

**CALEDON SENIORS' CENTRE
ROTARY PLACE
7 Rotarian Way, BOLTON, ON., L7E 1Y2
MINUTES OF ANNUAL GENERAL MEETING
Wednesday, December 16, 2020**

PRESIDENT: Jane Chapman

RECORDER: Judy Henderson

The President, Jane Chapman, called the meeting to order at 10:05 am, with a warm welcome to all that were virtually present.

Judy Henderson reported the number of fully paid up members to be 591. The Board Secretary, Judy Henderson, confirmed that a quorum exceeding 10% of the membership was present, so the meeting was officially opened. (65 Proxy, 28 Online, 5 Present.)

MINUTES OF THE ANNUAL GENERAL MEETING – Monday, April 29, 2019

The membership agreed to the minutes of the aforementioned AGM taken as posted or distributed by November 2020.

A motion was made to accept the minutes.

MOVED: John Rogers

SECONDED: Ken Perch

APPROVED

BUSINESS ARISING FROM THE MINUTES

There were no questions or requests for discussion from the floor.

NECROLOGY

Bev Nurden read the list of members who had passed away during the year from the last Annual General Meeting held in April 2019 until April 2020. Due to having a virtual meeting there was no two minutes of silence.

SUB COMMITTEE REPORTS FOR TERM OF OFFICE MAY 2019 - APRIL 2020

CSC Treasurer's Report as of March 31, 2020 - Treasurer's report by Isabel Neubert

Our 2019-20 Budget was \$458,426.

Following the Audit of our 2018-2019 Financials, our Profit and Loss figures were as reported at our Meeting last year.

Year to Date April 2019– March 2020 Profit and Loss

Total Income	\$ 396,483
Total Expenses	<u>\$ 396,483</u>
Net Income	\$0

The above figures are our pre-audit figures as of the end of the fiscal year. Christian and Company will perform our Audit again this year.

The Decrease in Revenue was due to the cancellation of special events due to lack of interest during the summer months in 2019 as well as not receiving 100% of the total amount of Special Grant funding as requested, we received 66%.

Caledon Seniors' Centre AGM December 16, 2020

We continued to receive the SALC (Seniors Active Living Centres) Operating grant as well as the Community Service Operating Grant. We are hoping to receive these grants for the years to come.

The expenses reflect a transfer of \$77 from our Emergency Reserve Fund. This fund is required, as the name implies, to cover any emergencies such as unexpected equipment failures which were not provided for in the budget.

Following are the Fundraising figures for April 2019- March, 2020

	Year to Date
Total Income	\$ 33,521
Total Expenses	\$ 2,646
Net Income	\$ 30,875

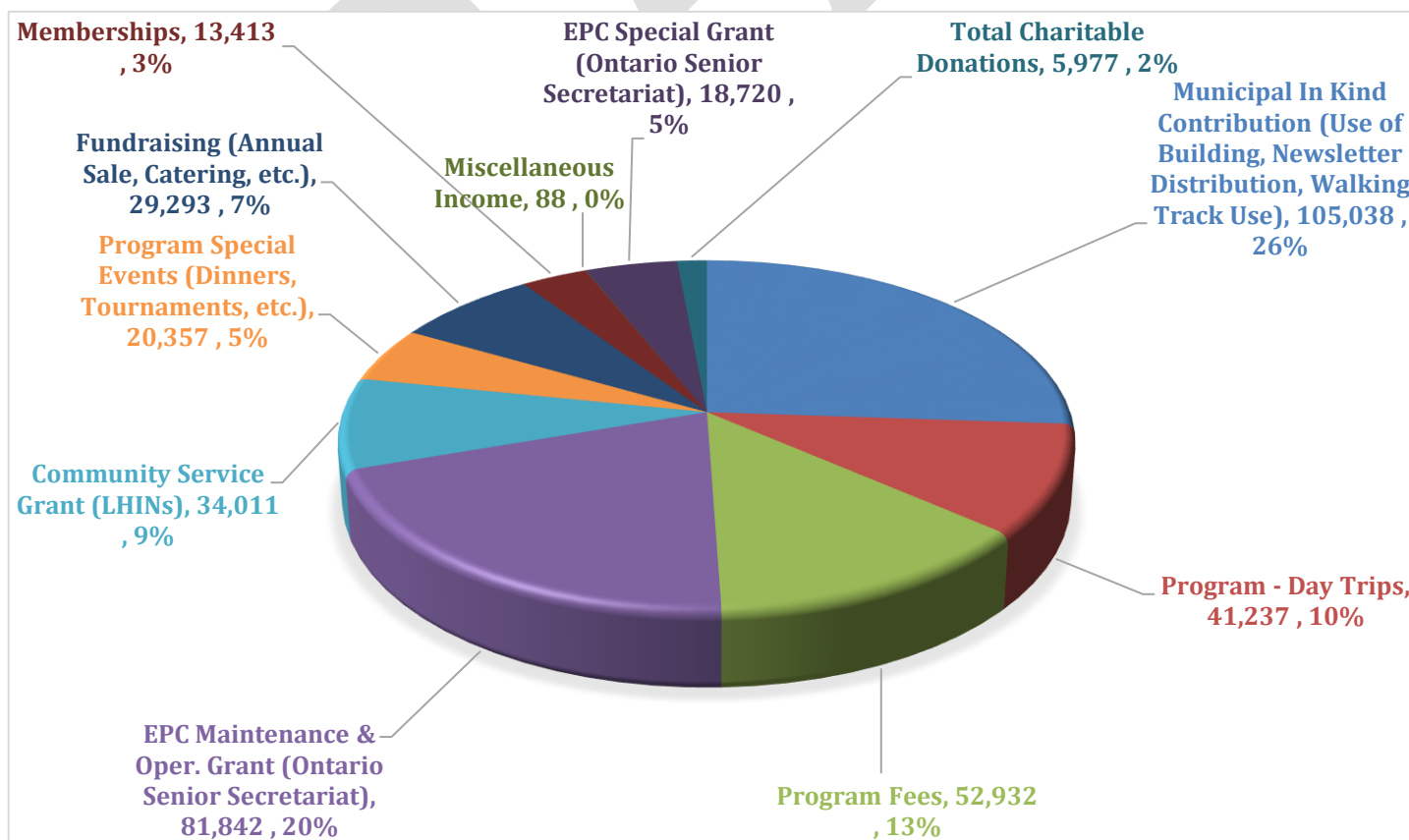
Fundraising Events include:

