

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on August 19, 2022**

**Present:** Kay Dubie, Frank Boisvenue, Liz Tucker, Rachel McGregor, John Kern, Ken Major, Sarah Trant, Margaret Wilcox, Jeet Wadehra, John Williamson

**Guests:** Colin Kelly, Susan Ditmar, Doreen McNair, Greg Richardson, Mohamed Saleh, Lianne Dwyer, Sandra Freeman, Bill Horsman

**Associates:** Peter van Boeschoten, Janet Baigent

**Opening:** Kay Dubie opened the meeting shortly after 9:00 am with a special welcome to the guests attending, many of whom are interested in positions on the Board of Directors.

**Approval of agenda:**

**Liz Tucker moved that the (amended) agenda be approved as circulated; seconded by Sarah Trant.**

**Approval of previous minutes:**

**John Kern moved that the minutes of June 17, 2022 be approved as circulated, amended to include John Williamson's name in the list of those present. Seconded by Frank Boisvenue. Carried.**

**Presentations:**

**City of Ottawa (Janet Baigent):** The center is gearing up for the fall; there have been many phone calls and tours; an indication that maybe more people are getting back to their routine and activities. There is still room in many activities; the full schedule will be out at the end of next week. The Pancake Breakfast and Open House is scheduled for September 7; council will have 3 tables (technology, council, and Travel and Lifestyles). The center has been in discussion with OPH about being a vaccine clinic. The WOCRC Diners' Club is starting up again, and will do meals on Wednesdays September 14 and 28 (café open in the morning only on those days).

**Probus (Peter van Boeschoten):** Peter announced that he will soon be stepping down as President of the Western Ottawa Probus. They are currently having in-person meetings at Kanata Baptist Church, and the next presentation on September 13 is a speaker from Larga Baffin Ltd., president Malaya Zehr. There will be an activity in September as well; watch for posters on the bulletin boards in the center.

**Financial Report:**

Liz presented the financial statements for 2020 and 2021, with the review conducted by Kelly Huibers McNeely. The financial statements for 2019 have already been approved by the Board (see November 2021 minutes), and all three years will be presented for ratification by the membership at the AGM.

Ken noted that in the statement of Financial Position as at December 31, 2020 and December 31, 2021, the \$6,000 listed as Prepaid expenses is for the amount of an advance on Frank Zeilthofer's management fee, which was owing to Council at December 31, 2020 and December 31, 2021. As it is an amount owing to Council and not a prepaid expense, it should be reported as an Account Receivable on the statement of Financial Position as at December 31, 2020 and December 31, 2021. (Note: Liz has reported that in 2022, to date Council has received \$4,800 of that \$6,000.) Also, in the last paragraph of Note 4, the interest rate on the guaranteed investment is listed as 0.001% per annum which is believed to be incorrect.

**Ken Major moved that the Financial Statements for 2020 and 2021 be accepted as presented, with the corrections that the \$6,000 listed as Prepaid expenses be changed to Accounts Receivable, and the interest rate on the GIC be changed to reflect the correct rate. Seconded by Frank Boisvenue. Carried 9-0 on the assumption that these corrections will be made.**

Liz also presented the August 15 financial position (see attached); our bank balance is looking a little depleted due to the recent purchase of a new fridge for the café (about \$1500), and the large outlay (almost \$3000) for the financial review. More money should be coming in from computer training, especially going forward as we have a few more volunteers to do lessons.

For the benefit of our guests, Liz gave a synopsis of the different sources of income for KSCI, including the café, computer training, exhibits and fairs, donations, catering, travel trips, fundraising, and grants.

Other assets: GIC at RBC matured on April 26, 2022; the amount of \$11,281.09 was reinvested, but is redeemable at any time. Mutual funds have not done well this year; our balance as of June is \$31,557.82, down from \$35,175.81 in March and \$37,372.14 in December 2021. The drop of almost \$6,000 this year offsets the increase we had previously enjoyed from \$29,765.00 in December 2018 to \$37,372.14 in December 2021.

**Liz Tucker moved that the Board approve the appointment of Kelly Huibers McNeely Professional Corporation as our public accountant for 2022. Seconded by John Kern. Carried 9-0. To be ratified at the AGM in September.**

**Correspondence:** None

**Directors Reports:**

**Advisory:** No report; Janet would like the committee to start up again in the fall, with the first meeting the first Thursday of October (October 6). One director from the Board of Directors should be on the committee, to work with Janet and her team to discuss ideas and suggestions. This person will be appointed from the new Board after the AGM.

