



Gananoque Seniors Association

Gananoque Seniors Association

AGM

May 25th, 2026 10:00am

Agenda

1. Approval of Agenda
2. Adoption of Minutes of 2024/25 Annual Meeting
3. Business arising from minutes
4. Presentation of Annual Report – 2025/26
5. Board of Directors Confirmation/Election
6. Approval of Bylaws
7. Q & A

1) Call to Order

By Cliff Edwards @ 4pm

***Board Chair**

Cliff Edwards

- copies of agenda available up front
- refreshments at the back

2) Welcome and Introductions

*Agenda

*Approval of minutes of last meeting

- minutes already approved

3) Chair's Report

*Where we have been

- Incorporated since fall 2021
- Discusses what we provide for seniors in Gananoque area
- I (Cliff Edwards) joined in Fall 2022

*Where we are going

- Discussion of location

Kinsmen Hall was not selected

- Community Living Centre selected
- an office

- a large space for classes
- a space for meetings (including a kitchen)
- recites list of all spaces in Gananoque currently used for programming
- office administrator hired
- this secure building requires an appointment to see the Office Administrator
- parking issue at the Community Living Centre \ no parking in back parking lot
- we want our own space
- more programming
- a monthly newsletter
- improve our social media
- sponsorship opportunities

4) Treasurer Report

Ken Wilson. Treasurer

- introduces Vicki Clark, Accountant
- copies of the financial statement, the budget available

Accountant Presentation

Vicki Clark, Accountant

** see financials for monthly statement

- profit / loss presented
- cost of goods sold
- expenses

*Income statement, balance sheet, etc.

- question asked about grant source – Horizon Grant, Town Grant
- question: does GSA have any intention of applying for grants? Cliff – yes

Gan Arts Network wants to meet with GSA to discuss using part of their
municipal grant

- question: When will that happen? Answer: mid summer

*Approval of financial statement

- Profit comparable to last year

Balance sheet is simple

Profit / Loss discussed

Donation of \$1000 from Legion

- April has shown real growth of GSA
- sub-contractor is the office administrator
- its a tight budget

5) Program Report

Barb Medynski, Programs

*Review Program Detail

- GSA has highly qualified instructors
- challenging levels
- lots of exercise classes
- courses change, kept fresh

*Current Program offerings

* see attached program flyer for details

*Impact, future plans

- Monthly Lunch & Learns are interesting
- Charcuterie & Chats – at Bar Petunia – very successful
- we are planning more special events
- share your ideas with Barb
- fall program registration to be held in September
- Question – any further accommodation for low income seniors for the social events?
- Answer from Barb Medynski - Can look at that, grants would help. Have lowered our prices for classes and making enough on programs to fund special events
- Question – are there plans to have a social hub / space for seniors to socialize, play cards, etc.?
- Answer from Cliff – affordability is the issue
- Question – can GSA rent Legion space for socials for seniors?
- Question – does GSA pay fees to churches, halls, etc.?
- Answer – Yes
- Question - Why are program fees different?
- Answer – cost of programs depends on number of people up for the course
- Question – are some GSA programs being duplicated by the Lions?

- Answer – we try not to duplicate / our courses are different / Barb explains difference between GSA's Digital communications class and the Public Library's Computer class

6) Membership Report

Tanis Wilson, absent

Ken Wilson, present on her behalf

*Membership Status

- Membership is doing marvelous
- 150 paid members currently
- a lot of new members came on board

*Review current Membership List / *Value of Membership

- support from Members is key
- we are tirelessly working on building the Membership
- Question – any effort to contact old members?
- Answer – Yes
- Question – have old Members been notified that their memberships are due?
- Question – what is the phone number of GSA?
- Question – Recruitment of Members – who is doing that marketing?
- Answer – Ken Wilson talks about social media and brochures
- Question – A lot of people don't know GSA exists
- Answer – Barb Medynski talks about courses, Lunch & Learn brings in new

Members, posters

- Vicki Clark talks positively about GSA in the community
- Question – John Hodges asks about no programming in the summer?
- Answer – Barb Medynski says not all instructors want to work in the summer

7) Election of new Board Members

Cliff Edwards

*Board size, vacancies

- we currently have 8, we would like 11

*Applications to Join Board

- nomination applications are available now (at the table)
- Question - Susan Horton – what is governance?
- Answer – Cliff Edwards – Board needs help in running the GSA
- Question – Barb Penkman – what are the bi-laws for Board nomination process? We need to follow the bi-laws
- Answer – Cliff Edwards apologizes for his direct remarks

Barb Penkman – we need to move forward and get more grants

- **Motion** – Barb Penkman – a focus group of 5 GSA Members to explore GSA Members views on current state of GSA, focus group in doing by end of May

2nd the Motion – Susan Horton

- Question – Cliff Edwards – is Barb Penkman going to chair this group?
- Cliff Edwards says he will publish the bi-laws for the Board nomination process

- Cliff Edwards says he approves the focus group
- Cliff Edwards asks that the Board meet to discuss it first

Amendment to the Motion – extend the time frame of the report until mid June
(15th)

2nd the Motion – Barb Penkman

10) Motion to adjourn

- Chris McDonald at 3:35pm

By-laws

Gananoque Seniors Association

By-Laws – April 2026

Article I – Name and Objectives

Section 1 – Name

This organization shall be known as the Gananoque Seniors Association (GSA)

Section 2 – Location

The Headquarters and business location of the GSA shall be within the Town of Gananoque Ontario or within the township of the Leeds and the Thousand Islands

Section 3 – Purpose

1. The Gananoque Seniors Association will promote wellness, health, fitness, safety and education within its membership and community.
2. The Gananoque Seniors Association shall work to improve the social and recreational needs of older citizens and to keep before the public an awareness of Seniors in the community.