- Our Annual Craft, Bake and Silent Auction
- Catering events such as Birthdays, Anniversaries, Funerals and miscellaneous other events.
- Casino Rama Trips
- Annual Rotary/Interact Dinner

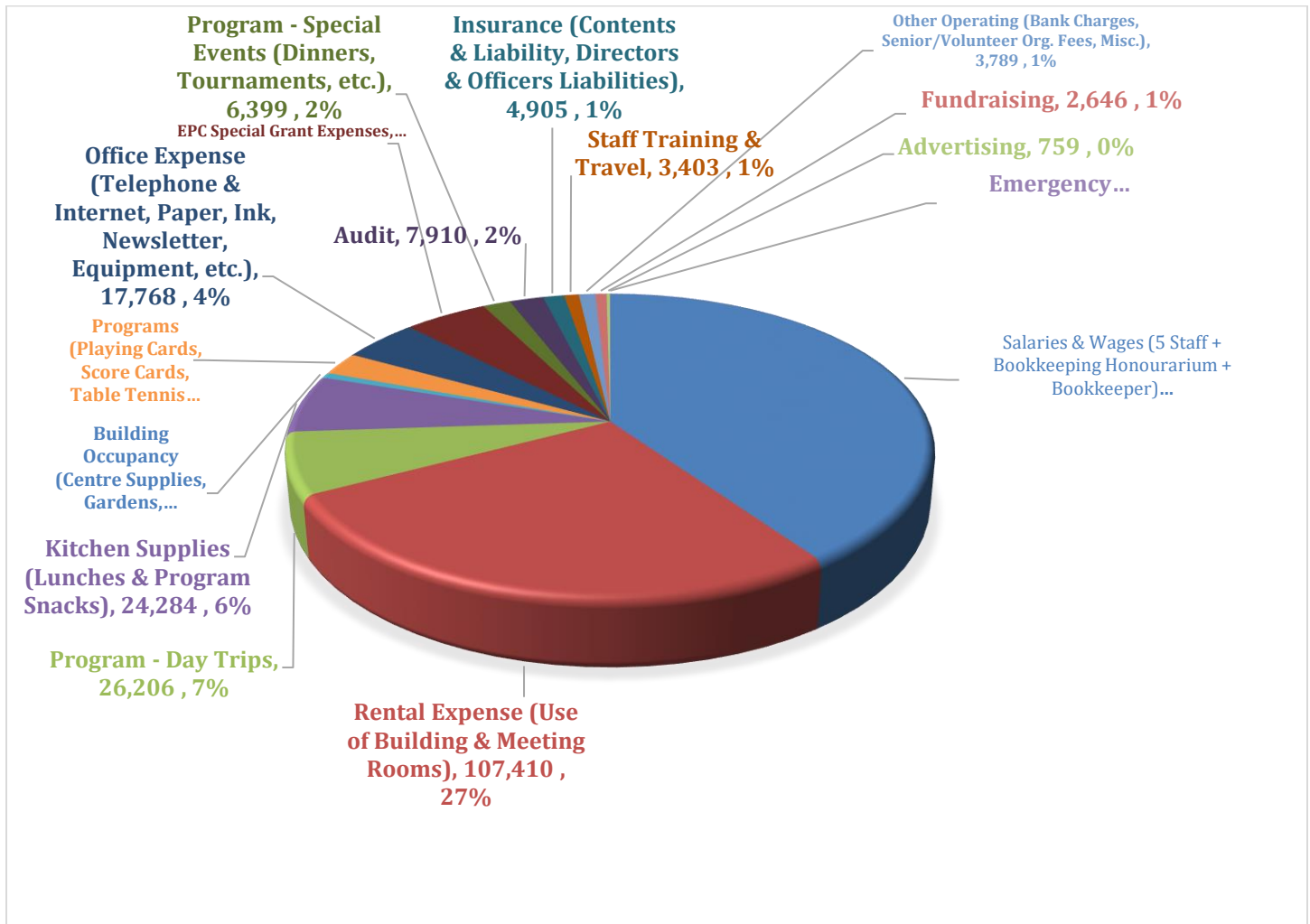
Our Expense to Income ratio is well under the CRA recommended ratio of 30%. We are at 6 for the Fiscal Year.

