

HERMAN PRIOR SENIOR SERVICES CENTRE INC.

ANNUAL GENERAL MEETING

Monday, June 15, 2020

Attendance:

Board of Directors: Joan Hewson, Lynne Payette, Kay Humphrey, Pat Hay, Ed Enns, Bunny Dietrich, Harriet Turnbull, Gini Martin, Bill Kramble (Zoom), Sandra Sharpe (Zoom). Executive Director Chris Dumont.

Members: Yvonne Enns, Don Roberts, Shirley Hillier, Florence Jackson, Barb Cavers, Edith Furdievich, Pat Foley, Henry Nick, Agnes Hargest, Sandra Duchak, Lois Peterson, Heather Stiegler, Yvette Cuthbert, Kim Dengate, Patti Hillier, Peggy Mitchell, Manita Bradford, Brent Eros (Zoom), Moyra McBurney (Zoom), Bob Jones (Zoom)

Meeting called to order at 10:07

1. Chairman's Opening Remarks – Joan Hewson

Good morning and welcome to the 2020 annual general meeting of the Herman Prior Activity Centre. This meeting is being held in person and via Zoom and will be recorded.

As Chairperson I, Joan Hewson would like to call this meeting to order. You all have copies of the agenda so I would like to move for adoption of the Agenda. Motion by Florence Jackson and seconded by Gini Martin that the agenda be accepted as presented. CARRIED.

As per the bylaws, the notice of time and place for this meeting have been advertised through the local media and by an email and phone call fan out, since we did not have a monthly newsletter.

The registration shows over 10 members are in attendance, therefore a quorum is established.

I call on our Executive Director, Chris Dumont to read the voting procedures from the by-laws.

2. Minutes from May 2019 AGM

Minutes of the 2019 AGM were made available for members for pickup or on the website for printing. Can I please have a motion to accept the minutes as presented and circulated? Motion by Don Roberts seconded by Yvette Cuthbert that the minutes of May 29, 2019 AGM meeting be accepted as presented. CARRIED

3. Reports

a) Treasurer's Report – Ed Enns

**FINANCIAL STATEMENT FOR 2019/2020 for dates from
01/04/2019 to 31/03/20:**

On Page 1 of Comparative Income Statement:

Under Revenue:

The Prior Centre received a grant from the Regional Health Authority for 2019/2020 for \$46,048.00 to go towards salaries and benefits for staff. This is the same amount as the year before.

The Prior Centre requested an operating grant from the City of Portage for 2020 for \$15,000.00 and it was granted.

Membership dues from for our fiscal year (not a calendar year) were \$11,750 and are up from \$9,875.00, Donations in Memorium were \$1,810.00 up from \$300.00, and General Donations were \$13,441.00 up from \$11,250.47. Medical Equipment rentals are at \$4,452.50 up from \$3,457.00.

Rental revenue was \$50,338.49 up from \$47,272.50 and catering revenue was \$20,326.17 down from \$34,042.00. Noon meals were down to \$34,214.65 from \$41,203.80.

Special events revenue is \$20,219.64 up from \$11,497.65. Tours and day trips are at \$23,611.82 down from \$37,568.75. Books income is \$2,806.60 down from \$3,100.40. Games income (combination of Line Dancing, Painting, Pool, Whist, Euchre, Weaving, Cribbage, Tai Chi, Bridge, Floor Shuffle and Curling and Clogging) is \$7,302.25 down from \$7,828.75.

Overall Revenue was down \$559.74 from \$322,545.70 to \$321,985.96.

On Pages 2&3 of Comparative Income Statement:

Under Expenses:

The Natural Gas and in Hydro is \$18,391.88 down from \$20,212.33 last year and Sewer & Water are \$4,931.83 down from \$5,263.72 last year. This is partly due to LED lighting, and more efficient appliances. Telephone expense is \$1,889.04 down from \$2,195.09.

BALANCE SHEET:

Under Assets:

The chequing account has a total of \$28,772.46 in the bank as of March 31, 2020 down from \$46,626.17 in the bank as of March 31, 2019.

The savings account has a total of \$15,020.33 as of March 31, 2020 compared to \$14.98 as of March 31, 2019. This is because the City Grant of \$15,000 was received early this year.

Harvest Term GIC account has an account balance of \$10.94 as of March 31, 2020.

The new account opened to accumulate funds for renovation grants and donations (with CRA approval) has a balance of \$92,316.81 as of March 31, 2020.

The Petty Cash account has a total of \$73.85 as of March 31, 2020.

