones was very successful.

Military Whist tickets for the September 22 session are still available.

Our next Bridge Tournament at the Ravines is booked for November 4. Leslie will provide signup information to the Activity Reps.

Our Christmas Breakfast is booked for December 7. Board members agreed to assist with the cleanup.

Details regarding Board food purchases and duties will be discussed at our Nov. Board meeting.

Hard Rock assumed Rideau Carleton Slots responsibilities on September 12.

Action Items: **Leslie** will obtain updated information on possible casino incentives. The **Board** will review this information at our October meeting and decide if/how to proceed with future Slots Trips.

Volunteer Coordinator

As of September 13, there are 6402.5 volunteer hours reported for 2017. Barbara will revise the Volunteer list. We have two volunteers for the AGM/Open House, plus more will be recruited as needed.

4. Program Coordinator, Leslie Dondale

The Activity Reps. Meeting is scheduled for September 20 at 10 a.m. in the Heritage Room.

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.

Action Item: **Leslie** will email AGM reports for Board members. Art will Chair the AGM meeting.

The OACAO Aging Well conference is November 13-14 in Mississauga.

Action Item: **Leslie** will email conference details to Board members. Registration is due by October 19.

Board members are to contact Leslie if they are interested in attending.

NSRC will celebrate our 30th Anniversary in 2018. Designing a permanent NSRC sign for display on the Sportsplex exterior could be included in this anniversary project. After a discussion of various approaches, the Board agreed to invite NSRC members to join a 30th Anniversary Committee to develop celebration options for Board review.

Action Items: **Leslie** will add the 30th Anniversary Committee volunteer invitation to the Reps meeting, AGM agenda and also will include the invitation in our next HUB newsletter.

5. Meeting adjourned at 10:30 a.m.

The next Board Meeting is Wednesday, Oct. 4, 2017 at 09:30 a.m.