I would like to review where our money comes from and where we spend it.

WHERE DOES OUR MONEY COME FROM



HOW WE SPEND OUR MONEY



Our proposed Budget for the 2020-21 fiscal year is \$310,710 and was approved by the Board of Directors at our May 28th Board meeting. This budget includes \$119,862 we receive in operating grants for the Caledon Seniors Centre and the Satellite Programs, as well as SALC Special Grant requests of \$15,000 for the Centre and \$15,000 for Satellite and \$95,000 in-kind Municipal contribution which means we have to raise \$65,848 to cover the rest of our expenses.

Are there any questions?

I would like to make a motion to accept this report

A motion was made to accept the report.

MOVED: Sandy Forester

SECONDED: Karen Miner

APPROVED

CENTRE ENVIRONMENT 2019-2020 - Submitted by Gord Croft, Director of Centre Environment

The Bi-Monthly checks were done from March 2019 to March 2020, the concerns include:

1. **March – April** - Bob Smith Room - Electrical cover missing on north wall, hole in drywall on north wall from table storage racks pushed against drywall.
2. **July – August** - Men's washroom entrance door sticking.
 - Back foyer outside automatic door switch not working.
 - Front Foyer paint peeling several areas.
3. **September – October** - Bob Smith Room - Light fixture out.
 - Men's washroom water leaks.
 - Ceiling stains.
4. **November – December** – Repeat previous concerns.
5. **January – February** - Egan Room main door needs adjusting, binding at top.
 - Ladies washroom soap dispenser empty.
 - No toilet paper. Reported after week end rental.
6. **March** – No inspection, centre closed.

Most Concerns were done by the Town fairly quickly.

Kitchen Area - by-monthly descaling of the dishwasher, check food warmer, clean and descale if required. Remove stove filters, degrease and clean. A degreasing and cleaning of the stove vent system was done by a cleaning service.

- All tables were cleaned in December. Thanks to the volunteers who did the cleaning.
- Safety Inspections and general cleaning are done by the Town.
- Thanks to Anna Sheardown for planting and maintaining the gardens.
- Some of the Annual Maintenance was not completed because of Covid-19.

Centre Improvements - Centre Implemented and installed all the requirements to meet Covid-19 Standards.

Please report any issues to office or me, so they can be reported to the Town to be checked and repaired.

A motion was made to accept the report.

MOVED: John Miner

SECONDED: Nancy Harper

APPROVED

MEMBERSHIP Stats for 2020 - Presented by Judy Henderson

Membership as of March 31, 2020.

	# OF MEMBERS	# OF MEMBERS	Total # OF
YEAR	CSC	Satellite	MEMBERS
2020	585	6	591
TOTAL PAID MEMBERS	585	6	591
2019	195	44	239
2018	154	9	163

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This event was held on November 2nd. A heartfelt "thank you" goes out to all the volunteers and participants who made this day so very successful. Approximately \$12,000 was raised in our biggest fundraiser of the year.

Greeting Card Workshops:

We offered 4 workshops making cards for Easter, Christmas, Valentine's Day and Birthdays. These workshops were well-attended and everyone enjoyed making these personalized cards.

Food Drives:

We had 1 food drive organized this year around Christmas, all proceeds were donated to "The Exchange" in Bolton. A big "thank you" all the members that donated.

Lunch and Learn Sessions & Life and Times Sessions:

We hosted 4 Lunch and Learn Sessions and 4 Life and Time Sessions in 2018. A wide variety of topics included talks about, waste management in Peel, Chinese medicine, senior savior solutions and protecting your finances. Members presented programs for the Life and Times sessions, sharing their experiences and histories.

Fashion Show for Senior's:

This event was held on September 5th. Approximately 130 people attended, enjoyed the wonderful lunch and an array of stunning fashions.

Down East Dinner and Dance:

This event was held on September 27th. Lively entertainment provided by Phil Hood and The Exclamations. Great food and good time had by all attending.

Yoga Classes:

Two workshops were held before regular weekly classes started in January.

CHRISTMAS SPECIAL EVENTS:

With the season fast approaching, two events were planned to help members get into the Christmas spirit early.

Christmas Dinner and Dance:

Was held on December 6th. This year we decided to enjoy a traditional turkey dinner with all the trimmings. A sold out event and a great time was had by all attending.

Christmas Luncheon:

This annual event was held on December 12th. A delicious roast beef dinner was served to the sold out event. Another successful event.

A motion was made to accept the report.