Accounts Receivable due to us as of March 31, 2020 is \$5,770.00.

Under Liabilities:

\$386.00 under Federal Income Tax Payable (this is an amount to be corrected as the 10% subsidy the Federal Government is offering for COVID pandemic assistance. Deferred Contributions of \$60,727.00 are Grant amounts received but will not be paid out until next fiscal year.

- a. Motion made by Ed Enns and seconded by Pat Foley that the Treasurer's Report be accepted as presented. CARRIED.
- b. Ed Enns explained that we have used BDO for reviewing our financials for the past few years. Motion by Edith Furdievich and seconded by Gini Martin that BDO be appointed as our accounts for 2020/2021. CARRIED

**b) Participant Council Report – Florence Jackson
(Apr '19 to Mar '20)**

Sunshine Report:

There were 20 get-well cards, and 34 sympathy cards sent to members over the past year.

Painting Class:

Connie Gretsinger and Fran Pickell lead the Tuesday and Wednesday classes. Tuesday classes take a break for the summer and Wednesday classes continue throughout the year. They averaged 15 people a month between the two groups.

Weaving Class:

The members of this class help each other with the various items they are working on, and they are always willing to help new members who join the class. They meet every Thursday at 1 pm. Their attendance numbers have been climbing, averaging 22 people per month.

Exercise Classes:

Terry Safruik instructs the Monday morning and Tuesday evening line dancing classes. They will restart again in the fall. They have approximate attendance of 41/month.

Resistance band training (coordinator Peggy Mitchell) is offered at the Centre and is every Monday at 10:30 am. This class is also a self-guided class attended by about 31 a month. They take a break for the summer.

Clogging (taught by Heather Kerr) is on Monday evenings and they have classes for different levels of abilities. Approximately 58 per month attend. They take a break in the summer.

Tai Chi classes offered a few times each week between the Taoist Tai Chi and the Herman Prior self led group on Thursdays. The Thursday Tai Chi class follows a DVD left by the previous instructors and is now a self-guided class with Cheryl Barker leading. Members of the Taoist Tai Chi class have instructors and, practice three times a week at the Centre. They are led by Shelley MacDonald. Between the two groups we have approximately 126 people a month attend.

Square Dancing is every Thursday evening for all levels. Edith Furdievich is the contact for this group. They average 17 people a month. They take a summer break.

Floor Curling/Shuffleboard are looked after by Myrtle MacIntosh. This is every Friday with Curling in the morning, Shuffleboard in the afternoon. This is for all ability levels. They average 29 a month for Curling and 22 a month for Shuffleboard.

New classes added this past year include Senior Fitness taught twice a week by Sann Hart averaging 44 people a month and Euforia taught once a week by Guido Mamani whose classes average 12 people a month.

Games:

Agnes Hargest and Reta King look after the Cribbage and Whist games every week, and organize tournaments on the long weekends. Cribbage is played on Monday and Wednesday afternoons and Whist is played on Thursday afternoons. Crib averages 137 people a month and Whist averages 49 people a month.

Euchre is looked after by Bill Pearcey and is played every Tuesday afternoon. They average 12 people a month.

Bridge is played on Tuesdays and Thursdays. A larger mixed group on Tuesdays and a smaller womens group on Thursdays. The Tuesday group is led by Pat Nodrick. Bridge averages 98 players a month.

The Pool League on Tuesday and Thursday mornings is organized by Derek Bradley. Between the League and drop-ins there is an average of 110 players a month.

Other Programs:

Genealogy Group (led by Cheryl Barker) meets here once a month (avg. 6 a month), as well as Stroke Support Recovery Group (led by Charlie Clifford) and Natural History Group led by Bob Jones (10 a month). Recently the Gardening Group has also been meeting here. Numbers not available for Stroke Recovery or Gardening Group. They all take a break for the summer.

The Quilting Guild meets here each month (breaking for the summer). They are led by Zandra Johnston.

Book Nook:

We have had Norm Duspaquier helping with the filing of the books. We average \$256 a month on book sales. All the books and puzzles are donated to us, and your donations make a difference.

Plants

Joan Parker waters the numerous plants in the Centre. We have had to get rid of two large ones due to a very bad bug infestation. We still have the planters with tomatoes and peppers in them. We are selling perennials that have been donated as well as tomatoes and peppers.

Decorating:

Members of Participant Council get together and help with decorating for the seasons and special events. Some of the older decorations are being “retired” and newer ones purchased.