Section 4 – Policy

1. This organization shall be non-political and non-racial.
2. It shall operate democratically and in accordance with Parliamentary rules of order.

Mission Statement

The following has been accepted as the GSA “Vision Statement”:

Our purpose is to enhance the lives of all GSA Seniors by providing a welcoming place for participation in activities which enable members to learn, develop friendships and experience an enhanced quality of life within our community.

Article II – Membership

Section 5 – Membership

1. Membership in the Gananoque Seniors Association will be open to all seniors over the age of 55 residing in the Township of Leeds and the Thousand Islands or in the Town of Gananoque.
2. Members in the club will maintain their memberships by the payment of annual dues. These dues will be used to address expenses such as
 - a. Costs of materials used in the day-to-day operation of the GSA
 - b. Rental costs for programming
 - c. Club insurance
 - d. Defrayal of expenses such as monthly luncheons or excursions offered by the GSA to members

Article III - Officers

Section 6 – Officers

1. The executives of the club shall include
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer

Further the following executive roles may be implemented at the direction of the executive

- e. Membership
 - f. Marketing
 - g. Programming
 - h. Fundraising
2. Because the executive may have fewer than nine members, some executive members may be responsible for more than one of the positions listed above.
 3. A quorum for regular and special meetings shall be at least half of the Board of Directors plus 1.
 4. The term of office shall be three years, members can stand for re-election after their term is over.

5. All Directors shall adhere to regular attendance at GSA Board Meetings. Failure to attend 2 consecutive meetings may result in removal from Board.

Article IV – Nomination and Election of Officers

Section 7 – Nominations

1. The officers will be elected at an annual meeting in the month of May.
2. Any member who is in good standing at the time of nominations shall be eligible to hold office in the club, if elected.
3. Nominations for board positions must be known in advance of an election.
4. In situations where nominations are not to be decided by acclamation, the vote for the above officers shall be by secret ballot cast either in person at an election meeting to follow within 2 weeks.
5. The newly elected executive shall assume their office at the first meeting immediately following the AGM.
6. Annual General Meetings will be posted on the web site, Social Media as well as sent to the Membership 2 weeks in advance of the meeting. In the event of a Bylaw change this should be communicated in the meeting announcement.

Article V – Duties of Officers

Section 8 – Chair

The Chair shall

1. Act as chairperson at all meetings of the GSA and of the Executive.
2. Appoint all committees which are not elective.
3. Supervision of all Staff
4. Have the power to call a vote to remove committee members not performing the duties of their office.
5. Call a special meeting of the executive when deemed necessary.
6. Be the primary focal point in the communications between the GSA and other organizations
7. In the event that a board vote is unable to be made due to a tie, the Chair will make the deciding vote.

Section 9 – Vice-Chair

The Vice-Chair shall

1. Assist the Chair in the running of the GSA.
2. The Vice-Chair shall assume the responsibilities of the Chair in his/her absence.

Section 10 – Secretary

The Secretary shall

1. Prepare the minutes of all executive and GSA meetings

Section 11 – Treasurer

The treasurer shall

1. Receive all monies paid to the GSA from any source
2. Deposit all monies received by him/her in a bank selected by the executive.
3. Keep a true record of all receipts and disbursements and pay all bills of the GSA after approval of the executive.
4. Make available to the auditors - the books and financial records of the GSA as required.
5. Submit the Yearly CRA documents
6. In consultation with the Executive Council of the Board develop the yearly budget.

Section 12 – Membership

The Membership Director shall

1. Be responsible for signing up new members and keeping a record of members of the GSA. He/she will inform the executive and membership of new members and/or visitors at the next club event.

Section 14 – Marketing

The Marketing Director shall

1. be responsible for the creation and publication of all newsletters, social media postings and website and works along with other Directors/Staff to prepare letters to the GSA membership.

Section 15 – By-Law Committee

1. A By-Law Committee made up of the club executive.
2. The By-Law Committee shall meet and discuss any changes to the club by-laws to keep them up to date.
3. By-Law changes shall be approved at a annual general meeting of the club after one month's notice of the intent to propose these changes.

Section 16-Fundraising Committee

1. The Fundraising Committee, when able, will communicate all grant applications to the Board in advance of submissions.
2. Will work with the Treasurer/Chair to compile budgets for applications.
3. Will sign documentation with members of the Executive Committee as necessary,

Article VI – Finance

Section 16 – Revenue

1. The revenue of the GSA shall be derived from membership dues, proceeds from social and recreational functions, government grants and donations from any source and bank interests.
2. Membership dues are to be determined by the GSA executive annually and apply to each fiscal year which extends from September 1 until the following August 31.
3. All bills and accounts will be submitted to the GSA executive for approval before payment is made.
4. The three (3) signing officers of the club shall be

- a. Treasurer
 - b. Chair
 - c. Vice-Chair
 - d. A Director of the board
5. Two signatures are necessary for a cheque to be valid.

Article VII – Meetings

Section 17 – Business Meetings

- 1. There will be one regular executive meeting on the last Friday of each month at a time to be announced (TBA).
- 2. There will be a full business meeting and election of officers annually as specified in Section 7, above.

Article VIII – Election Obligations

Section 18 – Obligation of Officers

At the onset of the first meeting after the AGM, new Board Directors will complete a Criminal Record Check as well as sign the Code of Conduct form which will be kept in the GSA office.

Draft: May 2026