MOVED: Sharron Breen

SECONDED: Brenda Duncan

APPROVED

CATERING & FOOD SERVICES

Presented by Margaret Patterson

We bought new shelving in the pantry and made a shelf for potatoes.

We had 3 tournaments, 1 memorial, 5 monthly dinners, 2 birthday and 6 other. Our net profit is \$14,737.37.

We made 230 jars of jam. Our 5 monthly dinners brought in \$1,549.37. I would like to thank my volunteers for their help and fun.

Motion to accept this report.

MOVED: Marg Patterson

SECONDED: Elaine Harvey

APPROVED

TRAVEL - Presented by Beverley Nurden, Centre Manager

Trips from April 2019 – March 2020

Great Canadian Holidays continue to be the company we use for our day trips, they certainly try to offer a variety of daycations for us.

Great Canadian also offer coach tours in North America and abroad, if you book a trip independently the Centre receives a 5% bonus, you just have to tell them you are a member of the Caledon Seniors Centre, brochures are always available in the front foyer at Rotary Place. Trips offered this past year have been very well attended.

Trips with Trent Su of W Holidays are available for long haul trips to Asia and other countries. You can check the Trip bulletin board in the main foyer for what is on offer. We have a few faithful members who enjoy these long-haul trips.

Casino Rama These are fundraising trips for the Centre, we must have 40 people on the bus to qualify for the free bus, if we have less than 40, we are charged \$25 per empty seat. You cannot cancel within 5 business days of the trip. The incentives have been lowered and we only receive a \$5 slot play!

DATE 2019-2020	TRIP	REPORT
April 3/19	Broadway Showstoppers	Sold Out Attendance
May 22/19	Mystery Tour	Very Good Attendance
June 26/19	Orillia Boat Cruise & OPP Museum	Very Good Attendance
July 18/19	Grease	Very Good Attendance
Aug 14/19	Haunted Toronto	Good Attendance
Oct 3/19	Fall Apple Pie Trail	Sold Out Attendance
March 19/20	Casino Rama	Cancelled Due to Covid

A motion was made to accept the report.

MOVED: Beverley Nurden

SECONDED: Nancy Harper

APPROVED

Human Resources - Presented by Nora Martin, Past President

HR – Constitution, Policy & Procedures, Risk Mitigation Document, Influenza and Pandemic Guidelines, Influenza and Pandemic Plan will be discussed below.

Health & Safety, Risk Management - Presented by Nora Martin, Past President

July/August 2019 Olena Chapovalov our PSHSA (Public Services Safety Association) representative, forwarded a Health and Safety update from the Ontario government regarding Workplace Violence prevention - Is your Workplace Compliant and Ready?

The Ministry of Labour inspection focus is not on senior centers, however, we are not exempt. Olena suggested we have an overview session, training volunteers & staff making sure they are aware of Policies and Procedures, Risk Assessment - 'Anyone who feels threatened should know where to call for help'. An inspector can arrive unannounced and ask any member in the centre if they know about Workplace Violence. Posting documents is not (deemed) adequate.

Jan 16th, 2020 met with Olena - reviewed our Risk Assessment, best practices, internal inspections (Cheryl's reports), job analysis and Welcome Package for Volunteers (check list)

Feb 20th - Olena send 6 sets (enough for the Satellite locations), of OHSA&R (Ontario Health & Safety Act & Regulations for Ontario) 'The Green Book' Guide to OHSA (Occupational Health & Safety Act) JHSC (Joint Health & Safety Committee) & JHSC Certification Part 1 Participant Workbook WHMIS (Workplace Hazardous Material Information System)

We want to thank Olena for her time and knowledge, and keeping the CSC provided with up to date hard copy material from The Ministry of Labour.

The CSC closed March 13th and by March 25th, the Older Adult Centres' Association of Ontario (OACAO) began sending guidelines for creating our Business Continuity and Pandemic Plan, Policies and Procedures and Influenza and Pandemic Guidelines. We want to thank the OACAO for their valuable assistance to this committee and our Executive Committee.

A motion was made to accept the report.

MOVED: Nora Martin

SECONDED: Sandy Forester

APPROVED

PUBLICITY & PROMOTION - Presented by Cheryl Sampson

Information was gathered from the minutes of program meetings and bi-monthly newsletters. Special events were submitted to the Caledon Enterprise and the Caledon Citizen to appear under the headings of "Calendar Events" or "Community Events". They would also appear digitally for the Caledon Enterprise. They were also sent online to Snapd to appear in the Snapd Caledon website. Also, special events were posted on the Town of Caledon Community Calendar on-line.

Emails of upcoming events were also sent to Robyn Wilkinson, Matthew Strader (Enterprise), Vicki Meisner, Brian Lockhart (Citizen), Annette Groves, Tony Rosa, Sylvia Jones, Allan Thompson and Kyle Seeback.

Special events were also sent online to "In the Hills" magazine to be published every season. We continue to post special events flyers for the Centre & Satellite on Instagram, Facebook and Twitter. I would also email the flyers to Patti Foley at Just Sayin' Caledon and she would re-post them to their website, Facebook and Twitter Feed.

