

2021 ANNUAL MEETING
Thursday, April 28, 2022, 1:30 pm
Tillsonburg Senior Centre
45 Hardy Avenue
AGENDA

1. Welcome by Administrator Nancy Puhr

2. Motion to approve the Agenda for the 2021 Annual General Meeting – BY NANCY PUHR

Resolution AGM2021-1

Moved by Carlton Ross and Seconded by Susan Charby that the agenda of the 2021 Annual General Meeting, be approved as printed.

3. Motion to approve the minutes of the last Annual General Meeting (Pg . 3-5) – BY TERRY FLEMING

Resolution AGM2021-2

Moved by Diane Cote and Seconded by Susan Charby that the minutes of the 2020 Annual General Meeting and the minutes of the meeting to elect officers, be approved as printed.

4. Introduction of the 2021 Board of Directors – BY NANCY PUHR

5. 2021 Auditor's Report— PRESENTED BY DIANNE LATTA —Millard, Rouse, Rosebrugh (separate cover)

A) Motion to approve Auditor's Report – BY CARLTON ROSS

Resolution AGM2021-3

Moved by Carlton Ross and Seconded by John Haldane that the 2021 Auditor's Report, as presented by Dianne Latta of Millard, Rouse and Rosebrugh, be approved.

7. Treasurer's Report (Pg. 6) - Motion to approve – BY CARLTON ROSS

A) Motion to approve Treasurer's Report

Resolution AGM2021-4

Moved by Carlton Ross and Seconded by Terry Fleming that the 2021 Treasurer's Report be approved as presented.

8. REPORTS

A) President's Report— BY TEWRRY FLEMING (Pg. 7)

B) Administrator's Report – BY NANCY PUHR (Pg. 8)

C) Programmer's Report – (Pg. 9)

Resolution AGM2021-5 – BY NANCY PUHR

Moved by Helen Thompson and Seconded by Karen Reid that the reports in Section 8 be approved as printed.

9. New Business:

A) Motion to hire Auditor for 2022 – BY CARLTON ROSS

Resolution AGM2021-6

Moved by Carlton Ross and Seconded by Diane Cote that Millard, Rouse and Rosebrugh be hired as the Senior Centre Auditor for the fiscal year ending Dec. 31, 2022

B) Motion to pay 2023 Insurance Premiums – BY CARLTON ROSS

Resolution AGM2021-7

Moved by Carlton Ross and Seconded by Diane Cote that the Administrator be authorized to pay the 2023 Insurance Premiums as determined by Intact Insurance.

10. Questions from the floor – NANCY PUHR TO READ ANY SUBMITTED QUESTIONS

11. Correspondence - NIL

11. Motion for Adjournment – BY NANCY PUHR

Resolution AGM2021-8

Moved by Helen Thompson and seconded by Lorraine Gilbert that the 2021 Annual General meeting of the Tillsonburg Senior Centre be adjourned, AND THAT THE Board retire to the Boardroom to choose the executive for 2022-23.

Minutes of the 2020 Annual General Meeting

October 6, 2021

Present: Carlton Ross, Karen Smith, Susan Charby, John Haldane, Diane Cote, Lorraine Gilbert, Terry Fleming, Karen Reid, Auditor Dianne Latta (MRR, virtual), Nancy Puhr

Regrets: Helen Thompson and Mayor Stephen Molnar

Board President Karen Smith called the meeting to order.

Karen Smith introduced a motion to approve the agenda:

Motion to approve the Agenda for the 2020 Annual General Meeting

Resolution AGM2021-1

Moved by Carlton Ross and Seconded by Susan Charby that the minutes of the 2020 Annual General Meeting, be approved as printed.

CARRIED

Karen Smith introduced a motion to approve the minutes of the 2019 AGM.

Motion to approve the minutes of the last Annual General Meeting

Resolution AGM2021-2

Moved by Diane Cote and Seconded by John Haldane that the minutes of the 2019 Annual General Meeting, be approved as printed or amended.

