



*Activities for the 50+*

# **ANNUAL GENERAL MEETING**

**FEBRUARY 28<sup>TH</sup> 2024**



Stepping Stone Senior Centre  
Agenda- Annual General Meeting  
February 28,2024

- 1:30 1.Call to Order and Welcome
2. Establishment of Quorum
  3. a) Presentation of Agenda  
b) Motion to Adopt Agenda
  4. a) Review Minutes AGM March 1 and March 10, 2023.  
b) Motion to Approve Minutes
  5. Business Arising From Minutes
    - a) New Horizons for Seniors- Mike McCormick
    - b) Covid-19- Madeleine Gaudet
    - c) Garrison Market- Madeleine Gaudet
  6. Moment of Remembrance
  7. Reports:
    - a) President's- Madeleine Gaudet
    - b) Treasurer's- Mike McCormick
    - c) Coordinator's - Krista Wilson
    - d) Events/Fundraising- Krista Steeves
    - e) Membership - Liz Morency
    - f) Nominations- Shelley Petley
    - g) Program - Susan Wright
    - h) Volunteer - Sandra Dewar.
    - i) City of Fredericton- Kate Baird
    - j) Communications- Anne Marie Hartford
  - k) Motion to Accept Reports.
  8. Proposed Changes to By-Laws- Anne Marie Hartford

9. Elections of Board Members - Shelley Petley.

10. New Business:

a) Senior Centre Without Walls

b) Kitchen Renovations

c)

11. Adjournment



## Stepping Stone Senior Centre- Annual General Meeting

March 1, 2023

Call to Order: The meeting was called to order by Madeleine Gaudet, President, at 1:35 pm

Quorum: Members were present in person and by Zoom. However, a Quorum was not present.

Therefore, the meeting would proceed for information purposes only. A subsequent meeting would have to be scheduled to conduct voting on the business for the coming year.

Minutes of AGM, 2022 accepted for information.

Business Arising From the Previous AGM:

1. Lotto Factory: It has been covid impacted. Explanation given by Mike McCormick that it is an online 50/50 . It was reported that there are presently 83 registered and would like it to be at least over 100. He suggested that we should mention it to friends and family as well as share on Facebook

2. New Horizons For Seniors- SSSC Application is in but no response.If approved, the Funding would be used to develop a better website and also to develop promotional materials and to develop partnerships with other companies.

3.Covid 19 Update: Madeleine reported. The protocol at the Centre remains in place and is continuously reviewed by Board. Masking is still in place. Members and guests have been most respectful of the Protocol.

4. Coldest Night of the Year Walk: The Centre was deemed a warming centre with warm drinks being available. There were walkers registered with close to 300 participating and the Centre had at least 70 drop ins at the Centre. The event raised \$70,000.00 in the community.

5. Community Food Smart Program: \$10.00 to join. A monthly bag of fruits and

vegetables. at a cost of \$15.00 once a month with the order put in on the first Thursday and to be picked up on the second Thursday of the month. Mary Farrell is the Facilitator

Moment of Remembrance- A minute of silence was observed for Centre members who had died in the past year.

Reports:

1. President's Report: The Centre supported NB Community College application for funding to provide programs for students interacting with Seniors to benefit them in their homes. The full report is attached.

2. Treasurer's Report: Geoff gave a brief summary of finances. He stated that the plan is not to increase the deficit but to look at ways to decrease the deficit over the coming year. It was recommended that the Centre keep the present bookkeeper for consistency. Geoff will not be reoffering. The budget was set by the Board and presented for information.

3. Fundraising and Events: Krista Steeves remains optimistic as was transmitted in her report. She suggested we look into Donations and Sponsorships so that we do not have to use the Reserve fund. She went on to suggest we continue to use and monitor Social Media.

4. Coordinator: Krista Wilson talked about Zoom and maintaining the website and elaborated on her report.

5. City of Fredericton: Kate Baird talked about the Garrison Thursday Market and the fact that the City has a space that can be used by the Centre if we desire and that it is located by the Pedway. She also talked about the Northside Pool Senior Programs.