Flyers of upcoming events, programs and trips were posted to our website. Pictures of these events were also posted on the website and shown on the TV on Mondays and Wednesdays in the Bob Smith Room.

Upcoming events were also put on the sign by the parking lot and on the TV in the main foyer. Advertising for the Centre was also put in the Caledon Recreation magazine.

A motion was made to accept the report.

MOVED: Nancy Marsh

SECONDED: Ruth Broeders

APPROVED

SATELLITE - Presented by Leah Taylor

- The Satellite Program of the Caledon Senior's Centre aims to duplicate the programs and services available in our Bolton location in various locations in the west end of Caledon. We have seen growth in most sites this year with the largest growth being in Southfields and the steadiest attendance being in Caledon East.
- We have had many special events such as a High Tea, Mayor's Lunch, Christmas Lunches, Christmas Potluck Kitchen Party, BBQ in Caledon Village, India Independence Day Party and Authors Talks which have helped us market the whole program to Seniors. In addition, our Classic Café Speaker Series has helped us remain a fixture in the communities we serve. The Satellite Program sees a mix of ages and has an ageless appeal.
- In Southfields we have built a great following of South Asian Ladies. Between 5 and 25 people meet weekly. Holiday parties have the most attendance. We do not see many men at this location.
- Mondays in Caledon East our cards and game morning is building popularity. We have some keen volunteers who are helping their peers to learn euchre and rummykub. I also make a point of playing a game like the Last Word on Classic Café Days because people can join in as they come. I arrive early and set up the coffee/tea bar and get the room set up before exercise and this helps the programs run smoothly and allows me to focus on meal prep later in the morning.
- Tuesdays in Caledon Village our morning scrabble is building to two groups in addition to a crokinole group. We have a large group most Tuesdays. We have built partnerships with Oliver House which has been successful at offering an outing to their Seniors and building the group so we can more easily play Shuffleboard or Bocce. Caledon Village enjoyed the carpool trips for restaurant meals monthly.
- Wednesdays in Southfields is building due to the great support from the community and strong leadership amongst our volunteers at the site. We have a good following of mostly South Asian women who are ready to expand the program in the new Southfield's location.
- As of January 2020, we changed Alton's timing to twice a month on a Wednesday. We saw an increase of attendance from on average of four to an average of eight people because most of the Senior's had a conflict with the previous Friday timing.
- This year the Satellite has seen growth in the Southfields, Caledon East and Caledon Village sites. We have not seen growth in the Inglewood site. We see less than three people in Inglewood regularly and once a month we see six to eight people for the Classic Café. The demographics are younger as you go west in Caledon. This affects this site as it is the furthest west we travel. Also we are competing against established Senior's clubs and Legions in Erin and Orangeville.

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SALC PROGRAMS FOR REPORTING SATELLITE April 2019 -2020							
ACTIVITY	DAY	CAPACITY	%	FREQUENCY	# OF People	TOTALS	ACTUALS
Aerobics -Mon	MONDAY	15		22	9	240	198
Bingo	MONDAY	25		10	12	250	120
Cards	MONDAY	25		43	12	1075	516
Computers	MONDAY	8		10	6	80	60
Cozy Corner	MONDAY	50		43	12	2150	516
High Tea	MONDAY	30		1	23	25	23
Lunch	MONDAY	25		43	17	1075	731
Mayor's Lunch	MONDAY	55		1	50	55	50
Morning Games	MONDAY	30		43	13	1290	559
Bingo	TUESDAY	25		11	10	275	110
Cozy Corner	TUESDAY	50		47	15	2350	705
Lunch	TUESDAY	25		47	10	1175	470
Morning Games	TUESDAY	25		47	10	1175	470
Staying Strong	TUESDAY	25		27	7	675	189
Bingo	WEDNESDAY	20		43	20	860	860
Cozy Corner	WEDNESDAY	50		43	20	2150	860
Sit and Get Fit	WEDNESDAY	25		22	18	275	774
Staying Strong	WEDNESDAY	15		21	18	165	774
Computers	THURSDAYS	6		11	2	66	8
Cozy Corner	THURSDAYS	20		43	8	860	344
Games	THURSDAYS	25		43	8	1075	344
Lunch	THURSDAYS	20		43	12	860	516
Computers	FRIDAYS	6		9	3	54	27
Cozy Corner	FRIDAYS	25		38	12	950	456
Games	FRIDAYS	25		38	12	950	456
Lunch	FRIDAYS	25		38	12	950	456
						TOTALS	21105
							10592
PARTICIPATION		2019			2020		
		April 1st			January 1st		
		December 31st			March 31st 2020		
Participation By Site		Average					
Mon. Caledon East		22		Mon.Caledon East		17	
Tues. Caledon Village		6		Tues. Caledon Village		10	
Wed. Southfields /		22		Wed. Bi monthly Alton		8	
Mayfield				Wed. Weekly Mayfield /		13	
				Southfields			
Thursday Inglewood		4		Thursday/ Inglewood		5	
Fridays Alton		4					
							Total
Total Open Days		182				57	239
Average by Month							
April		11					
May		11					
June		20					
July		16					
August		12					
September		14					
October		11					
Novemeber		13					
December							
January						10	
February						14	
March						11	

A motion was made to accept the report.