Discussions:

Items brought to the Board and ways that Participant Council have helped include: talking about the menu items choices and bringing about changes to items that were not favoured, implementing a suggestion box, discussion on a cookbook for fundraising, volunteering at Home Life Expo and the planting project with the kids from Recreational Opportunities for Kids, bringing forth issues regarding the casino bus, volunteering at the Open House and the Christmas Craft Sale. Helping decorate for all the special luncheons. Bringing forward issues with the fan in the men’s washroom and training required for volunteers, as well follow through on policy regarding when volunteers receive free meals (the policy states they must volunteer for four consecutive hours). Ideas were brought forth on security of renters if there are suspicious characters around, Medication Safety and Power of Attorney presentations, Terriers Garage Sale canteen, seniors acting group and walking club.

Motion by Florence Jackson seconded by Kay Humphrey that the Participant Council report be accepted as presented. CARRIED

c) Executive Director’s Report – Chris Dumont

Executive Directors Report for April, 2019 to March 2020

Many are asking when we are going to be opening up with the COVID-19 virus pandemic. That decision is dependent on the board and they make the decision based on requirements from Southern Health and the Province of Manitoba (which has different regulations for senior centres). We are a member of Manitoba Association of Senior Centres

(MASC), and they are helping us weed through all the pertinent information. My job is to support the Board of Directors and work on getting their goals in motion. I look for opportunities and report on and make recommendations as I become aware of them.

It was remarkable this year as we were able to highlight ourselves as a true community centre by assisting a few companies that needed our help. During October, when we had the severe winter storm, we were able to be used as an emergency shelter for stranded travelers. Tupper Family Resources had some flooding and needed space for their programming. We were able to shuffle things around so they could have classes and meetings here. Bill's Sticky Fingers had a fire in their building and we were able to allow them to use our back kitchen to meet their catering obligations.

Our Team:

Board of Directors – Joan Hewson, Kay Humphrey, Jo-Ann Voesenek, Ed Enns, Harriet Turnbull, Bunny Dietrich, Lynne Payette, Bill Kramble, Sandra Sharpe, Pat Hay and Gini Martin.

Participant Council – Florence Jackson, Joyce McIvor, Joan Parker, Pat Foley, Henry Nick, Marion Cooper and Myrtle MacIntosh.

Executive Director - Chris Dumont: started with the Herman Prior January 2018, taking on the role of acting Executive Director in February of that year. The role became Executive Director in April of 2019.

Administrative Assistant - Kathy Bryce: started May 16, 2019.

Meal Coordinator - Carolyn Staples: October 7, 2016 to February 3, 2020. Then we moved to having volunteers doing the Noon Meal program and any catering for events.

Building Cleaners - Frosty Barnachea: started October 18, 2018.

Gail Gladue: started November 14, 2018, however her new job does not give her time to be on the schedule.

Merle Gladue: started August 10, 2019 and added Maintenance to his job description since March 8, 2020.

Social Media:

- 1) www.hermanprior.com
- 2) Facebook: fb.me/hermanpriorcentre
- 3) Email: hermanpriorcentre@gmail.com

Membership:

Herman Prior Centre Membership fees are still \$25.00 for the year for all 2020 memberships. At March 31, 2019 we had 386 members. At March 31, 2020 we had 503

members. Benefits of membership, besides helping keep our Centre running include reduced rates on our daily programming and on our scheduled trips.

Clinical services such as blood pressure reading, foot care, hearing aid testing and checking, podiatrist, orthotics, natural health as well as other services are provided each month, and 1 support group meets regularly at the Centre at this time. We also had the Minds in Motion program meet here. Regular programming has expanded to include a men's pool league, senior fitness and Euforia (Latin dancing) classes. Gardening Portage is having their meetings here as well. Our Community Volunteer Income Tax Program continues to operate successfully. Congregate noon meals are provided Monday to Friday weekly (pick up only for now due to COVID 19).