**Fundraising:** No report.

**Communications:** Sarah indicated the deadline for newsletter content is Saturday, August 22. She requires input from technology, café and travel and lifestyles teams as well as the President’s message. The newsletter will be circulated/printed the last week of August.

Despite some errors, the article in the Community Voice was very effective in getting new volunteers. A correction was printed in the August 18 edition.

**Website:** Brian Jeffrey (webmaster) provided the following report:

**Kanata Seniors Council Webmaster's Report for 2nd Quarter 2022: April – June**

	This Qtr	Last Qtr
Visitors:	1320	962
Page Views:	3728	2572
Downloads	142	47
Page Views/Visit:	2.8	2.9
Time on Page:	4:12	4:22
Bounce Rate:	18%	18%

**Visitors:** Number of visitors to the website in the quarter.

**Page Views:** Total number of pages visited.

**Page Views per visit:** Average number of pages a visitor visited.

**Time on Page:** Average time visitors spent per page visited.

**Bounce Rate:** The percentage of visitors that only visited one page.

**Top viewed pages** and downloaded documents for the quarter. Note: First listing is our homepage.

/	 1,149
Seniors Helping Seniors - Kanata Seniors Council Inc.	
/calendar/	 655
Calendar - Seniors Helping Seniors	
/activities/	 405
Activities - Seniors Helping Seniors	
/the-centre/	 204
The Centre - Seniors Helping Seniors	
/about-us/	 194
About Us - Seniors Helping Seniors	
/council-cafe/	 157
Council Cafe - Seniors Helping Seniors	
/resources/	 132
Resources - Seniors Helping Seniors	
/travel/	 105
Travel - Seniors Helping Seniors	
/computers/	 78
Computers - Seniors Helping Seniors	
/volunteering-2/	 52
Volunteering - Seniors Helping Seniors	

**Café:** John Kern has resigned as Director responsible for the café; Kay thanked John for his work to date. Kay will be responsible for the café until a new director is found after the AGM. The café has several new volunteers, including 4 students who are working out really well. The acquisition and installation of the new fridge was done very quickly and efficiently; it is working very nicely. The city fridge has also been repaired (it was still under warranty). The issue of café prices will be deferred to the first Board meeting after the AGM. Ken suggested that the New Horizons grant (deferred revenue) be used to offset the cost of the new fridge.

**Travel and Lifestyles:** Three seminars are planned for the fall:

- SOLVA Senior Living Consultants will be presenting a free seminar on aging at home on Thursday, September 15 at 10:00 am in Hall C.
- The Community Diabetics Education Program of Ottawa will be presenting a seminar on pre and type two diabetics on Friday, October 21 at 10:00 am in Hall C.
- K. Turner Transitions will be presenting a seminar on what you need to know before you move into a seniors' residence or long-term care home on Friday, November 18 at 10:00 am in Hall C.

The team is also planning a trip to see the Christmas lights in December, but are still looking into bussing options/sponsorship.

The Team will include the following brief survey in the September newsletter:

The travel and lifestyles team would like your input on the following questions which will assist us in planning future seminars and trips:

**Please tear off this portion and return it to the Kanata Seniors Council at the front desk in the lobby of the Kanata Seniors' Centre.**

A) if the current covid situation continues would you attend a seminar?

Yes: \_\_\_ or no: \_\_\_

B) in the current covid situation would you participate in a trip to local destinations?

Yes: \_\_\_\_ or no: \_\_\_\_

C) Please provide any suggestions or ideas for future seminars or trips:

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**Administration Issues:** Ken requested all Board members to provide their volunteer hours for May, June and July. It was noted that our office printer is not working well; however, we cannot afford a new one at this time. We may have to spend some money to get all the copying done for the AGM. Note that the public access printer is also broken.

**Volunteer Management:** The article in the Community Voice was very effective; Rachel has talked to about 25 prospective volunteers since it came out. Many of those have already been interviewed, and we now have 4 new computer instructors; 3 new prospective Board members; several new café volunteers including 4 students; and a list of about 10 people we can call on an ad-hoc basis for special events, committee work, etc. And there is still more to come. Police checks are starting to come in; paperwork has been provided in all cases. In the fall, we will need to look at returning volunteers and PRC's that expired during COVID.

**Technology:** John Williamson provided the following report:

1. Technology Training: Two additional members have agreed to join our Instruction Team with an additional instructor to be added shortly.
2. Membership: Changes to the Membership database have been made and the updated version is currently in use in our KSC office at the Centre. Once things settle down some additional work should be started to update member email addresses and clean up the database.