CARRIED

Karen Smith introduced the Board of Directors for 2020 as well as new members John Haldane, Terry Fleming and Karen Reid. The new members were invited to speak and to introduce themselves to those attending or watching virtually.

Administrator Nancy Puhr introduced Dianne Latta of Millard, Rouse and Rosebrugh to review the audited financials, and Treasurer Carlton Ross introduced a motion to approve these.

Motion to approve Auditor's Report

Resolution AGM2021-3*Moved by Carlton Ross and Seconded by John Haldane that the 2020 Auditor's Report, as presented by Dianne Latta of Millard, Rouse and Rosebrugh, be approved.*

CARRIED

Administrator Nancy Puhr invited Carlton Ross to deliver his treasure's report and to read the accompanying motion for approval.

Motion to approve Treasurer's Report

Resolution AGM2021-4

Moved by Carlton Ross and Seconded by Karen Smith that the 2020 Treasurer's Report be approved as presented.

CARRIED

Nancy Puhr invited Karen Smith to deliver her president's report, in which she discussed successes and challenges of the year in review, the Centre's appreciation for government assistance during the pandemic and more.

Nancy then read her Administrator's report and the Programmer's report.

Nancy called upon Carlton who introduced a motion to hire the auditor for the fiscal year 2021.

Motion to hire Auditor for 2021

Resolution AGM2021-5

Moved by Carlton Ross and Seconded by John Haldane that Millard, Rouse and Rosebrugh be hired as the Senior Centre Auditor for the fiscal year ending Dec. 31, 2021

CARRIED

Carlton also introduced a motion regarding insurance premiums for 2022.

Motion to pay 2022 Insurance Premiums

Resolution AGM2021-6

Moved by Carlton Ross and Seconded by Diane Cote that the Administrator be authorized to pay the 2021 Insurance Premiums as determined by Intact Insurance.

CARRIED

Nancy Puhr called for questions from the floor. Anne Marie Van Heck was in attendance and asked for clarification regarding the credit of \$20 given by the Board to senior centre members who were active in 2020. She also inquired as to whether additional credit would be given for time lost in 2021. Board President Karen Smith answered the question saying that there are no plans for further credit at this time.

Seeing no further questions from the floor, Nancy Puhr introduced a motion to adjourn the meeting

Adjournment

Resolution AGM2021-7

Moved by Lorraine Gilbert and seconded by John Haldane that the 2020 Annual General meeting of the Tillsonburg Senior Centre be adjourned.

**Minutes of the Meeting for Election of Officers
Tillsonburg Senior Centre Board
October 6, 2021
Immediately after the conclusion of the AGM**

PRESENT: Karen Smith, John Haldane, Carlton Ross, Lorraine Gilbert, Diane Cote, Susan Charby, Karen Reid, Terry Fleming, Nancy Puhr

- 1. Administrator Nancy Puhr acted as chairperson and called the meeting to order at 1:45 pm**
- 2. The current officers are: Karen Smith (President), Carlton Ross (Treasurer) and Susan Charby (Secretary). The position of Vice-President is vacant.**
- 3. Each officer was canvassed as to his or her intent as regards their position, and a call was made to other Board members who may be interested in serving in any position for a one-year term. The results of that canvassing were as follows:**

Karen Smith - willing to serve one more year as president

Carlton Ross – willing to serve one more year as treasurer

Susan Charby – willing to serve one more year as secretary

Terry Fleming – willing to serve as vice-president for a term of one year

- 4. There was a brief discussion of future planning for the Treasurer's position. It was agreed that Karen Reid would shadow Carlton to learn more about the Treasurer's position in the event she wants to be more involved at a later date.**
- 5. The following resolution was read and voted upon:**

Moved by Susan Charby and seconded by Lorraine Gilbert that Karen Smith continue as President for one year, Carlton Ross continue as Treasurer for one year, Susan Charby continue as Secretary for one year and Terry Fleming serve as Vice-President for one year. Further, Karen Reid will shadow the treasurer for one year to learn more about the position.