2019/20 Trips and Presentations:

Monthly trips for subscribers to Royal Manitoba Theatre Centre

Celebrations (Big Boom Theory) – April 2019

RBC presentation on Joint Accounts and POA – May 2019

Daniel O'Donnell Concert – May 2019

Mature Driver Workshop – May 2019

Dementia Signs and Supports Presentation – June 2019

Goldeyes Game (vs Sioux City Explorers) – June 2019

Alzheimer's Walk – June 2019

Celebrations (Buddy Holly's Happy Days) – June 2019

Rainbow Stage (Strike! The Musical) – June 2019

Tool Library Presentation – July 2019

Folklorama (Ireland, Africa, Greece) – August 2019

McPhillips Casino – August 2019

Goldeyes Game (vs Lincoln Salt Dogs) – August 2019

Rainbow Stage (Cinderella) – August 2019

Prairie Dog Central – September 2019

Open House – September 2019

Celebrations (Footsloose) – September 2019

Amaluna – September 2019

Manitou Opera House (Country Blend) – October 2019

Flu shot clinic – November 2019

Family Games Night – November 2019

Moscow Ballet – November 2019

Government of Canada Services Presentation - December

PCI Jazz Band Presentation – December 2019

Celebrations (Friends) – January 2020

Red Cross Emergency Preparedness Presentation – January 2020

Shen Yun – March 2020

Celebrations (Country Star) – March 2020 (Cancelled due to COVID 19)

Singles Cribbage Tournament – April 2020 (Cancelled due to COVID 19)

Manitou Opera House (REWiND) – April 2020 (to be rescheduled due to COVID 19)

Fundraising events

Included 2 Craft Shows/Flea Markets, Ray Martin Band, Dinner and a Show, PT Barnum – This is Me! Production, Grey Cup Pool, Daylin James (Elvis), Christmas Carol Dinner and New Years Eve Dance. Special dinner fundraisers (many times with musical entertainment by Troupe or Terry Human, were held for Spring Supper (May), BBQ (July), Thanksgiving Luncheon (October), Christmas Dinner (December) and Valentines (February). St. Patrick's Day lunch in March was cancelled due to COVID 19 shutting the Centre down on March 13, 2020. Sisters of the Holy Rock scheduled for May 2020 is to be rescheduled. We tried having Celebrity Luncheons to bring more awareness about our noon meal program, but that did not bring significant results for the most part.

Grants received (April 2019 to March 2020)

We received \$200 from MASC to assist us with our planter project that we ran with ROK (Recreational Opportunities for Kids). This included the cost of snacks and the plants, fertilizer and supports.

Southern Health continues to give us a grant every quarter of \$11,512.00 to help with salaries and programs. This means \$46,048.00 a year. They are looking at revising the agreements, which got put on hold due to COVID-19, so we will see what that means in the future.

We received an operating grant as part of our lease agreement with the City of Portage la Prairie in the amount \$15,000.

We received a grant from the Community Foundation of Portage and District which I had talked about last year for \$9,300 for new flooring in the back kitchen. Showing in next fiscal years amounts will be the grants from the Foundation to assist us in finishing our washrooms and to replace the flooring in the main kitchen.

We received \$1,000 from Community Futures Heartland to assist us in the washroom renovation project.

We applied for and received a grant (deferred) from the Federal Government Enabling Accessibility Fund in the amount of \$41,977 to renovate our washrooms.

We also received a grant (deferred) of \$3,750 from the RM of Portage la Prairie to assist us with the washroom renovations.

New Horizons for Seniors has granted us for the upcoming year money for the addition of another electrical panel and some electrical upgrades for \$16,869. This is necessary for planned upgrades to the Centre.

We have received approval for a Summer Student Grant, and other COVID related grants are being made available, but no numbers for those at this time.

We have been eligible for, and receiving, COVID related subsidies from the Federal Government.

We have applied for some other grants that we will be reporting on next year as they fall in that fiscal year category.

We have received many donations from members, through cash and in kind donations, including in memorium donations. All of these are greatly appreciated and help us to keep the centre running smoothly.

Other:

Our association is a member of MASC (Manitoba Association of Senior Centres) and as such we receive regular communications about things affecting the older adult/senior community. We also receive information about grants, have support for our organization on revising/developing by-laws, operational procedures and board policies, have access to the MASC website and have the Benefit of Travel insurance available to our members through Johnson Insurance.

We have been working with other organizations to make the Centre a hub of resources for Seniors. To that end we have had Sunset Palliative Care, and more recently the Alzheimer Society relocate their offices to the Centre.

Monthly 50/50 draw takes place on the last Friday of each month. This has not happened since April 2020 due to COVID 19.

Quarter Draw was available to all members of the Herman Prior Centre. After it was won in March it has had to be altered to a weekly 50/50 Draw with only those members who buy the \$1.00 weekly spot being eligible for the pot. This is due to Manitoba Liquor and Lottery regulations. We will start these draws up again when the Centre re-opens more fully.