MOVED: Margaret Patterson

SECONDED: Ruth Broeders

APPROVED

EXPANSION COMMITTEE - Presented by Nora Martin, Past President

April 2019 the CSC was put on the list of potential recipients of Development Charges (DCs) to pay for most of the expansion costs.

Mid-August the Town confirmed DC fund approval that would cover 85-90% of construction costs. Parks and Recreation submitted a request for \$4.4 million in the 2020-2021 Town budget for Phases 2-4. Beginning in January, the CSC, local councilors and Town staff discussed the feasibility of construction a Lecture Hall (theatre) beneath the unused expansion space of the CSC, Rotary Place building.

Sept. 17th - Tony Rosa's motion to pursue this additional expansion was approved by council. Using \$78,137.84 in Capital Project 17-071 Rotary Place Expansion, James Fryett Architects was contracted, 'Rotary Place Expansion - Design be re-purposed for the conceptual design of a lecture hall in the basement of the Rotary Place'. The Town would then apply for Federal and Provincial Grants to cover about 75% of this expenditure.

Oct. 10th - Jane Chapman made a motion that the CSC would like to move forward asap with the expansion. We realize and support the concept of a lecture hall in the Town of Caledon as a separate entity.

Oct. 22nd - Council Meeting, Staff Report 2019-0219 we learned a 5200 square foot conceptual Theatre Hall was designed adjacent to the proposed (CSC) expansion at an estimated cost of \$5.2 million. CSC was not consulted from September ~.

Oct. 29th - Council Meeting, Jane presented our objections to the location of the theatre and our concerns the CSC expansion could be delayed.

Dec. 18th - Council approved \$4.4 million to expand the Caledon Seniors' Centre (Rotary Place) in Bolton, to include three additional programming room spaces. Approval of the funds is based on ~\$1.47 million/year over 3 years.

Feb. 2020 - the comment from Councilors, something should happen by spring.

We were not clued in to the ramifications of the Oct. 22nd - 2019-0219 report:

"The combined Rotary Place Expansion/Theatre project and the proposed layout was approved by Council but is conditional on the grant approval. The location of the Theatre was reviewed carefully with staff, the Architect and project manager to work within the existing site and was endorsed by Council. The location isn't up for discussion and will not be changing."

By March 31st we were advised: *'With the current conditions related to this pandemic, non-essential capital projects are being deferred at this point. Although these projects are being delayed, they are still approved and will be schedule to proceed as soon as possible. We have reached out again today to the Province to find out if there is any update on the grant decisions.'* Communicated by email April 13, 2020

A motion was made to accept the report. There was an inquiry if the drawings are available. Nora advised that they are not available as they are not finalized.

MOVED: Nora Martin

SECONDED: Sandy Forester

APPROVED

Mid-April - Delays to the CSC expansion construction was not acceptable.

May 26th - we supported a motion to Council severing the Theatre proposal from our expansion. We immediately worked with Kevin Kyle and Derek Mumford (the Town's project leader) to revise the 2018 architectural design. At the end of July the tender was submitted to several contractor/architect teams.

December 9th - we were advised Percon Construction/CS&P Architects was the successful vendor. Although vendors were advised there were significant changes to the original proposal, their construction quote did not include these changes. Major focus is on the large commercial kitchen design. CSC will be responsible for substantial costs in this project, for instance new equipment.

There will be significant remodeling to the existing building, as well as constructing about 9000 square feet of expansion. Percon will decide whether renovations begin before or after the expansion starts. Regardless, weather permitting a shovel should be in the ground (as we say) by May 2021.

Fundraising - - is a major challenge for the next 3-4 years

CENTRE MANAGERS REPORT - Presented by Beverley Nurden

- Thanks to Bolton Mills Retirement Community for letting us hold our Board, Program and Strategic Planning meetings there as rooms are fully booked at Rotary Place with programs. They have been truly kind and cordial to our committees providing us with a meeting room, complimentary tea and coffee and snacks. They have been also providing funds to sponsor some food at different events throughout the year, and paid for advertising on "My Senior Centre" computer software company that we use for sign in at the centre, recording attendance for stats and government reporting and of course the Robocall system, this helps keep our annual maintenance fee lower. We have really appreciated their support this past year
- The new retirement facility coming to Bolton 'Sorrento' have also been incredibly supportive by sponsoring different events, providing gift baskets, prizes and covering some food costs, this overall helps with the running costs.
- We continue to have hard-working committees working on the membership's behalf: Board of Directors, Program, Expansion, Human Resources, Risk Management, Health & Safety, Nominating Committee and Long Range and Strategic Planning. Whether it is overseeing the business side of running our club, or trying to come up with exciting new programs and fundraising ideas, making sure we have a safe and healthy facility/work environment, planning for the future growth of our club and preparing for the aging population it all takes time and effort and these volunteers have certainly contributed to what we have today and where we see ourselves in the next five to ten years and beyond. Thank you everyone.
- Our President Jane Chapman has now completed her third year as President and is still willing to lead us through the next year and the expected expansion of our club, enabling us to offer more programs to meet our ever demanding needs. She has been and is very committed to her role as President and takes on tasks that need to be done; we all appreciate her dedication to her job. The Board is continually active managing the business side of the Caledon Seniors Centre ensuring we continue to develop and grow to be a great older adult recreation club.
- We celebrate with our Volunteers annually at a Volunteer Appreciation Luncheon which generally has a theme, this year we celebrated in Mexican Fiesta Style, and I believe a good time was had by all who attended the event. Thanks to Alison for preparing the meal and to Palgrave Rotarians who came to serve and clean up. Volunteers are an integral part of our success at the Centre and we thank you for your continued support and help.

