

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on November 18, 2022**

**Present:** John Kern, Frank Boisvenue, Liz Tucker, Rachel McGregor, Margaret Wilcox, Jeet Wadehra, Susan Ditmar, Greg Richardson, Moe Saleh, Ken Major, Doreen McNair

**Regrets:** Sandra Freeman, Kay Dubie, Sarah Trant

**Associates:** Peter van Boeschoten, Janet Baigent, Grace Turner (Amica Westboro Park), Tia Joshi Taft (Timberwalk Retirement Community)

**Opening:** President John Kern opened the meeting at 9:30 am with a welcome to all.

**Approval of agenda:**

There were two changes: the item under Old Business for the KSC Phoenix Investment Group was deleted (this has been resolved); and an item for Council Insurance under Directors' Reports was added. **Liz Tucker moved that the agenda be approved as amended; seconded by Margaret Wilcox. Carried.**

**Approval of previous minutes:**

**Greg Richardson moved that the minutes of October 21, 2022 be approved as circulated, seconded by Margaret Wilcox. Carried.**

**Presentations:**

**City of Ottawa (Janet Baigent):** Staff continues to be trained on the new registration system; it will handle everything, including booking, registration and memberships. Although the original go-live date was delayed slightly, registration for the winter session, starting 9:00 pm December 5, will be entirely in the new system, ActiveNet. A presentation to users of how to use the new system is in the works. The city is holding a Christmas event, Thursday, December 15; at the time of the meeting, only 8 tickets were left (total 75 people).

**Probus (Peter van Boeschoten):** The Christmas event will be a visit to the Algonquin College Restaurant. On December 13, Martha Beltran from Hospice Care Ottawa will give a talk on hospice palliative care. In January, an event is planned entitled "Discover the Carp Conservation Area".

**Timberwalk Retirement Community:** Tia Joshi Taft introduced herself and indicated that more inhouse events are being held as covid restrictions get relaxed.

**Amica Westboro Park:** Grace Turner also said that restrictions are ending, and they now have volunteers back in their residence. November 23, 6:30 pm is "Casino Night". On December 6 at 2 pm there will be a wreath-making workshop, and on December 8 at 2 pm there is a Christmas party entitled "Jingle Bell Rock".

## **Financial Report:**

Liz presented the financial picture as of November 15, 2022 (see attached). Since the last meeting, some money has been withdrawn from a GIC to help with cash flow. Under expenses, a wreath was purchased for November 11.

Budget for 2023: Liz will prepare a budget for approval at the January 2023 meeting.

**Correspondence:** A get-well card was sent to Sandra Freeman; early indications are that she is doing well following hip surgery. For other correspondence received, see New Business.

## **Directors Reports:**

**Communications/PR:** Sarah is working with Janet on the construction of an Activity Chart so we don't have overlapping events. The next newsletter goes to print on November 23; input must be into Sarah by November 21. The cost of increasing the size of our newsletter (current 2 double-sided pages) was distributed to directors. A committee will be formed to work on the updating of our promotional pamphlet.

**Technology and Website:** Greg indicated there are some new website procedure changes:

- All website change requests must be sent to the webmaster email address, [webmaster@kanataseniors.ca](mailto:webmaster@kanataseniors.ca)
- Any event-based notice requests will be taken down a day after the completion date of the event.
- Any notice posted without a completion date will be removed 30 days after posting.
- Please note any errors or omissions you might notice while you are on the website and report them with a page reference via the webmaster email.

Greg also presented some statistics on computer training over the last 3 months:

		Aug	Sept	Oct
Classes Sold	2022	10	12	37
	2019	8	22	25
Revenue	2022	\$68	\$84	\$248
	2019	\$64	\$152	\$168

In addition, the Council Facebook page is now active. A flier was distributed to churches in Kanata advertising our lessons. Off-site computer training might be coming in the future.

**Travel and Lifestyles:** Unfortunately, the seminar by K. Turner Transitions scheduled for November 18 had to be cancelled due to the presenter falling ill. The trip to view the Christmas lights has also been cancelled, due to the high cost of renting a bus and covid guidelines.

The Council Travel and Lifestyle Team are co-hosting with Collette Tours, CARP, and Algonquin Travel a free Travel presentation on Tuesday, December 8, commencing at 1:00 pm. in Hall B at the Kanata Seniors Centre.

A survey was conducted to identify overall support and interests to help identify future activities. Out of the 54 responses received, 45 expressed interest in future travel activities and presentations. There was also an indication that members would like the travel team to include some multiday trips. Because of our liability insurance this will not be possible. However, the travel team will be organizing a travel exposition and inviting travel agencies to exhibit these types of excursions. We would hope to coordinate with these agencies. It will give our members the opportunity to explore options. We will advertise such an exhibit when we have made the necessary arrangements, so keep your eyes open for this event

The Travel and Lifestyle Team will be holding a Brainstorming session to develop new trips and seminars for 2023 at the Timberwalk Retirement Residence on December 13.