6. Membership: Liz Morency stated that last year our total membership was 454 for the year and that we are at 306 as of March 1<sup>st</sup> so we are off to a good start. She also mentioned gift certificates could be used not only for memberships but for programs.

7. Nominations: Shelley Petley called for nominations for Vice President and Anne Marie Petrie accepted. At the call for members at large Renata Krasowski and Diann Etter accepted. Madeleine Gaudet will do another two year term as President and Sandra will do another two year term as Secretary and Shelley Petley will still do Nominations as well as Krista Steeves will continue as chair for Events and Fundraising. Beryl Smith, Susan Wright and Mike McCormick are finished their terms. As of this writing vacancies are programs chair, volunteer chair and Treasurer.

8. Programs Report: Susan Wright reported endeavouring to attract new programs and is also looking for facilitators. She suggested sending any ideas in to Krista Wilson. See report.

9.Volunteer Report: paper copy of the year tally of hours was made available to the board and those present for the meeting by Beryl Smith. See report. Many thanks given to Beryl for her contribution during her time as chair as she developed a format by which hours of volunteering can be tracked.

All of the above reports were accepted and will be attached to the minutes.

New Business: Madeleine explained that a brainstorming session will be organized to gather ideas from the board on what can be done to enhance the operation of the Centre in 2023.

Meeting was temporarily adjourned at 3:30pm. The completion of the business will

Be scheduled for another date as soon as possible.

March 10, 2023 - AGM Meeting continues

Call to resume: at 1:00 on March 10,2023

Quorum declared present

Minutes of AGM,2022. Motion to adopt previous minutes moved by Terry Embleton and seconded by Aline Leblanc. Motion carried.

All Reports presented on March1. It was moved by Susan Wright and seconded by Kelli Henderson to accept the reports. Motion carried

Budget for 2023- It was moved by Jane Williamson and seconded by Susan Wright to adopt the budget. Motion carried.

Bookkeeping Services. It was moved by Renata Krasowski and seconded by Myrna Gunter to continue to utilize the services of Kelly Richard Co. for bookkeeping and year-end review. Motion carried.

Election of Officers : Presented by Shelley Petley. President: Madeleine Gaudet, Vice-President: Anne Marie Petrie, Secretary: Sandra Dewar, Treasurer: Mike McCormick for one year, Member at large: Diann Etter and Renata Krasowski, programs chair Susan until it is filled, Volunteer chair : Nancy Cameron, Membership chair : Liz Morency, Fund Raising and Events chair: Krista Steeves, Nominations chair: Shelley Petley. All officers have been duly elected.

Adjournment: It was moved by Maurice Dube and seconded by Serita Gujar to adjourn the meeting at 1:30 pm. Motion carried.

Respectfully Submitted by Sandra Dewar(Secretary)



## President's Report to AGM, February 28, 2024.

Each year that I have been a part of the Stepping Stone Senior Centre, there have been happenings, maybe a recent success or something new, that stands out when sitting down to write a report. The year 2023 is no exception. So, I begin here:

- The Lieutenant Governor's Award for Excellence in Aging( Group). I had the honour of accepting this Award on behalf of the Centre on November 15th. This was a recognition of the work and commitment of the many members, volunteers, and facilitators, back to April 2001, when the Centre opened with support from the City of Fredericton. In accepting, I took the opportunity to share the names of Don Duval, Doreen Lewis, and Robert Meade whose signatures are on the Centre's Incorporation documents and whose work lives on every day the Centre is open.

- The formation of a partnership with the Cultural Centre which began in the Spring with plans to hold a trial Line Dancing program there on June 7. That trial led to Line Dancing located there every Wednesday from September 13 to the end of the year.

- The combined Musical Concert on Sunday, December 10 at the Cultural Centre to raise money for CBC Feed-a- Family campaign. Just imagine the pride I felt when I delivered a cheque for \$1,000 to the Open House at the CBC on December 15. Thank you to the the members of String Along, Ukulalians, Acoustic Jam, SSSC Singers and Troubadours; along with the volunteers and all who supported our efforts by their generosity and attendance. Thank you to Jeff Foster of the Cultural Centre, for his support. A great example of the Centre's support for our community in action.

