

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on October 21, 2022

Present: John Kern, Kay Dubie, Frank Boisvenue, Liz Tucker, Rachel McGregor, Margaret Wilcox, Jeet Wadehra, Susan Ditmar, Greg Richardson, Sandra Freeman, Moe Saleh

Regrets: Ken Major, Doreen McNair, Sarah Trant

Associates: Peter van Boeschoten, Janet Baigent, Karen Gilbert (Bridlewood Trails), Marianka Berlin (Chartwell Stonehaven)

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

Approval of agenda:

There was one change; there is no proposal to be made under the heading of Special Events. **Kay Dubie moved that the agenda be approved as amended; seconded by Frank Boisvenue.**

Approval of previous minutes:

Kay Dubie moved that the minutes of September 23, 2022 be approved as circulated, seconded by Greg Richardson. Carried.

Presentations:

City of Ottawa (Janet Baigent): Janet reported that attendance at programs and activities is up and people are becoming more and more confident about being out in public again. A speaker is scheduled for Thursday, October 27, with the topic “Will you outlive your money?”. The center is now operating a vaccination clinic for children aged 6 months to 5 years, and will be a voting location on election day October 24. The city is installing new software, and Janet and her team are currently being trained. It goes live mid-November, and Janet asks for everyone’s patience while we (yes, everyone – center, staff, clients, customers, etc.) all get used to the new system.

Probus (Peter van Boeschoten): Probus continues to meet at Kanata Baptist Church. November activities will focus on Remembrance Day: on November 8, Nick McCarthy will talk about “The First Casualties”. The next trip will be a visit to the City of Ottawa Art Gallery and the Sports Hall of Fame. A trip to the Algonquin College Restaurant is planned for December.

Chartwell Stonehaven Residence: Marianka Berlin introduced herself. The residence is holding an open house November 17/18; all are welcome. Marianka indicated the residence is open to sponsorship or special event activities.

Bridlewood Trails Residence: Karen Gilbert indicated that their recent open house was a great success as a good number of people attended. The residence would like to be kept informed of possible meeting or sponsorship opportunities.

President's Remarks: As new president, John Kern first thanked Kay Dubie for all her hard work as the previous president. He indicated that he was looking forward to increasing our work in the areas of outreach, advocacy, sponsorship and fundraising. To that end, new ideas are needed – all board members should bring their ideas forward, and we can all work on them together. John emphasized the importance of teamwork: the Board makes decisions, not the president.

Financial Report:

Liz presented the financial picture as of October 20, 2022 (see attached). She mentioned that “square” is responsible for about 1/3 of the café income, and 2/3 by cash. Under expenses, the advance made to the café manager has all been paid back now. Research is underway to possibly replace the café’s coffee supplier and/or possibly pursue a sponsorship opportunity.

Budget for 2023: Liz requested that all directors who are responsible for a specific portfolio provide her with a budget (income and expenses) for their area. This should be submitted to Liz on or before the November 18 brainstorming session.

John Kern moved that the Board hold no regular meeting for the month of November unless a pressing issue arises. Any important issues arising will be dealt with electronically or by taking time at the end of the brainstorming session on November 18. Seconded by Jeet Wadehra. Carried (0 opposed).

Correspondence: Get-well card for Maureen Moynahan was circulated and given to Janet for delivery.

Directors Reports:

Communications/PR: Sarah will be meeting next week with the Community Voice, to discuss having a half-page once a month specifically dedicated to seniors. Neville will be doing an interview with John as new president. Sarah will also be meeting with Janet to go over the events calendar.

Technology and Website: Greg presented the website report for the 3rd quarter of 2022.

Overall Statistics:

| | This Qtr | Last Qtr |
|-------------------|----------|----------|
| Visitors: | 1319 | 1320 |
| Page Views: | 3233 | 3728 |
| Downloads | 593 | 142 |
| Page Views/Visit: | 3.1 | 2.8 |
| Time on Page: | 4:35 | 4:12 |
| Bounce Rate: | 17% | 18% |

Terms:

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

Page Views: Total number of pages visited.

