

**Nepean Seniors Recreation Centre
Volunteer Management Board Meeting
May 10, 2023**

Present: Janet Laframboise (Chair), Steve McIntyre (Member at Large), Terry Mayne (Webmaster), Verna Toy (Treasurer), Dorothy Latour (Volunteer Coordinator), Jennifer Stewart (Program Coordinator), Tara White (Supervisor Recreation Programs)

Absent: Normajean Barry (Member at Large)

Approval of Agenda: Terry Mayne seconded by Steve McIntyre

Approval of Minutes of April 12, 2023: Approved by Terry Mayne & Dorothy Latour

Reports:

Chair

- Community Partner Insurance Program- Janet submitted an application renewal and is waiting to hear back (5-7 business days).
- We discussed positive feedback on Military Whist as it brought back members that have not been in the Centre since the Covid19 outbreaks. 40 registered and paid in advance, and 36 attended. There was an agreement to increase the maximum participation from 40 to 48. Jen mentioned the Heritage room can comfortably accommodate approx. 50 people. Tara will change the limit from 40 to 48 on the registration form.
- Terry Mayne spent 6 hours seeking donations for Military Whist prizes from local businesses. He received certificates from Suds Carwash, Franks Catering, etc.
- There was discussion regarding the missing 150th Anniversary of Canada Quilt. Barbara St. Laurent from the Crafters group has contacted Janet to inquire about the 150th quilt they donated to the board that has been missing since the pandemic. Jen has tried to track down the quilt for months by contacting and communicating with Leslie, the previous coordinator, the maintenance department, and the facilities. Janet will inform Barbara of Jen's efforts.

Treasurer

- Military Whist was a good success. We should keep hosting this event.
- Verna mentioned she would make an income statement and change the format to be more accessible for the board members.

Webmaster

- Tara reviewed the website and sent Terry new updates. Terry has made all the necessary changes and asked Tara to send him the Military Whist promotion so that he can add it to the website.

Volunteer Coordinator

- Dorothy reported that 550.5 hours had been submitted for 2023.
- Dorothy needs hours from Shuffleboard and has emailed Mike but has yet to receive them. Jen will get in touch with him again. It was discussed that hours must be submitted quarterly.

Special Events

- Volunteer Appreciation Day went well; the room was enjoyable and well-received. Tara completed a summary evaluation report of the event.

Program Coordinator

- Jen would like each board member to have clear goals for the year (financial, events, new board volunteers). An overview of the board's goals, objectives, and responsibilities must be available for reference and to post for recruiting new board members.
- Jen mentioned that the Board could have Board-Sponsored events, separate from the city but will need to make their bookings.
- Verna mentioned looking into what other Recreation Centre's are doing to bring in new retirees to continue to extend the longevity of the Nepean Seniors Centre.

Canada Day Celebration

- Jen has booked Hall A & B for Wednesday, July 5 (all day). We will need to confirm a time at the next meeting.
- Carnival theme for Canada Day (bean bag toss, balloon darts, music, etc.)
- Terry suggested contacting the local MP to participate in the celebration and to donate a Canada Day flag.

Military Whist

- The board has approved running Military Whist all summer on Thursdays until the fall.
- Jen has booked the Military Whist dates: Friday, May 26; Thursday, June 29; Thursday, July 27; and Thursday, August 31. September will resume back to Friday, September 29.
- Based on feedback from members regarding coffee and cookies served too late in the evening, we will have the doors open at 6:30 pm for participants to have cookies and refreshments before the game takes place at 7:00 pm.
- Tara will include these new details for the website & poster.

Ice-cream Social

- Wednesday, August 2, from 1:00-3:00 pm Jen has booked Hall A & B.
- There will be a charge of \$2.00 for tickets.
- Tara will promote the event in the Monthly Newsletter and make posters for boards.

Additional Business

- Verna discussed the possibility of planning a Murder Mystery Dinner in the fall. We will have to begin looking for volunteers, and it was suggested to contact Leslie, the previous program coordinator, when seeking volunteers.
- Verna inquired about the Arts and Crafts Social Club and suggested incorporating card-making "Stamping up" for events, celebrations, and holidays. Tara and Jen plan to discuss its development further.

Goal for next meeting: Prepare board goals and a one-page overview of the board's purpose. Terry mentioned that the Board's Terms of Reference are on the Website under Publications.

Adjournment: Moved by Verna Toy and seconded by Steve McIntyre.

Next Meeting: June 14, 2023, at 9:30 am.