

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on September 23, 2022**

**Present:** Kay Dubie, Frank Boisvenue, Liz Tucker, Rachel McGregor, Sarah Trant, Margaret Wilcox, Jeet Wadehra, Susan Ditmar, Doreen McNair, Greg Richardson, Sandra Freeman

**Regrets:** John Kern, Moe Saleh, Ken Major

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

**Guests:** Melissa Howard, Blair Howard

**Opening:** Vice-President and chair Frank Boisvenue opened the meeting at 9:30 am with a special welcome to the guests attending.

**Approval of agenda:**

**Kay Dubie moved that the agenda be approved as circulated; seconded by Greg Richardson.**

**Approval of previous minutes:**

**Kay Dubie moved that the minutes of September 16, 2022 be approved as circulated, seconded by Greg Richardson. Carried.**

**Greg Richardson moved that the minutes of August 19, 2022 be approved as circulated, seconded by Kay Dubie. Carried.**

**Presentations:**

**City of Ottawa (Janet Baigent):** For the benefit of new (and returning) members, Janet gave an overview of the programs and services offered in the centre by the City of Ottawa, as well as special events that have been held in the past. Plans for this year include Fish and Chips and Bingo October 20, a Christmas party, and hopefully a volunteer recognition event next spring. Sarah praised the high quality of instructors for fitness classes and the benefits of the classes for seniors of all ages.

For the current (fall) session, almost every registered program is full. For drop-in activities, the necessity to reserve a spot ahead of time has been removed, and most are operating around 70% full. Occasionally, 100% capacity (based on room size) might be reached, but a “sit-out” (i.e. rotating people in and out) can help with this. Some virtual programs have been cancelled because of low registration; people are preferring to participate in person. The centre will operate a vaccine clinic on Thursdays and Sundays for those aged 6 months to 5 years, and will provide advance polling on October 7 and regular polling on October 24 for the upcoming municipal elections.

Probus (Peter van Boeschoten): Peter mentioned that the microphones in use for today's meeting are thanks to the discussion group who meet on Wednesdays. Next month, Probus will hold a walking tour of Petrie Island, followed by a meal in a restaurant. On October 11, Paul Allen will talk about "When Tobacco was King", and on November 8, Nick McCarthy will talk about "The First Casualties", in honour of Remembrance Day.

Bridlewood Trails Residence: Karen Gilbert from Bridlewood Trails is pleased that socialization amongst seniors is getting going again. Bridlewood Trails is holding an open house on Saturday, October 1; appointments are being booked between 10 am and 3 pm. Janet asked about the possibility of the Choral Group "Sounds of Music" visiting for a performance; Karen said they have entertainment every Thursday and are certainly open to that. Masks are required, but can be removed while singing.

### **Financial Report:**

Liz presented the financial picture as of September 22, 2022 (see attached). Under expenses, Admin includes ink, the filing fee to file the changes to our Articles of Continuance, and the "Square" Purchase among other things. The cost of the financial review is high, since it covered 2 years, 2020 and 2021. It was explained that a retainer of \$6,000 was paid to the Café manager when Covid hit in 2020; with the understanding that it would be repaid once we reopened. \$5,400 of that has been paid back to date.

Sarah questioned the rationale behind hiring a paid manager, as the café used to be entirely run by volunteers. Kay gave a little history, and indicated that it was a business decision by the Board to make the manager a paid position, as stability and organization was needed in the café. It now represents a significant portion of the café expenses, and our funds are low at the current time. The manager is currently paid for 20 hours a week at \$20.00 per hour. Liz and/or Rachel will look in the minutes of 2012-2014 to get a synopsis of the decision process to inform everyone at the next meeting.

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.

**Correspondence:** None

### **Directors Reports:**

**Communications/PR:** Sarah would like to see a half-page in the Community Voice once a month specifically dedicated to seniors.