- On the Coldest Night of the Year event in Fredericton on February 25, the Centre played an active role by opening our doors as a Warming Centre for the participants halfway along the route. Thank you to the Centre volunteers who made it happen.

- The successful expansion of Saturday breakfast to once every month year round, is a cause for celebration by everyone. It has brought about the return of former members; people who have never been in the building before; young families joining us; a group of volunteers for another organization routinely stopping for breakfast on their way; meeting International students and home parents who have been volunteering. The return of the buzz of conversations of happy diners socializing together on a regular basis. This couldn't happen without our team of volunteers who support the Centre by their efforts every month to make this event so successful. The teamwork is amazing to witness.

- Speaking of buzz of conversations and socializing, there is a growing number dropping in on Friday mornings to enjoy Coffee and Chat. It is the number one recommendation to new members as an introduction to the Centre. I'm often the volunteer at the front desk on Friday mornings and sometimes have a problem hearing the caller on the phone and I love every minute of it one buzz.

- At the end of the summer season, the Centre had a table at the Thursday night Garrison Market. What a great opportunity to bring the Centre out into the Community. The two teams of volunteers mingled with those who stopped by, handed out calendars and promotional material, and took the opportunity to sell jams and tea biscuits. That was a bold promotion of breakfast. Oh! by the way, we sold out.

- Promotion continued. On Sunday October 1st, the Centre held an Open House. That day also happened to be International Day of Older Persons. The Centre also had a table at the Senior's Expo held on Saturday, October 14 at Leo Hayes High School where up to 500 seniors came through. Once again, two teams of volunteers greeted the public and promoted the Centre.

- The thread here is obvious. Volunteers are the Centre. The Centre could not function without them. They are the Board and Committee members; guardians and greeters at the front desk; the breakfast crew; the jam brigade; and those who volunteer to organize and present programs throughout the year. Please know how valuable you are and thank you!

- To the Program Facilitators and guest presenters, thank you for bringing your expertise to the Centre and for your continued focus on keeping seniors active in mind and body.

- To Krista Wilson, our Coordinator, thank you for your patience and commitment to the Centre and managing to meet the needs of so many on a daily basis.

- I close this report with thanks and pride for the accomplishments in 2023 and know we will keep moving forward in 2024.

Respectfully submitted, Madeleine Gaudet, President.





## SSSC 2024 AGM Treasurers Report

The SSSC continues to strive toward a return to break even financial situation.

As it recovers from several years of limited opening times, limited activities and fundraising opportunities, the centre has been successful at managing its income generation and in respect to minimising operational costs and identifying new revenue streams.

In 2023 the centre received a Federal grant which facilitated student staffing through the summer. We were fortunate to receive \$2,500 in funding from the Shannex Cares Community Spirit Fund.

The end of year 2023 financial position was substantially better than the forecasted deficit of \$10,650. The Centre actually ended up with a surplus of approximately \$5,000 due in large measure to the hard work of our fundraisers and the generosity of our membership. Grants also had a positive impact on the bottom line.

Our investment of \$37,550 remains intact. These funds are held with TD in a GIC which pays a 3% rate of interest.

In 2024 we are forecasting a deficit of \$6,525 primarily due to expenditures for grant money received in 2023 but which will be expended in 2024.

We expect that this deficit will be offset with improvements in membership, programming, and fundraising. This will be made possible through the tireless work of our volunteers, speaking of which, we can always use more hands to help with the heavy lifting required to operate a seniors' activity centre. We are happy to report a more concerted promotional plan will be utilized to expand our membership and increase partnerships with stakeholders.

Kelly Richard Book-Keeping are recommended to continue their work on SSSC Financials

Attached are the comparative Income Statements for 2023 and 2024, and a letter of review of our financials from Kelly Richard.