Downloads: Number of documents that were downloaded.

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 for the quarter.

Note: First listing is our homepage.

| | |
|---|-------|
| / Seniors Helping Seniors - Kanata Seniors Council Inc. | 1,037 |
| /calendar/ Calendar - Seniors Helping Seniors | 574 |
| /activities/ Activities - Seniors Helping Seniors | 422 |
| /the-centre/ The Centre - Seniors Helping Seniors | 239 |
| /about-us/ About Us - Seniors Helping Seniors | 213 |
| /council-cafe/ Council Cafe - Seniors Helping Seniors | 120 |
| /resources/ Resources - Seniors Helping Seniors | 119 |
| /computers/ Computers - Seniors Helping Seniors | 112 |
| /volunteering-2/ Volunteering - Seniors Helping Seniors | 106 |
| /travel/ Travel - Seniors Helping Seniors | 99 |

Greg found the cost of purchasing the domain name kanataseniors.org would be \$30.45 for a 2-year subscription; and for kanataseniors.com it would be \$36.98 for two years. Greg will include these costs in the proposed technology budget for 2023.

On the subject of increasing revenue, Greg reported that prices for computer lessons have not changed since 2016, so he suggested that the prices increase from \$8 for one hour and \$20 for 3 hours to \$9 for one hour and \$25 for 3 hours. Janet suggested that the 1-hour lesson could be \$10, since a one-hour lesson is more intense, requiring more work from the instructor to figure out the user's needs. Follow-up lessons are a little easier.

Greg Richardson moved that the cost of computer lessons increase from \$8 for one hour and \$20 for 3 hours to \$10 for one hour and \$25 for 3 hours, for all bookings made on or after November 1. Seconded by Frank Boisvenue. Carried (0 opposed).

Travel and Lifestyles: The Council Travel and Lifestyles Team will be co-hosting a free educational seminar on Friday, November 18, at 10:00 am in Hall C by K. TURNER

TRANSITIONS. One of the best-established organizations in their field will be presenting a seminar on what you need to know, either for yourself or for a loved one, before you move into a seniors' residence or long-term care home.

The team are also co-hosting with Collette Tours, CARP, and Algonquin Travel a free travel presentation on Tuesday, December 8, at 1:00 pm in Hall B at the Kanata Seniors' Centre. The destinations featured are the Shades of Ireland and Sunny Portugal. If you plan to attend, please RSVP no later than Dec 6 to dmartins@collette.com or call 613-793-7306.

There are also plans for a trip to view the Christmas Lights. *WATCH FOR THE FLYER*. Results of the recent survey conducted by the team will be distributed by John separately.

Special Events: An internal calendar of events (council and center) will be compiled for Board use.

Honours and Awards: Kay Dubie agreed to assume responsibility for this portfolio. We hope there will be a volunteer appreciation event this year.

Membership and Volunteers: Rachel mentioned that she has a list of people that are not on a team, but wish to help with committee work or special events. We want to hold on to these people even if we don't have anything specific for them to do right now. There are events coming in the spring (Seniors' Lifestyle Marketplace, FWFF, Garage Sale) where volunteers will be needed.

Health: Jeet reported on the latest food recalls. He also explained that there is a way to do "self-CPR" – what to do if you are by yourself. It was suggested that this be one of the topics in a Health Seminar to be presented at the center. Another topic could be navigating the Health System (link with Advocacy team).

Advocacy and Outreach: Margaret reported that there has been no further meeting of the Seniors' Roundtable; perhaps after the election. Kay identified an opportunity for the advocacy team: a community forum run by the Lions and WOCRC, which includes 17 different organizations from the west end of Ottawa. Information will be passed to Marg and Moe. Perhaps more ideas will be presented on November 18.

Sponsorship: Sandra Freeman agreed to assume responsibility for sponsorship. She has been doing some research on potential sponsors and benefits, and has pulled together ideas from the past and ideas from the Kingston Seniors Association (funded by the City of Kingston). There is a need to put together a package of benefits – Sandra needs to know what potential sponsors can expect in return. She hopes to contact the residences in the near future.

