

# Minutes – December Meeting of Naismith Shed

Record of Proceedings

## Meeting Details

<b>Date</b>	December 11, 2025
<b>Location</b>	Almonte Old Town Hall
<b>Time</b>	10:05 am to 11:15am
<b>Minute Taker</b>	Jim Dagg – Secretary
<b>Attendees</b>	Jim Dagg, John Peters, Ron Lavoie, Jim English, Rick McPhail, Jacques Lachance, Nick Fry, Terry Goodyear, Ray Hemmerling, David Garcia, Greg Wright, Bob McCormick, Ron Veeneman, Haydn Jacques, David Coburn, Ivan Mitchelmore, Doug Johnson, Mike Cleland, John Day, Keith Sheldrick, Gerry Bedard, Ritchie Argue, Duncan Abbott, Neil McBride, Geoff Burd, Fred Ritchie

## Agenda

1. Approve the revised Terms of Reference – Nick Fry & committee presenting
2. Ratify the Nominations Committee report – John Peters & Jim Dagg presenting
3. Discuss the opportunity to apply for Seniors Ministry grant – Dave Bustard and Ron Veeneman
4. Advantage of being incorporated (to maximize amount of grant available). John Peters presenter
5. Need for Directors and Officers rider (D & O Insurance) be added to our insurance policy (whether we incorporate & have Directors or remain with Terms of Reference that calls our officers Coordinators we do not want to let our Coordinators be hung out to dry in the event of a law suit.) John Peters presenter

## Discussion Summary

1. Approve the revised Terms of Reference – Nick Fry
  - o Draft 7 is available, though not quite ready for distribution to the membership
  - o When ready, a new draft will be posted to the website for all to see. We are now aiming for approval at the January monthly meeting
  - o Thanks to Ron Veeneman, Bob McCormick and Jim Dagg for review and suggestions

- John Peters suggested that we plan to use the Calendar feature of the website to record our meetings and special events. This would benefit members and possibly non-members who are curious about what we do. This practice would be formalized by referring to it in the Terms of Reference. There was general agreement that this is worth doing. No vote was taken.
2. Ratify the Nominations Committee report – John Peters
- All nominees for vacant positions were accepted in a single majority vote.
  - The names and positions of the new coordinators are as follows:
    - Coordinating Team Leader (President) – Bob McCormick
    - Records Coordinator (Secretary) – Jim Dagg
    - Events Coordinator – Ritchie Argue
    - Project Coordinator – Ivan Mitchelmore
  - Continuing coordinators are as follows:
    - Assistant Team Leader – Neil McBride
    - Finance Coordinator (Treasurer) – Jim English
    - Webmaster – Nick Fry
    - Membership Coordinator & Newsletter editor – John Peters
    - Shop Coordinator – Ron Lavoie
    - Games Day Coordinator – Dave Bustard
    - MoK coordinator – David Garcia
    - FB administrator – Ron Veeneman
3. Discuss the opportunity to apply for Seniors Ministry grant – Ron Veeneman and John Peters (in absence of Dave Bustard)
- The Ontario Ministry of Seniors and Accessibility makes grants available for the benefit of seniors and others
  - We should learn about the types of things for which grants are available, and what we need to do in order to qualify for them. One expected requirement is for “letters of attestation” which would prove that we are a legitimate candidate for grants.
  - Doug Johnson tells us that there is someone in the Carleton Place municipal office whose job is to provide help with grant applications. Someone else said that we need to check with Mississippi Mills for a similar resource. This seems likely as Ron Veeneman reports that he has seen many successful grant applications for Mississippi Mills during his research on this topic.
  - Next steps: Ron Veeneman, Bob McCormick and Doug Johnson are to investigate the criteria for grant applications, and what support we can get from Mississippi Mills. They will report back next month.
4. Advantage of being incorporated – John Peters

- We would aim to become an Ontario not-for-profit corporation. Such corporations do not need to file financial statements, or do any other on-going reporting to the government.
  - Nick Fry believes the cost would likely be about \$500.
  - Duncan Abbott (retired lawyer) has offered to help with any application
  - The main benefit being sought is to increase the amounts available from government grants. For example, one case noted by John Peters indicated that a grant maximum that would be \$10,000 for our group as it stands now, would be \$25,000 if we were a not-for-profit corporation.
  - No next-step was defined here at this time. Further discussion is needed once we know more about grants (above) and insurance (below).
5. Need for Directors and Officers Insurance – John Peters
- As we become bigger (approaching 70 members), we become more noticeable. We may also do more, and hence run more risk of being targeted by legal action.
  - The “leadership” of the shed is particularly vulnerable in this situation.
  - We should consider getting Directors and Officers Insurance.
  - Next step is to invite our insurance agent – Peter, from The Cooperators – to come and talk with us. Hopefully this can be setup for our next monthly meeting.
6. Other Business:
- Ron Veeneman asked who has a debit card for our bank account.
    - The answer is that only Bob Dickson has one. It was agreed that he should give it to Ron Lavoie (shop coordinator), as he is the only person who deals with cash or cheques.
  - Ron Veeneman asked for clarity on the two email addresses used for e-transfers. Here are the facts:
    - Email address [naismithmember@gmail.com](mailto:naismithmember@gmail.com) is to be used by shed members to pay their annual membership dues.
    - Email address [naismithshed@gmail.com](mailto:naismithshed@gmail.com) is to be used for all other purposes, including sales of finished items (e.g. bread knives) made in the workshop, sales of materials (e.g. dimensional lumber) to shed members, lunch payments, donations
    - It is important when sending an e-transfer to complete the Message portion so that our treasurer can determine to what ledger account the funds are to be assigned.
    - The Naismith Men’s Shed has one bank account. Transfers for both email addresses are deposited to that account.

- Ron Lavoie offered grateful praise to Bob Dickson for keeping both the shop and the shed going strong for the past few years.

## Action Items

Action Item	Responsible	Deadline
Complete a public draft of the Terms of Reference and publish for review by all	Nick Fry	December 19, 2025
Investigate incorporation of a calendar into our website	Not assigned	No date
Research opportunity and requirements for grants	Ron Veeneman, Bob McCormick, Doug Johnson	In time for next monthly meeting (January 16)
Request Peter at The Cooperators to attend our next meeting to talk about risks and D&O Insurance.	Doug Johnson	In time for next monthly meeting (January 16)

## Next Meeting

Date: Friday January 16, 2026

Time: 10:00am

Location: Mill of Kintail – the Board Room in the Gate House

Minutes prepared by Jim Dagg, on 2025-12-15.