Mike McCormick

Treasurer 2023



## Coordinator's AGM Report

### Listing of ongoing work-

- Set up the use of Zoom for programs and committee meetings both online/in person.
- Monitor the use of Zoom.
- Attend and report to Board, Program Committee, and Fundraising/ Events Committee and Communication Committee meetings.
- Record daily finance tally; summarize the tally at the end of each month then forward to the bookkeeper; and prepare Bank Deposits three times a month.
- Prepare and send out weekly updates and the monthly calendar for membership.
- Ongoing contact with Program Facilitators.
- Mentor and supervise summer student.
- Together with Sandi MacKinnon from Greater Fredericton Social Innovation, created a new, improved website.
- Maintain the Centre's profile on social media- including Facebook and the website.
- Preparing notices of new programs, signup sheets, posters for all events and posting them within the Centre.
- Daily connecting with the President.
- Liaise with the Vice President, Treasurer and Secretary on an ongoing basis.
- Continuous learning.

Respectfully submitted by Krista Wilson- Coordinator



## Fundraising and Events Committee AGM Report

AGM February 28, 2024

Submitted by: Krista Steeves, Chair of Fundraising and Events

Submitted on: January 25<sup>th</sup>, 2024

On behalf of the Fundraising and Events Committee, we proudly submit and are grateful to the dedicated volunteers who are the foundation of all of our events. A massive thank you firstly to the committee, Sandra Dewar, Terry Embelton, Grant Good, Vikki Sears, Krista Wilson and Madeleine Gaudet. Secondly, huge thanks to the event volunteers without whom, nothing would take place. We have over 25 dedicated volunteers at our monthly breakfasts that include members, friends, former student interns, International students and their homestay parents. Make sure to thank them in person as you meet them at each and every breakfast. The same people also make themselves available for apple pie and crisp production, really they simply ask when and how they are needed and show up for everything. We could give some of these early breakfast birds a break and have a volunteer clean up crew once a month. Come at 10:30 for a free breakfast and then be welcomed as our regular clean up crew we could use 3 to 5 people. Food costs are up and we have a goal of having a sponsor for each breakfast. It costs \$500 to cover the costs of one breakfast and each and everyone of us has community connections. We could use your networking help. Reach out to me at [kristasteevesfamilyfriend@hotmail.com](mailto:kristasteevesfamilyfriend@hotmail.com) to volunteer or follow up with a potential breakfast sponsor.

This year saw some expansion of events such as breakfasts held in the summer months after we had polled breakfast goers in the spring. We have seen a full house at every breakfast including two summer holiday weekends. We continue to have our on-line 50/50 draw but in addition have brought the breakfast 50/50 draw back with success. On-line draws, sale table, yard sales, apple pie and crisp sale continue to be a part of our fundraising offerings.

Our annual events have either met their target goal or surpassed it and the numbers support this. A good example of this is jams which was projected to raise \$1,200; however, generated \$3,967.45. In 2023, revenues from Fundraising and Events were \$24,365.40 minus expenses \$6,484.08 which means we raised a total of \$17,881.32. At last year's AGM, I maintained that we would tackle the deficit and we are well placed to finish the job in 2024 with the remaining deficit.

A pandemic did not stop us, it set us back but we are recovering nicely.



### **ANNUAL MEMBERSHIP REPORT for 2023**

The membership total for 2023 was 559, an increase of over 100 from 2022. At the end of September, we had 498 members, 61 more by the end of the year. The Centre had budgeted \$13,000.00 income for fees and it is my pleasure to report that we met our goal with a little extra as well. The cost per member for the 2023 year did not change from 2022. It was still \$25.00 up until the end of September and only \$10.00 for the rest of the year.

Throughout the year, the number of people using the Centre and its affiliated places was over 15,000. This would include volunteers, program, meetings, socials, renters, other events (like breakfast), drop ins, and city workers. This is an excellent representation of the seniors in our community.

Many thanks to Krista Wilson and Madeleine Gaudet for their help and guidance throughout the year. Our appreciation goes out to all members for their support of the Stepping Stone Senior Centre. We look forward to seeing you in the coming year.

