

**Nepean Seniors Recreation Centre
Volunteer Management Board Meeting
September 13, 2023**

Present: Janet Laframboise (Chair), Steve McIntyre (Member at Large), Terry Mayne (Webmaster), Verna Toy (Treasurer), Dorothy Latour (Volunteer Coordinator), Normajean Barry (Member at Large), Maureen Moynahan (Program Coordinator), Frank Carbonnette (Member at Large)

Approval of Agenda: Steve McIntyre, seconded by Frank Carbonnette

Approval of Minutes of June 14, 2023: Terry Mayne, seconded by Frank Carbonnette

Reports:

Chair

- Community Partner Insurance Program was received by Janet. Discussion ensued. It was agreed that Maureen will look more closely into the policy and will clarify our position at the next meeting.
- We all felt the Canada Day event was a success.
- We had fifty people attend the Ice Cream Social, and it was a success.
- Discussions took place regarding the Terms of Reference which can now be accessed online. In the past, an audit was done every five years. A suggestion was made for Terry to review the Terms of Reference once a year.
- Three of our Board Members require police checks done and Maureen will provide a covering letter to each of them. This can be completed online.

Treasurer

- Verna provided the members with an up-to-date report. Verna suggested she would like to have an audit of the books done every couple of years with a couple of Board Members as there is not much coming in or going out. It was felt that there was no need for a chartered accountant to conduct an audit.

Webmaster

- Terry is going to remove the Board Members email addresses from the website. No other websites have legitimate email addresses, instead generic email addresses will be substituted.
- We are being billed annually approximately \$750.00 for web design and software licensing.

Volunteer Coordinator

- Dorothy reported volunteer hours of 1,345. She once again asked the Board Members to submit their hours.

Special Events

- Military Whist will now be on Fridays, the next one being September 29, 2023.
- The AGM will be held on October 18, 2023, from 12:30 pm until 3 pm.
- Verna enquired about the possibility of a bridge tournament and invite other Senior Centres. Frank felt either January or February 2024 would be a good time.

Program Coordinator

- Maureen brought to the table, How to Increase the Numbers. There is no doubt that Nepean Seniors Centre is struggling to increase the attendance since the Pandemic. While Euchre is a success the rest of the programs are not meeting the pre-pandemic numbers.
- Most of the programs and special events hosted by the Board are costing money and the fees charged are not covering the cost of the event. Budgets will be developed specific to each event. Normajeau brought up the fact that the Board has more than enough money in the bank to fund these events. A discussion with the members took place and all agreed, but nothing was decided for now.
- The City of Ottawa will bring in a soft marketing for seniors in October for City based activities. A marketing blitz will be coming shortly. Registration will either be online, or the senior will come to the Centre to register. No longer any cash handling by the Staff.
- At the AGM and Open House, the various activities will be represented. The Coordinators will sit at their tables, hopefully this will encourage more participation. It was also suggested that maybe we could have a few extra tables for companies like CAA for instance or Insurance for seniors travelling, that might heighten interest to attend. Maureen said she would look into this.

Adjournment: Steve McIntyre, seconded by Normajeau Barry.

Next Meeting: October 11, 2023, at 10:00 am.