3. Annual General Meeting: Notice for the AGM has been sent out and a reminder notice will be sent on September 5, 2022.

Our mailouts are done via MailChimp, and this tool helps us identify incorrect email addresses. It was noted that the newsletter goes out to Center members only, since it is part of the center newsletter, using the center email list. MailChimp does not allow us to send an attachment, so council members who are not center members will have to pick up the newsletter in hardcopy format, or view it on the website.

**Health:** Jeet reported on some recalls received from Canadian Food Inspection Agency (CFIA). For the complete list, please see the website. <https://recalls-rappels.canada.ca/en>. Jeet will follow up to see if there is a link to CFIA on our website.

**Advocacy:** Margaret has been attending the Seniors Roundtable as part of the City of Ottawa's Older Adult Plan. The next meeting is August 23. The new chair of the roundtable is Mona Abow.

### **Old Business:**

**AGM:** Monday, September 12, 2022. There are 14 people standing for election to the Board of Directors (nominations are now closed and there will be no nominations accepted from the floor). A brief bio will be read as each person is introduced to the membership. Kay has invited local dignitaries to attend; city councillors may not attend due to the political blackout for the upcoming city elections.

The membership list has been printed as of August 3, 2022. All directors attending the meeting are reminded to sign in. There will be a lot of photocopying to be distributed; including an agenda; minutes from previous AGM; financial statements (2019-2021); motions, background and summary of the Articles and bylaw changes; the annual report; and bios of board members. Note that once ratified, there will be a filing fee of \$200 to amend our Articles of Continuance.

**Pancake Breakfast:** Wednesday September 7, 2022. Note this is a city-run event; Council is providing volunteers to cook, bus tables, clean up, etc. Volunteers should arrive by 7:30; there will be juice, pancakes, coffee and tea. Food will be served from 8:30 to 10:00. Frank B is looking after our Council display tables at the Open House.

**Community Voice Article:** Great response for volunteers, even people who didn't even know the Center was there! Correction printed in August 18 issue.

**Fraud Seminar:** Thursday, September 22, 2022. To be catered by the café (coffee and sweets).

### **New Business:**

Far West Fun Fest: Tentatively planned for May 18 to June 1, 2023 – we may finally get to do the 10<sup>th</sup> anniversary event after having to cancel for 3 years in a row. Ken noted that there is about \$2400 left from the Craft Group donation to help with funding this event.

Retirement Living Fair/Travel Marketplace: John Kern asked if there was interest in putting either of these on in April 2023 or fall 2023 – they are both good fundraisers for us and provide great information to seniors in the area. It was suggested that perhaps one event could be held, combining both a Retirement Living Fair and a Travel Marketplace. For further discussion in the fall.

### **Next Meetings:**

AGM Monday, September 12, 2022 11:00am-1:00pm

Post-AGM meeting Friday, September 16, 9:00 am, Owen Prince Room – this will be a closed meeting for new Board members only to discuss the assignment of positions/portfolios.

Regular Board meetings for the 2022/2023 year have been booked as follows, all Friday mornings at 9:00 am in the Owen Prince Room – please mark your calendars now!

September 23, 2022

October 21, 2022

November 18, 2022

December 16, 2022

January 20, 2023

February 17, 2023

March 17, 2023

April 21, 2023

May 19, 2023

June 16, 2023

**Adjournment:** Meeting was adjourned at 11:20 am.

Kanata Seniors Council  
Financial Position as of August 15<sup>th</sup> 2022

Bank Balance as of January 1 <sup>st</sup> 2022		14,239.47
Income		
Coffee shop – cash	5,625.45	
Coffee shop – square	2,163.94	
Catering (Expo 55)	130.72	
Computer training	660.00	
Travel marketplace	350.00	
Canada Helps	<u>19.47</u>	
	8,949.58	<u>8,949.58</u>
		23,189.05
Expenses		
Admin	889.46	
AGM	169.50	
Coffee shop	16,640.80	
Computers	41.58	
Director's Insurance	838.08	
Membership Volunteer Canada	150.00	
Expo 55	139.20	
Financial Review	2,938.00	
Travel marketplace/supplies	<u>283.36</u>	
	22,089.98	<u>22,089.98</u>
		1,099.07
Recovered expenses	\$4,800.00	
Café Expenses	Café manager	8,000.00
	Coffee supplies	1,830.90
	Food	3,957.62
	Non food inc. fridge	1992.28
	Laundry/oven cleaning	740.00
	Transportation	120.00