Submitted by,

Liz Morency

Membership Chair

**Stepping Stone Senior Centre**  
**Nominating Committee Report**  
**January 30, 2024**

The Nominating Committee first of all wishes to acknowledge and thank the current members of the Stepping Stone Board of Directors. They are:

Past President:	<i>Vacant</i>	Committee Chairs:	
President:	Madeleine Gaudet	Facilities:	<i>Vacant</i>
Vice President:	Anne Marie Hartford	Fundraising/Events:	Krista Steeves
Treasurer:	Mike McCormick	Membership:	Liz Morency
Secretary:	Kelli Henderson (Acting)	Nominating:	Shelley Petley
Member-at-Large:	Diann Etter	Programs:	Susan Wright
Member-at-Large:	Renata Krasowski	(Acting)	
		Volunteers:	Sandra Dewar
		(Acting)	

The Board of Directors was elected in 2023 for a 2-year term (2023-2025). Due to unforeseen circumstances, There are now three members serving in Acting positions. In order to officially fill these positions, nominations are open for those positions. Nominations to date are:

Secretary:	Kelli Henderson
Volunteer Committee Chair:	Sandra Dewar
Program Committee Chair:	Marie Lewis

Elections will be held at the AGM on February 28. Further nominations may come from the floor at that time. Those elected will serve from 2024 to 2026.

Shelley Petley

Nominations Chair



## **2023 Program Committee Report to the AGM**

Chaired by Susan Wright

The Program Committee appreciates the 2023 members for their support – Kelli Henderson, Shelley Petley, Anne Marie Hartford and Madeleine Gaudet. Many thanks to Krista Wilson in her role as Coordinator.

The Committee thanks all the program facilitators who work to bring the varied programs offered by the centre to our membership. Thank you to the Volunteers who man the front desk and greet the members as they arrive and leave.

2023 saw a surge in the number of exercise programs offered. Likewise, card games are proving popular. Late spring saw a return of the popular Stepping Stone Singers to the centre for the first time since pre-COVID. Fall 2023 saw the return of the Northern Lights Line Dancing to closer proximity to the centre (across the street) at the Cultural Centre on Saunders Street.

This new association with the Cultural Centre also saw the 2023 Christmas concert feature a group of our musical programs – Acoustic Jam, the Ukulalians, Troubadours, Stepping Stone Singers and String Along - celebrating the season. In addition, over \$1000 was raised for local charity. An in-house December Christmas Social featured presentations by the Harmonica Group and the Writers Group.

Our first Scrabble tournament was well attended in November. A 45s tournament was rescheduled to the new year. Plans are in place to offer a variety of tournaments in 2024 for both card games and board games.

Forums continue to bring a variety of presentations to the Centre. Two forums with the input from TNB personnel touched on writing and play reading. This is a hopeful move to see some version of a drama program return to the centre.

A new program for Centres Without Walls has been initiated, with operational grants through a national group. It uses telephone technology to reach out to isolated seniors and offers social and educational programs. Zoom continues to be used by SSSC to handle winter weather conditions and crowded room schedules.

A successful grant application to Parklands resulted in small grant to be used to defray costs in 2024 toward a bus trip for members. Investigations into possible tours are underway.

We continue to search for new programs to offer to our members, both in-house or on Zoom. Please consider joining the Program Committee or offering suggestions to expand the programs offered at Stepping Stone. Thank you to members who have already contributed to the search for new programs at the Centre.

Respectfully submitted by Susan Wright,

Acting Chair, Program Committee



## VOLUNTEER COMMITTEE A.G.M REPORT

I assumed the role of Chair of the Volunteer Committee around September 2023 after the previous Chair,

Nancy Cameron resigned. I want to thank Nancy for her contribution to that position from March 2022 until September 2023.

The volunteer numbers were around 50 or so members at that time of those who worked the front desk and/or helped with fund raising events.

A letter was subsequently sent out to those members to make them aware of the change in the Volunteer Chair position.

As the tabulation of volunteer hours was interrupted by that change in the position of Chair of the Volunteer Committee, it would be just an estimate as to the actual number of average hours worked monthly by the front desk volunteers for 2023. Therefore, a more accurate account will be given at the 2025 A.G.M.