A special thank-you to all our volunteers. Everyone from the Board Members, the kitchen and front desk help, our Participant Council and other Committee members, people who come in and do things like help with some data base work, grant applications, clean up, decorating, book nook organizing, recycling and repairs. Volunteers are the lifeblood of an organization like ours.

Our committees are open for members to sit on them, even if they are not board members. The Chair of any committee is required to be a board member. If there is a committee you are interested in being part of please let either myself or one of the board members know.

d) Nominating Committee Reports

a. Board of Directors – Bunny Dietrich

2020 Nominations

This year there are nine potential vacancies on the Board of Directors as we have a maximum of 16 and a minimum of 12 per our by-laws.

The Board of Directors who have agreed to stay on the Board for another year:

Ed Enns	Kay Humphrey
Lynne Payette	Gini Martin
Pat Hay	Sandra Sharpe

We have the following people that have been nominated and have agreed to let their names stand to be on the Board of Directors for 2020/2021

Yvette Cuthbert	Patti Hillier
Edith Furdievich	Barb Cavers
Sandra Duchak	Barb Bradley
Bill Knott	Kim Dengate
Heather Stiegler	

I move that the nominating committee report be accepted. Motion by Bunny Dietrich, seconded by Ed Enns that the nominating committee report for the board of directors be accepted as presented. CARRIED.

b. Participant Council – Lynne Payette (board liaison)

2020 Participant Council

There are no “set number” of members for Participant Council. From our Policy Book it states that Participant Council is as follows:

Function:

An advisory body (elected by users of the Centre) composed of Centre participants to represent all participants of the Centre.

Shall have the right to:

- Determine the form of the organization of the Participant Council
- Delegate its powers to any one or more members of Council

To be a vehicle for effective communications from participants to staff and the Board of Directors, and will carry out the instructions given to it by the Board of Directors.

To represent the interest of the Centre participants in matters related to the Centre and to the concerns of older people in the community.

Members on Participant Council who are staying include:

Joyce McIvor

Joan Parker

Florence Jackson

Myrtle McIntosh

Marion Cooper

I, Lynne Payette has been our Board Liaison for the past year.

We have members Jo-Ann Voesenek, Brent Eros and Bill Kramble who have agreed to sit on the Participant Council for the upcoming year. Any others? Just a reminder that anyone can join the Participant Council.

4. **New Business – Joan Hewson**

a) By Law Amendments

Last year, after we sent in our amended by-laws, we received notice from Canada Revenue Agency, that the wording on one paragraph needed to be slightly altered. The proposed amendments are in the information package, and have been posted on our website as well.

I call for a Special Resolution to Amend the by-laws (to include the words “qualified non-profit organization(s) or registered charity(ies)” under Article IX – Miscellaneous Item 3. Winding-up) as circulated. Therefore the new by-law will read:

Article IX – Miscellaneous. Item 3. Winding-up

The Corporation may, at its discretion, dissolve the Corporation if its members believe it no longer serves any purpose.

Any funds and assets of the Corporation remaining after satisfaction of its debts and liabilities shall be distributed to **qualified non-profit organization(s) or registered charity(ies)** in the area whose objects most closely accord with those of this Corporation as determined by its members at dissolution.

Motion by Lynne Payette and seconded by Peggy Mitchell that the law amendments to comply with the income tax act be accepted as presented. CARRIED.

b) Other New Business

No comments or other business came up from those in attendance at this time.

5. Chairman's Closing Remarks – Joan Hewson

Thank you again for the privilege of serving as your chairperson this past year.

There are many thank yous, especially to our talented and devoted staff members, and to all those volunteers that we need daily to keep our center a positive and welcoming spot.

Chris and Kathy have both been with us now for over a year, and the increase in our membership is notable because of the programs, etc that are in place and I thank them for their untiring effort to reach that next goal.

You will know that we have been able to upgrade the centre, to meet the standards required. These are made possible by grants and donations of our members and larger community and we thank everyone for their donations and participation.

Thank you to the entire board for your co-operation and team effort. By working together as a team we have been able to accomplish many new projects. We will miss Bev, Jo-Ann, Bunny, Bill and our efficient secretary Harriet. I am stepping down as well. We welcome the new members to the board. Now I plan to just watch with interest as the Prior remains an integral part of the Community.

At this time I ask for a motion to adjourn the meeting and I would ask that the new board members meet in the Crocus Room for a quick meeting to elect the new Executive.

Motion by Yvette Cuthbert that the meeting be adjourned at 11:05 am.

Minutes recorded by Harriet Turnbull