Fundraising: No report

Grants: Kay reported that she is currently working on the New Horizon Grant (federal government).

Café: Only Frank Z. and one other café worker hold the Food Handling Certificate. Price increases effective November 1 are on the website and will be in the newsletter.

Café staff will be filling in a daily report of the numbers of each item sold, to give a record of sales for the month of November, and to conduct a detailed food cost study by item. This would be used as a base, and multiplied by 12 to get an idea for 2023 of how much the markup on food cost will contribute to the café's overhead costs budgeted for 2023. Overhead costs include non-food items, cleaning, laundry, transportation, and the management fee.

Advisory: Janet mentioned that she is not in a position to chair this committee; she would prefer to be a member of the team only. Thus a new chair for the committee is required, at least until June 2023. The chair would call meetings, set agendas, chair the meetings, and have minutes recorded and distributed. John Kern agreed to step in as chair; Liz will remain a member of the committee.

Admin Issues: Since Council's original Articles of Continuance now has to be read in conjunction with its Amendments, Ken prepared a document combining the 2; i.e., the Articles with the amendments incorporated (see attached). It was agreed to post this on our website so users can see the current version easily.

Old Business:

Far West Fun Fest: Planned for May 18 to June 1, 2023. Residences are being contacted.

Seniors' Lifestyle Marketplace: Booked for **Saturday, April 22, 2023** – please note change of date (previously April 29).

AGM 2023: Booked for Monday, June 19, 2023

Off-site meeting/brainstorming session: Friday, November 18, 9:30 am at Aspira Red Oak on Campeau Dr. (lunch provided). Peter will be the facilitator; please send ideas for discussion to John.

New Business:

Center Learning Series: In past years, the KSCI had partnered with the City of Ottawa for the Kanata Seniors Centre Learning Series; the council providing the purchase and delivery of refreshments, and any potential speakers costs. As the center has secured a provincial grant, Janet would like to request of the council only the labour support for refreshments:

- Café Manager to confirm attendance for the Learning Series on the Tuesday before
- Café Manager to purchase required refreshments, using a measuring tool of 3 goodies per head
- Café Manager to assign the Thursday afternoon volunteer to prep and deliver the refreshments along with necessary cups, spoons, sugar/sweetener, cream/milk, napkins. Refreshments to be delivered at 1:50pm
- Café Manager to assign/oversee the clean-up of refreshments from the Learning Series

- Café Manager will notify Treasurer of catering costs. Treasurer will then invoice the City of Ottawa for refreshment services

Frank Boisvenue moved that the Council support the Center's Learning Series by providing refreshments and the staff to serve them. Costs of the refreshments will be reimbursed by the City of Ottawa. Seconded by Greg Richardson. Carried (0 opposed).

KSC Phoenix Investment Group: This group used to meet in the center rent-free, but a new policy has identified that they are not recreational and thus should have to pay rent for their meeting space, \$232.80 per month or \$2,793.60 per year. They have requested financial help from the Kanata Seniors Council. This item has been tabled for discussion at a future meeting.

Garage Sale: This used to be a center-run activity, but has not been held since 2019. The center is now offering it to the council as a fund-raising event. The city would provide rooms and space, and storage for items. The council would provide the volunteers for each room as well as setup and takedown. We would pack up boxes after the event; the city would take them away. We would get the revenue from the event. John will meet off-site to discuss with Janet in more detail.

Next Meeting: Friday, November 18, 2022, 9:30 am, Aspira Red Oak (note this is a closed meeting, for Board members only). Next regular Board meeting Friday December 16, 2022 at 9:30 am in the Owen Prince Room.

Adjournment: Meeting was adjourned at 11:30 am.