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- A big thanks to the program staff Cheryl Sampson and Leah Taylor, for their hard work and dedication to providing quality programs for the membership at Rotary Place or in one of our Satellite locations.
- The Kitchen went through some staff changes this past year and Margaret Patterson & Ruth Broeders helped to fill in the gaps until we hired Lisa Berejiklian in late fall and kitchen harmony was restored. Lisa is enjoying the challenge and always willing to learn and help where needed.
- We continue to offer catering for Anniversaries, Birthday Parties and special events, Margaret Patterson and her volunteer dream team did a fabulous job with many happy customers. This continues to be a good fundraising avenue for the Centre.
- Charitable Donations: total, \$5,678.90
- Please take time to visit our Website it always has current information thanks to Cheryl Sampson

www.caledonseniors.ca or www.caledonseniors.com

- Newsletter distribution is now done by the Town of Caledon. They have a photocopying machine that photocopies, folds and puts into envelopes. They label and pay for postage, this is all part of our 20% in-kind contribution from the Town in support of our SALC grant. Elaine Harvey continues to maintain the mailing list and does the e-mailing of the newsletter. If you pick up your newsletter at the centre it saves on envelopes and postage, so we thank you for that.
- CCRW staff continue to do our set ups and take downs for programs, and are responsible for repairs, maintenance, and cleaning. We unfortunately cannot have meetings at the CCRW without incurring a fee which is why we moved our meetings to Bolton Mills. We appreciate the Town and their support and working together with them.
- We continue to receive grants. These help with the running costs of the programs and their expenses and annually we can apply for special grants that help us purchase program supplies and equipment.
- Satellite programs with Leah has been growing in the different locations. Leah continues to work hard and be creative with the variety of programs offered.
- February 18th The Caledon Seniors' Centre has applied to the Alcohol and Gaming Association of Ontario, (AGCO) for a permanent liquor licence. The Town had approved that we could apply, however there would need to be an official agreement with the CSC and the Town. The rationale to apply for a permanent licence was because Special Occasion Permits went up to \$150 per event and we feel it would be more cost effective to have a permanent licence.
- The Centre on March 13th, 2019 closed due to the Covid 19 Pandemic and remained closed up to our year end March 31, 2019.
- Finally, together with a team effort we continue to be a healthy active club and a great place for older adults to have fun, fitness and fellowship. A place to meet with friends and make new ones.
Thank you

A motion was made to accept the report.

MOVED: Nancy Marsh

SECONDED: Joy Croft

APPROVED

NOMINATION COMMITTEE REPORT -Presented by Jane Chapman

The committee consisted of Chairperson - Linda Croft, Sharron Breen, Isabel Neubert and Jane Chapman.

We worked on developing a new Brochure for the Centre to include our Satellite locations and they were printed in early summer of 2019.

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We conducted various meetings to discuss plans and goals for a recruiting week which was to happen April 27th to May 1st, 2020. The plan was to set up in stores to offer our Newsletter and Brochures to people entering these premises. We were also going to leave our Brochures in high traffic locations such as pharmacies, seniors' apartments, walk in clinics, etc.

There was also going to be a Members Input Forum on Friday April 24th to communicate with our Members for ideas, solutions and questions to be answered.

Unfortunately we were closed down in March with Covid-19 before any of this could be implemented. Hopefully when things return to post pandemic we can begin to move forward.

A motion was made to accept the report.

MOVED: Sharron Breen SECONDED: Karen Miner APPROVED

STRATEGIC PLANNING/FUNDRAISING REPORT - Presented by John Rogers

Team Members: Rod Webb, Linda Croft, Rick Salway, Derek Paterson, Beverley Nurden, John Rogers.

Vision/Mission: In determining the go forward Strategic Plan, the current plan was reviewed and it was determined that with some minor adjustments, the current Mission and Vision of the organization was still valid and therefore adopted. The group identified the CSC's "Strengths, Weaknesses, Competition and Opportunities" and have begun the process of defining the organizations audience.

Fundraising: In conjunction with the strategic plan, it was identified that for the next five years the major priority was raising funds, \$500k to \$1m, for the expansion of the CSC home facility. With several individuals on leave, it was determined that the organization was somewhat thin in numbers and lacking in fundraising expertise. With final approval from the Town of Caledon for the construction of the facility pending (should be completed by the end of November 2020) the process of soliciting the community for volunteers with knowledge of fundraising best practices and identifying organizations that specialize in "non-profit fundraising" one or more of which we will engage, to assist in achieving our financial goals.