**Technology and Website:** Greg mentioned that we have an opportunity to purchase a new web address, kanataseniors.com. This would be linked to kanataseniors.ca, so users would not have any issues. The cost of the .com web address would be a one-time fee of \$137.00

(Canadian). Having both addresses would make it easier for users to get to our website, and would prevent any other company or group from using kanataseniors.com. Discussion followed as to whether we needed to do this given our financial position, and whether we should look into purchasing the .org address as well. Greg will look into the availability of the .org address and report at our next meeting.

**Travel and Lifestyles:** No report.

**Special Events:** No report

**Honours and Awards:** No report

**Membership and Volunteers:** Rachel mentioned that all corrections (duplicates, errors, deaths) found from the AGM registration list have been completed in the database. There are a few more new volunteers to follow up on, and after that, Rachel will start working on getting the volunteers' Police Records Checks updated.

**Health:** Jeet reported that the fifth covid booster ("Omicron") is available to those over 80. Rachel has been told that the minimum age for this booster will be lowered starting September 26. The best recommendation for booking or to see if you qualify is to go to the Provincial web site (ontario.ca – covid information is right there on the first page). Jeet also mentioned a few food recalls in recent weeks. Website: <https://recalls-rappels.canada.ca/en>.

**Advocacy and Outreach:** Margaret reported that there will be another meeting of the Seniors' Roundtable; she will follow up. Sarah reiterated the need for an advocate for seniors' healthcare; we particularly need an ombudsman to guide people in need. We are "seniors helping seniors", but there is no facility/organization to help seniors navigate through the healthcare system. Janet mentioned the importance of talking with your local representatives: provincial, federal, and municipal, to find out what they stand for and what they are doing. In fact, the Beaverbrook Community Association is holding a Meet your Candidates session for Kanata North on Tuesday, September 27.

**Sponsorship/Fundraising:** No report

**Grants:** Kay reported that she is currently working on 2 grant applications, with more possible in the future.

**Café:** There appears to have been a significant increase in customers lately, and some new volunteers have been added. Kay, Liz, and Linda Barker (café volunteer) have recently been looking into the cost of producing each menu item. Liz noticed that the café shoppers are excellent, particularly Alfred Chan, who goes around from store to store looking for the best deals on specific items. Here are the results of the cost study (note that the prices listed below are averages or approximations only – prices fluctuate week to week and store to store):

Item	Cost to Café	Charge to customer
Hot Meal	Chef #1 – average \$4.76 per meal Chef #2 – average \$1.68 per meal	\$6.50 per meal – suggested to leave as is
Sandwiches	Average \$6.18 for 3 loaves of bread (each loaf does about 10 sandwiches) Average \$3.11 per dozen eggs (10 sandwiches) Salmon - \$4.75 per can (3-4 sandwiches); tuna, ham and chicken somewhat less \$5.99/bag of chips Butter, mayo, celery, green onions – small amount	\$3.50 per sandwich – suggested to leave as is, more than covers our costs
Soup	Depends on ingredients; average about \$1.50 per bowl	\$1.50 per bowl – suggest an increase to \$2.00 or \$2.25
Salad Plates	Depends on ingredients – vegetables can be swapped in or out depending on prices	\$4.00 seems reasonable
Dad's Cookies	About \$16 for 48 packages, \$0.33/pkg	\$1.00 per package – suggested to leave as is
Muffins	Depends on ingredients; price of mix varies	\$1.50 – suggested to leave as is
Pies	Average about \$7 per pie (between 6 and 8 slices)	\$2.00 per slice – suggested to leave as is
Ice Cream	Average \$7.49 for big tub	\$0.25 for ice cream added to pie; \$1.00 for a scoop by itself – suggested to leave as is
Ice Cream Bars	About \$9.00 for a box of 12 (\$0.75 each)	\$0.75 each – suggest an increase to \$1.00
Soft Drinks	About \$0.30 to \$0.50 for pop; \$0.21 for bottled water	\$1.50 each – suggested to leave as is
Coffee, tea, hot chocolate, milk		\$1.50 per cup – suggest an increase to \$1.75

Thanks to Liz for gathering and analyzing all this data.