**Special Events:** No report

**Honours and Awards:** No report

**Council Insurance:** Ken gave some details concerning our liability insurance; he has been working with the provider to confirm that activities are covered as well as volunteers and employees, including those activities held off-site. A subcommittee has been formed (Ken, John, Liz, Kay and Greg) to research this; they hope to present a report at the January 2023 meeting.

**Membership and Volunteers:** We are still getting new volunteer applications; even though we have enough computer instructors and café workers right now, they will still be interviewed and documented for future events or teams. Rachel has contacted all those volunteers with Police Records Checks more than 5 years old for updating.

**Health:** Jeet provided a couple of quick health remedies; these should be added to a list of health issues to be presented in a seminar at the center, possibly in the spring.

**Advocacy and Outreach:** Margaret reported that the Seniors' Roundtable met virtually on November 16, discussing the role of the Seniors' Roundtable and the Older Adult Plan, which was supposed to run from 2018 to 2022. There is a need for the plan to continue, and the report for the 4<sup>th</sup> quarter of 2022 has not been given yet. Some activities in the plan have been transferred back to the community. There was also discussion around the Vacant Unit Tax Credit, which will increase by 1% in January; it is unknown how much of this will be transferred back to Seniors Housing. Moe is working with the community forum run by the

Lions and WOCRC, which includes 17 different organizations from the west end of Ottawa. It is hoped a kick-off meeting will be held in the near future.

**Sponsorship:** The proposal put together by the sponsorship subcommittee was forwarded to all directors prior to this meeting.

**Greg Richardson moved that the Council accept the Sponsorship proposal as distributed; seconded by Frank Boisvenue.**

There were some concerns raised; including: what size of ad is guaranteed, and is the definition of advocacy in the proposal the one we are adopting? Margaret was hoping this would be an issue for discussion at the brainstorming session on December 16. Janet also mentioned that we need to partner with the City on this, as there may be facility issues as to what can be displayed where and when. It seemed premature to approve this without discussing with the city first.

**After discussion, Greg agreed to withdraw the motion above. The committee will review the contents and discuss them with the city.**

**Greg Richardson further moved that the Board approve the sponsorship proposal in principle, subject to further discussion and clarification; seconded by Frank Boisvenue. Carried (no objections).**

**Fundraising:** No report

**Grants:** The New Horizons Grant has been submitted; some clarification/additional information is required by November 23.

**Café:** A Christmas lunch is scheduled for Monday, December 19. The café is thinking of adding a 3<sup>rd</sup> hot meal starting in January, to be served on Mondays. Two different cooks will share the duties. A list of those people who have the Food Handling Certificate is required, along with their expiry dates (it is good for 5 years). There has been no negative reaction to the price increases that went in effect November 1.

**Advisory:** Janet, John (chair), and Liz are members of the committee; Bill Horsman has agreed to be the recording secretary. The committee will meet the first Monday of each month at 1:30 pm; the next meeting is on December 5. If anyone has topics that they would like to be discussed, they should be forwarded to the committee; the agenda will be circulated to the Board before the meeting. Directors can attend a meeting if there are topics of interest.

**Administration:** A draft organizational chart was circulated; this will be reviewed at the brainstorming session on December 16. Susan Ditmar agreed to take on the role of Corporate Secretary, with Ken's help to transition knowledge.

**John Kern moved that Susan Ditmar be appointed to the position of Corporate Secretary; seconded by Greg Richardson. Carried (no objections).**

## **Old Business:**

Off-site meeting/brainstorming session: Friday, December 16, 9:30 am at Aspira Red Oak on Campeau Dr. (lunch provided). An agenda will be circulated a week before. Please arrive early, as a detailed COVID screening is required for each person.

## **Garage Sale:**

**John Kern moved that the Kanata Seniors Council take on the Garage Sale for 2023; seconded by Frank Boisvenue. Carried (no objections).**

Greg Richardson has agreed to coordinate this event; a date will need to be chosen soon. Also, the insurance committee needs to be aware of the event.

Seniors' Lifestyle Marketplace: John Kern to coordinate this event unless someone else comes forward.

## **New Business:**

Older Adults and Students for Intergenerational Support (OASIS): An email was received from Rhea Verma, Outreach Director for OASIS, a uOttawa student club dedicated to promoting community interest in issues and improvements related to aging. They are looking to collaborate with community partners in Ottawa, by holding online seminars with older adult members (cybersecurity, mental health, intergenerational relationships, etc.), or by holding volunteer events such as greeting card deliveries or pen pals or phone calls with seniors to help combat loneliness and isolation. OASIS has already held educational seminars with the Good Companions Senior Center, and are looking to expand. It was agreed that it would be worthwhile maintaining contact with this group; Margaret will check their website to see what we can do.

