

**NEPEAN SENIORS RECREATION CENTRE
VOLUNTEER MANAGEMENT BOARD MEETING
April 12, 2023**

Present: Janet Laframboise (Chair), Normajean Barry (Member at Large),
Terry Mayne (Webmaster), Steve McIntyre (Member at Large),
Dorothy Latour (Volunteer Coordinator), Jennifer Stewart (Program Coordinator),
Tara White (Assistant Volunteer)

Absent: Verna Toy (Treasurer)

Agenda: Approved by Terry Mayne, seconded by Steve McIntyre.

Minutes of Meeting March 8, 2023: Approved by Dorothy Latour, seconded by Terry Mayne

Reports

Chair

- “Engage Ottawa” survey, re: the insurance for the Volunteer Management Board was completed and submitted prior to April 7. There was discussion regarding the coverage under the City and Jen advised that the Board is insured if the event is held in the senior centre building.
- Our first Military Whist event will be held on Friday April 28, 2023. The admission fee will be \$5 for members and \$7 for non members. After discussions, it was decided to have only tea and coffee and cookies. It was also decided to limit the number of people to 40.
- Steve, Terry and Verna to be provided with a cover letter when they go out to solicit donations. It was also mentioned that it was felt to be very late and probably will not be very successful at this point in the year.
- Planning of Board Events to be tabled at May meeting.

Treasurer

- As Verna Toy was not in attendance to be tabled at May meeting.

Webmaster

- Archiving is completed on both memory sticks. Due to delays the Domain name was lost, but everything is now back up and running and the bill will follow. Terry and Tara plan to review the website and update as needed.

Volunteer Coordinator

- Dorothy reported that 121 hours have been submitted for 2023.

Communications Coordinator

- Position is presently vacant.

Special Events

- The Volunteer Appreciation luncheon will be held on April 21 in the Richmond Room at 12 noon and 40 volunteers have been invited. Food will be provided by Redwoods Retirement Home, with musical accompaniment.

Program Coordinator

- Jen would like the goals of the Volunteer Management Board discussed at next meeting.

Additional Business

- Janet tendered her resignation, effective December 31, 2023, due to ongoing health issues. The Board was saddened and somewhat shocked. It was decided that a concerted effort be made to find replacements, sooner rather than later.

Adjournment: Moved and seconded by Terry Mayne and Dorothy Latour.

Next Meeting: May 10, 2023, at 9:30 am.