**Kay Dubie moved that café prices be increased as follows:**

- **Coffee, tea, milk, hot chocolate to \$1.75 per cup**
- **Soup to \$2.00 per bowl**
- **Ice Cream bars to \$1.00 per bar**

**Seconded by Doreen McNair.**

Discussion of the motion followed. Janet suggested that the sandwiches are really good, and are worth more than \$3.50. Margaret mentioned that these prices should not go into effect

until November 1, as we need some lead time to inform customers of the coming increases. The motion was then modified as follows:

**Kay Dubie moved that café prices be increased as follows, effective November 1, 2022:**

- **Coffee, tea, milk, hot chocolate to \$1.75 per cup**
- **Soup to \$2.00 per bowl**
- **Ice Cream bars to \$1.00 per bar**

**Seconded by Doreen McNair.**

The motion was carried; no objections. It was also agreed that further price increases could be looked at for January 2023.

Also under café, Liz mentioned that an inspection from Ottawa Public Health was conducted yesterday, and everything was good (they can drop in unannounced for an inspection any time). Rachel mentioned that we are supposed to have at least one person in the café at all times who has a valid Food Handling Certificate (City of Ottawa course); at a minimum both Linda Barker and Frank Z. should have current certificates.

**Advisory:** Committee has not met yet.

**Admin Issues:** Ken Major sent in the following report:

Recent Filings with Corporations Canada (CC)

1. Amendments to Articles of Continuance filed and Certificate of Amendment received from CC
2. BY-LAW NO. 3 which is Council's only BY-LAW in force now filed and receipt acknowledged by CC
3. Changes to Directors as of September 12, 2022 and CC confirmed that they have recorded the changes.

Council Documents section in About Us page of Council's website has been updated to:

1. Remove notice about proposed amendments and the related proposal documents.
2. 2020-2021 combined financial statements are now available to download.
3. BY-LAW NO. 3 is available for download and has replaced BY-LAW NO. 1 and 2
4. The Amendments to the Articles of Continuance has been added and is available for download.

Note: Council's original Articles of Continuance document is still in force (it has not been amended) and has to be read in conjunction with its Amendments to get the full picture of the Council's Articles.

**Old Business:** Travel and Lifestyles event on September 15 (SOLVA Senior Living Consultants) was very well received. Fraud Seminar (presentation by City) on September 22 was also well received and well attended (catered by the café).

**New Business:**

Far West Fun Fest: Planned for May 18 to June 1, 2023. Residences are being contacted, and a few bookings are already in place.

Retirement Living Fair/Travel Marketplace: Booked for Saturday, April 29, 2023 (afternoon)

AGM 2023: Booked for Monday, June 19, 2023; set-up, meeting, lunch, and clean-up as per this year.

Possible off-site meeting/brainstorming: to be discussed at the next meeting. In the past, something like this has been held at one of the local residences, with lunch included.

**Next Meeting:** Friday, October 21, 2022, 9:30 am, Owen Prince Room

**Adjournment:** Meeting was adjourned at 11:30 am.

Kanata Seniors Council

Financial Position as of September 22nd 2022

Bank Balance as of January 1 <sup>st</sup> 2022		14,239.47
Income		
Coffee shop – cash	7,102.15	
Coffee shop – square	3,122.78	
Catering (Expo 55)	243.72	
Computer training	832.00	
Travel marketplace	350.00	
Canada Helps	<u>19.47</u>	
	11,670.12	<u>11,670.12</u>
		25,909.59
Expenses		
Admin	1,213.52	
AGM	169.50	
Coffee shop	19,132.19	
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>	
	24,905.43	<u>24,905.43</u>
		1,004.16
Recovered expenses	\$5,400	
Café Expenses		
Café manager		9,000.00
Coffee supplies		2,009.42
Food		5,170.49
Non food inc. fridge		1,992.28
Laundry/oven cleaning		840.00
Transportation		120.00