CARRIED.

- 6. New Business – NIL**
- 7. The meeting was adjourned at 2:10 pm**

7A) Treasurer's Report, Submitted by Carlton Ross

Highlights:

Deficiency of \$12,058 in 2021 revenue, compared to 2020 revenue of \$14,727

- **Over two years of Covid-19 and a shutdown, a revenue of \$2669**
- **The Canadian Government assisted in offsetting administration and programming salaries which was most helpful by \$41,391**
- **We refunded \$7359.30 to members for programs/memberships in 2021**
- **The sale of woodworking shop items recovered \$5,863**
- **Our 2021 budget forecast a deficit of \$10,247**
- **Our 2022 budget originally forecast a deficit of \$20,871, however wage subsidies have been continued into 2022, and will reduce that amount by more than \$10,000.**

As of April 2022 the Senior Centre has with First Ontario Credit Union:

Chequing Acct:	\$26,165.73
Savings:	\$20,717.00
GICs:	\$127,862.69
Business Savings:	\$242.75
Share:	\$150
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Total:	\$174,745.74

A special thanks to staff for their continued efforts under difficult times, and looking forward to a brighter future.

Carlton Ross, Treasurer.

8A) President's Report, Submitted by Karen Smith

The Board of Directors for 2021 included:

President - Karen Smith

Vice President – Terry Fleming

Treasurer – Carlton Ross

Secretary – Susan Charby

Directors – Diane Cote, Helen Thompson, Lorraine Gilbert, John Haldane, and Karen Reid

2021 was another unusual and challenging year for your Senior Centre, due to Covid-19. Once again we had to navigate closing and reopening, program changes, and practices and procedures related to the pandemic. I would like to thank the Board members for their hard work, dedication, and flexibility throughout the year. I would also like to thank Nancy, Niki and Natalie for their creativity and resourcefulness, as they continued to keep members informed and engaged, even when the centre was closed. Last, but not least, I would like to thank the membership for your patience and ongoing support. We did our best to provide maximum value, while at the same time following all Government restrictions and Public Health guidelines. The health and safety of our members was always our top priority.

You will see from the financial report that in spite of our best efforts, as well as government subsidies, we ended 2021 with a small operating deficit. However, we remain in a good financial position, and are optimistic for 2022 now that programming is returning to more normal levels.

In 2021 the Board approved a \$20 credit to be applied to the accounts of everyone who was a member at the start of the pandemic. This credit could be applied to future membership dues or program fees. We made this decision in good faith, in recognition of the disruptions in 2021, even though they were not within our control. We also approved expenditures for a necessary Security Camera system upgrade and two new HEPA filters for the Craft Room and Rotary Room.

On the plus side, we received Grants that were used to purchase equipment for our new Drum Fit program as well as the Michael Lewis motivational series online programming. We also sold the Wood Shop equipment at auction, and realized proceeds of \$5683.11 that will be used to repurpose the space once we determine how it's going to be used.

Our normal special events and fundraisers couldn't happen in 2021, but the Lasagna Lunch was sold out and the Turkey Takeout Lunch was a tremendous success.

The Board started working on a five year strategic plan in 2019, but needed to put most of this work on hold in 2020 and 2021 to focus on operating priorities. We will resume this activity in 2022, starting with a review of our technology needs and options. We will be guided by the following:

Mission Statement:

The Tillsonburg Senior Centre provides high-quality, inclusive recreational programs for those aged 50-plus which support physical, mental and social wellbeing.

Values:

Transparency, Accountability, Non-judgmental, Friendly, Inclusive, Fun

Objectives/Priorities: Governance renewal, technology update, program rejuvenation, space optimization and Financial stability/resiliency

8B) Administrator's Report, by Nancy Puhr, Administrator

When I reflect on 2021, the words that most come to mind are 'merry go round,' because that's how it felt to operate our senior centre last year.