Kanata Seniors Council

Financial Position as of October 20th 2022

| | | |
|---|-----------------------|------------------|
| Bank Balance as of January 1 st 2022 | | 14,239.47 |
| Income | | |
| Coffee shop – cash | 8,530.15 | |
| Coffee shop – square | 3,977.11 | |
| Catering (Expo 55) | 243.72 | |
| Computer training | 832.00 | |
| Travel marketplace | 350.00 | |
| Donations | 300.00 | |
| Canada Helps | <u>19.47</u> | |
| | 14,252.45 | <u>14,252.45</u> |
| | | 28,491.92 |
| Expenses | | |
| Admin | 1,240.96 | |
| AGM | 169.50 | |
| Coffee shop | 22,164.29 | |
| 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> | |
| | 27,964.97 | <u>27,964.97</u> |
| | | 526.95 |
| Recovered expenses | \$6,000.00 | |
| Café Expenses | Café manager | 10,000.00 |
| | Coffee supplies | 2,726.10 |
| | Food | 6,350.11 |
| | Non food inc. fridge | 2028.08 |
| | Laundry/oven cleaning | 940.00 |
| | Transportation | 120.00 |

Kanata Seniors Council Inc (The Corporation) Consolidated Articles

Prepared by Ken Major a Director of the Corporation on 2022-09-27

The Regular Members of the Corporation approved the Corporations' Articles of Continuance under the Canada Not-for-profit Corporations Act on 2013-09-09 and a Certificate of Continuance was granted by Industry Canada (Currently called Corporations Canada) to the Corporation on 2014-01-24.

The Regular Members of the Corporation approved Articles of Amendment to amend the Corporation's Articles of Continuance on 2022-09-12 and a Certificate of Amendment was granted by Corporations Canada to the Corporation on 2022-09-13.

Both the Articles of Continuance and the Articles of Amendment contain provisions that when considered together are the Corporation's Articles as set out below in the consolidated version of the Corporation's articles. (Note: The consolidated version uses the section numbers and their description as set out in the Corporation's Articles of Continuance document.)

The Corporation's Consolidated Articles

1. Current corporate name

Kanata Seniors Council Inc

Conseil des Aines de Kanata Inc

2. If a change is requested, indicate proposed corporate name

N/A

3. Corporate number

372839-1

4. The province or territory in Canada where the registered office is located.

Ontario

5. Minimum and maximum number of directors

Minimum number 8

Maximum Number 20

6. Statement of the purpose of the Corporation

- **To promote and conduct educational, recreational, and cultural programs for seniors and older adults**
- **To advise and assist in the operation and programming at the Kanata Seniors' Centre**
- **To provide for capital items which will enhance the utility of the Kanata Seniors' Centre**
- **To work with like minded agencies to promote the welfare of seniors and older adults**
- **To speak on behalf of seniors and older adults in Kanata and greater western Ottawa**
- **To raise funds for the purpose of enhancing the health and well being of seniors and older adults in Kanata and greater western Ottawa**

7. Restrictions on the activities that the corporation may carry on, if any

None

8. The classes, or regional other groups, of members that the Corporation is authorized to establish

The Corporation is authorized to establish Regular Members and Associate Members

as follows:

Regular Members shall be at least fifty (50) years of age and shall be entitled to receive notice of, attend and vote at all meetings of members of the Corporation.

Associate Members may include representatives of local government, representatives from various social agencies, and representatives from various home care facilities.

Associate Members shall be entitled to receive notice of and attend all meetings of members, but shall not be entitled to vote at such meetings.

9. Statement regarding the distribution of property remaining on liquidation

It is especially provided that in the event of dissolution or winding-up of the Corporation all its remaining assets after payment of its liabilities shall be distributed to one or more qualified donees as defined under the provisions of the Income Tax Act (or, “registered charitable organizations in Canada”).

10. Additional provisions if any

- The Corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the Corporation shall be used for the furtherance of its purposes.**
 - Directors shall serve without remuneration, and no director shall directly or indirectly receive any profit from his or her position as such, provided that a director may be reimbursed for reasonable expenses incurred in performing his or her duties.**
 - The directors may appoint one or more additional directors who shall hold office for a term expiring not later than the close of the next annual meeting of members, but the total number of directors so appointed shall not exceed one-third (1/3) of the number of directors elected at the previous annual meeting of members.**
-