Email received from S.Bhargava: Mr. Bhargava is an engineer living in an independent living center, chairing a committee for the University of Ottawa Brain and Mind Research Institute. He has posted a petition e-4084 with the House of Commons to provide a platform to build another path for health care in Canada benefitting all, particularly Seniors and the disadvantaged. There is no personal benefit, party affiliation, or donation. Unfortunately, the petition expired November 17. Margaret agreed to follow up to see if there is anything we can do.

Email received from the Canadian Wildlife Federation: The CWF launched a WILD Generations Gardening Club last year, partly funded by the government. The program is an intergenerational gardening club on wildlife-friendly gardening. Seniors and younger generations work together to create gardens beneficial to the community and wildlife. They are expanding the project to more cities, and they were wondering if we would like to participate next year – the seniors at Kanata could partner with a school they have connections with if interested in gardening; or intergenerational gardening could happen between Kanata

Seniors and their grandchildren. The project would involve a workshop led by seniors and youth to share their knowledge on gardening and plan for the project. After planting, participants could certify the garden as a wildlife-friendly habitat. It was agreed that this is a great program, but we choose not to be involved at this time.

Email received from the Dementia Society of Ottawa and Renfrew County: from Agatha Park, project coordinator for the Stronger Together Project funded by the Public Health Agency of Canada to create dementia awareness and acceptance within our region. We have been added to their dementia613 website in the past and they wanted to reach out and ask if we wanted to still be involved. Specifically, did we want them to display our logo, and would we be interested in taking their dementia-inclusive training. They have developed a free online and in-person training session for a range of businesses and organizations including paramedics in the Ottawa Valley, Renfrew County hospital staff, Giant Tiger, banks etc. It is a simple yet effective means of educating people about how to recognize dementia and how to better communicate. They would like to offer a free 30 – 45 minute in-person/online dementia-inclusive training for us to learn more about creating an inclusive environment for individuals living with dementia. The presentation will cover recognizing the warning signs, communication tips, and the physical environment, as well as social engagement, which are all core values important for services. More information on the Stronger Together program can be found at this link: <https://dementiahelp.ca/blog/stronger-together/>

Jeet had previously been in contact with them to arrange a presentation, which prompted the email to John. It was agreed that the presentation would be worthwhile (possible idea for March 2023?), and that we should maintain contact with this group. Margaret agreed to follow up with them.

Possible New Directors: The subject of new directors arose, as John had been in discussion with an individual about possibly joining the Board. It was agreed that the decision to take on new directors to fill vacancies in some portfolios should be a Board decision, and that that decision would be deferred until January. It was further agreed that prospective new Board members should attend one or two meetings before being invited to join the Board.

**Next Meeting:** Friday, December 16, 2022, 9:30 am, Aspira Red Oak, lower level (note this is a closed meeting, for Board members only). Next regular Board meeting Friday, January 20, 2023 at 9:30 am in the Owen Prince Room.

**Adjournment:** Meeting was adjourned at 11:35 am.

Kanata Seniors Council

Financial Position as of November 15th 2022

Bank Balance as of January 1 <sup>st</sup> 2022		14,239.47
Income		
Coffee shop – cash	10,248.25	
Coffee shop – square	4,880.88	
Catering (Expo 55)	243.72	
Computer training	1060.00	
Travel marketplace	350.00	
Donations	700.00	
Canada Helps	19.47	
HST retd (for 2020 &2021)	102.17	
General revenue	2.00	
Withdrawal from GIC	<u>5,055.10</u>	
	22,661.59	<u>22,661.59</u>
		36,901.06
Expenses		
Admin	1,344.07	
AGM	169.50	
Coffee shop	25,974.99	
Computers	41.58	
Director’s Insurance	838.08	
Membership Volunteer Canada	150.00	
Expo 55	139.20	
Financial Review	2,938.00	
Website renewal	272.82	
Wreath	63.39	
Travel & lifestyles (room rentals)	107.92	
Travel marketplace/supplies	<u>321.09</u>	
	32,360.64	<u>32,360.64</u>
		4,540.42

Recovered expenses \$6,000.00 (amount now repaid in full)

Café Expenses	Café manager	11,600.00
	Coffee supplies	3,062.79
	Food	7,864.43
	Non food inc. fridge	2,127.77
	Laundry/oven cleaning	1,140.00
	Transportation	180.00

#### Mutual Funds / GIC with RBC

Opening balance as of December 2018	\$29,765.00		
Balance as of December 2021	\$37,372.14		
Balance as of March 2022	\$35,175.81	Down	\$2,196.33
Balance as of June 2022	\$31,557.82	Down	\$3,617.99
Balance as of September 2022	\$31,090.86	Down	\$ 466.96

Down a total of \$5,814.32 this year

GIC was reinvested April 26/2022 (\$5,055.10 withdrawn Nov.2022)