A surge in Covid cases after the 2020 Christmas break effectively stymied the limited activities we'd already brought back, and put us back into lockdown. Local and provincial health measures such as capacity limits made offering in-person programs difficult even when we were able to open, so there was a tremendous sense of 'up, down, round and round' as we tried as best we could to adapt to the local conditions, and to work within them.

For all its challenges, however, we have much to celebrate as we look back on 2021. First and foremost, despite what was at times a very dire situation locally in terms of Covid cases, we kept our senior centre secure, and never once had to close our doors due to an outbreak. We took every necessary precaution to protect our members and staff, and it paid off.

For the first six months of 2021, the building was closed, forcing a move to virtual and online program offerings. Natalie served as our program coordinator for the bulk of that time, while Niki was at home tackling remote learning with her children. Natalie's main focus was on delivering virtual program offerings in the form of guest speakers or participative group discussions on a variety of topics. Her bubbly personality and can-do attitude were so very appreciated by our members during that uncertain time, and we are grateful for the time she spent with us.

By the time Niki returned from leave in September of 2021, local regulations were such that we were in a position to begin cautiously reintroducing some pre-Covid programs, and we did just that from September to December. Although regulations and restrictions prevented larger groups at that time, we were able to pivot some events, like our Christmas turkey dinner, to unique drive-thru or take-away events that were still enjoyed by a great many folks in a safe way.

Although 2021 was a very challenging year financially, it was also a year filled with unexpected blessings; Grant Funding from the Alabastine-Wilkinson Fund (Oxford Community Foundation) allowed us to share the talents of motivational speaker Michael Lewis with our members through short weekly video presentations and related discussion groups, Special Grant Funding from the Seniors Active Living Centre (SALC) program allowed us to line up Drum Fit for our members, and a very unexpected donation of \$2,000 was received from Toyota Motor Manufacturing Canada, which allowed us to host a highly-successful take-out chili luncheon in February of 2022.

We also were so fortunate to have received support from many wonderful community groups in 2021. Shelley Langley, representing Tillsonburg Retirement Residence, supported the Centre by volunteering time at events like our Turkey Luncheon, and by supplying masks and PPE when Covid was at its worst. Pat Frey representing Harvest Crossing supported our BINGO program in 2021 and also served as volunteer caller on many occasions. The United Way Oxford also supported the Centre, coordinating volunteers from RBC Royal Bank in Tillsonburg to help serve our turkey lunch in record time.

While last year was no walk in the park, I'm exceedingly proud of what we were able to accomplish in 2021, While we still have some challenges to meet in terms of bringing back a few remaining programs, I'm ecstatic that our program spaces are once again echoing with the sound of laughter and fun.

8C. Programmer's Report

In 2021 we started the year in shutdown and Natalie Moretto, our interim Programmer, spent a majority of her time delivering online and call-in programs such as BINGO, discussion groups and seminars and laying the groundwork for the return of in-person programs as restrictions eased.

In the fall of 2021, with some restrictions on capacity lifted, it made it possible to return a number of our fitness programs such as chair fit and various yoga programs. Numbers in these programs were slow but steady from September to December as many of our members opted to take an understandably- cautious approach to returning.

Trying to be equally cautious in our approach, we prepared to welcome back our card players in slow and very gradual stages starting December, before our efforts were foiled once again by a surge in Covid cases.

That being the case, we had some really good success with programs like Zumba and Line Dance, and we were pleased to line up some new offerings for 2022 including Restorative Yoga with John Schieven, Drum Fitness and Yogalates with Dawn Tucker.

We'd like to thank all our instructors who worked so diligently with us to get programs back up and running safely and within public health guidelines in 2021, and of course, to salute the members who came back to support these programs. We were able to log in excess of 4,500 in-person visits in 2021.