Motion to accept report.

MOVED: Margaret Patterson SECONDED: Grant Purdy APPROVED

PRESIDENT'S REPORT - Presented by Jane Chapman

Good morning ladies & gentlemen. You've heard all the reports from Subcommittees & Office Staff. It's a lot to absorb and trust me it's also a lot of work that is done tirelessly by so many.

You all know who you are whether it's being on a committee, making coffee, taking attendance, selling tickets or data entry in the office. It's all appreciated and thank you for all your efforts in making our club such a success!

I've had very positive terms as your President, getting to know more people and enjoying such wonderful fellowship with everyone. Again I would like to reiterate to all of you the cost of running our club. With the help of in-kind from the Town of Caledon and special grants, we are obligated to raise funds to offset these costs. So please don't forget to sign in every time you come to the centre.

Caledon Seniors' Centre AGM December 16, 2020

Your Membership fees, dinner & lunch costs, charges for cards, painting & other programs all reflect that your helping and it's all part of our fund raising efforts to make this club operate.

We have exciting things happening and I hope to be a part of the progress being made for our club. It's unfortunate our year ended with Covid-19 shutting us down, but we have good things happening in the future and will just have to ride the wave until we beat this Pandemic. Communication is a strong point for us all and I am open to everyone for suggestions, comments or just a chat if needed.

We still have a bit more business to attend to so I will close my report at the point.

A motion was made to accept the report.

MOVED: Sharron Breen SECONDED: Nancy Harper APPROVED

CONSTITUTION & BY-LAWS & POLICIES & PROCEDURES - Presented by Beverley Nurden

Constitution & By-laws – Changes were made to incorporate Satellite locations. Therefore removing 'at Rotary Place' and to refer as 'CSC'. Other grammar/punctuation was changed.

3.1 Number of Board members changed from 11 to 15 members.

3.1(b) Maximum of Directors changed from 6 to 10.

4.7 In the event of a tie vote, the '*motion will be considered lost*' was replaced with '*chair will cast the deciding vote*'.

7. Removed: '*(g) keep a record, or designate someone to keep a record, of the CSC membership;*'

10 Added: *Human Resource Committee and Risk Management, Health & Safety Committee.*

11 Added: *submit a written report to the secretary not less than ten days prior to every Board meeting when applicable.*

12 Removed: *In the absence of a Past President.*

14.6 Added: *(Proxy forms will be kept for a period of 13 months from the date of AGM.)*

Question was asked if Satellite members can be a director. Yes and they are encouraged to be.

CORRECTIONS: Leave in: 1.3(c) *acknowledge that CSC has no political, religious, or ethnic bias;*

A motion was made to accept the report.

MOVED: Nancy Harper SECONDED: Nancy Marsh APPROVED

Policy & Procedures - Changes were made to incorporate Satellite locations and make Rotary Place the Head Office for CSC.

3.1 Changed to read: *The Town of Caledon, are responsible for all scheduling and room bookings for the CSC.*

3.11 Added: *Trip parking is designated to the east side of the building.*

3.12.1, 3.14, 3.15 Removed.

3.13 Changed to read: *Trips & Special Events are sold at the Centres.*

4.2 Changed the tax receipts for donations from \$10 to \$20.

5.2 Added: *Program equipment at Satellite Centres is owned by the CSC.* Removed: *An annual physical inventory shall be the responsibility of the appropriate Committees. This will be done during March break week.*

5.4 Removed: *any minor issues are to be documented in the building and maintenance book located in the utility room.*

7.1 Removed: *and Meals on Wheels clients, and available at the ticket window.*

7.0 Pick-up and drop-off points were revised.

8.3 Added: *Website, Twitter, Facebook, Instagram, and Community Outreach.*

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PROGRAM COMMITTEE:

Since there were no nominations from the floor, the Program Committee members are as follows:

Chairperson Sandi Rogers

Secretary Mary Paolucci

Publicity Cheryl Sampson

Vice Chair Nora Martin

Members: Brant Purdy, Donna Petosa, Margaret Patterson, Rick Salway, John Miner, Gordon Croft, Beverley Nurden, Ruth Broeders, Sandi Rogers, Lisa Jacobsen, Eileen Hammill, Karen Frances, Sue Calder, Sharron Breen.

A motion was made to accept the members as presented.

MOVED: Nancy Marsh

SECONDED: Ken Perch

APPROVED

OTHER BUSINESS

Ken Perch, on behalf of all members, gave thanks to CSC staff and volunteers for all their hard work during the pandemic.

Jane Chapman announced that the Board has decided to not charge membership fees from now on, but instead will increase some of the program fees. If any member would like to make a charitable donation to the centre it would be welcomed.

A motion was made to adjourn.

MOVED: Elaine Harvey

SECONDED: Sharron Breen

APPROVED

MEETING ADJOURNED 12:10 PM

NEXT ANNUAL GENERAL MEETING & ELECTIONS - MAY 3, 2020