The plan will be to revise a Volunteer list to include those members who are presently active and also those who might be interested in doing some volunteering in 2024. We are always looking for additional members who might like to contribute in that way as we dearly appreciate all who come forward to assist in that way.

Many thanks to Madeleine Gaudet and Krista Wilson who were a great help in this transition .

Respectfully submitted by Sandra Dewar- Interim Chair of The Volunteer Committee



**Stepping Stone Senior Centre**  
**Communications Committee Annual Report**  
**Annual General Meeting – February 28, 2024**

The Communications Committee was struck as an Ad Hoc Committee.

Members included Anne Marie Hartford, Chair, Susan Wright, Shelley Petley, Mike McCornick and Madeleine Gaudet and Krista Wilson as ex-officio members.

The Committee developed Terms of Reference and a Communications Plan which were approved by the Board.

The host for the website was changed and with the support of Greater Fredericton Social Innovation (GFSI) the website is being rejuvenated and the regular updates to activities and programs are more easily carried out by our Coordinator.

As well, a fresh brochure for the Centre was developed and a PowerPoint Presentation was readied to share with the public.

We added the tagline “Activities for the 50+” to the existing logo.

We are developing a poster for the Centre that can be left on bulletin boards like at the Co-Op and other public locations.

We developed a Sponsorship Opportunity document for seeking funding for the monthly breakfast. It outlines the benefits to the sponsor and the benefits to the Centre. Said materials have been forwarded to the Fundraising & Events Committee.

Many thanks to each and every one of the members of the Committee!

Respectfully submitted by Anne Marie Hartford on January 26, 2024





## The following are the proposed changes to SSSC Inc. By-laws at the 2024 AGM

Changes in formatting not included in the changes listed below: order of items, punctuation, removal of redundancy, and grammar where the intent of the By-law is not altered such as adding a Table of Contents.

### -Article 1 (g) – Definitions – New

“Officer” means an individual duly appointed as a member of the Executive Committee.

### -Article 3 – Corporate Seal & Records – Change

The corporate seal, as well as all corporate records of SSSC Inc., shall be kept “at the registered office of the Corporation.”

### -Article 5 – Membership – New

(b) The membership runs for one year - from January to December.

Change:

(e) A member may cancel her membership by written notice to the “President of the Centre.”

### -Article 6.1 (iv) – Composition of the Board – Change

Instead of naming the City’s department which changes from time to time, the representative on the board is designated by “the City of Fredericton.”

### -Article 6.1 (v) – Composition of the Board – Change

“Voting board members may hold up to two positions during their term if required on an interim basis until the following Annual General Meeting.”

### -Article 7.1 - Standing Committees – Change & New

(b) The Events Committee renamed Fundraising & Events.

Addition of a Standing Committee: Communications

(c) “Ad Hoc Committees such as Nominating, Facility, and Discipline will be struck as needed.”

-Article 9.2 – Notice of Meetings – Change

(a) “SSSC Inc. will ensure that every member is notified and that the public is widely informed.”

-Article 9.3 (c) – Quorum for Meetings – Change

“Board and Standing Committee meetings, at least 50% + 1 of the members.”

-Article 10.3 (d, e) – Secretary – Both of these items are removed since they are not performed by the Secretary (archiving) or are carried out by another Officer, namely the Treasurer (CRA and Corporate Registry reports).

- Article 10.5 (a, c) – Past President – both of these items are removed. The nominating committee will no longer be a Standing Committee and the Orientation to the new board members will be included in the Policy Manual.

-Article 16 – By-laws – The methods to notify the members and the public have been generalized. “The membership and the public shall be advised of proposed changes at least four (4) weeks in advance.”

-Article 17 – Resolutions - The methods to notify the members and the public have been generalized.

-Article 18 (b) – Holding and Dissolution of Property – Change

Instead of donating to recognized qualified donors, the final disbursement of property will read “to charitable organization(s).”

Respectfully submitted by Anne Marie Hartford, Vice President.

January 26, 2024