

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on January 20, 2023

Present: John Kern, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Kay Dubie, Sarah Trant, Greg Richardson, Ken Major, Doreen McNair

Regrets: Jeet Wadehra, Moe Saleh

Guests: Bill Horsman, Lianne Dwyer, Carole Evans (Innovation Realty)

Associates: Peter van Boeschoten, Janet Baigent, Tia Joshi Taft (Timberwalk Retirement Community), Karen Gilbert (Astoria), Tim Lauzon and Patsy McCarthy (Aspira Red Oak), Abbey Clark (OPL)

Opening: President John Kern opened the meeting at approximately 9:40 am with a welcome to all. Rachel introduced our guests and associate members.

Approval of agenda:

There were two changes: Approval of minutes from November 18, 2022 and January 6, 2023; under New Business, add Using AGCO approved lotteries for KSCI fundraising activities. **Frank Boisvenue moved that the agenda be approved as amended; seconded by Liz Tucker. Carried.**

The agenda item “Notice re change to minutes going forward” was briefly discussed. A suggestion had been made to add Action: name, By: date in the minutes where action was required. The general consensus was not to do this; the minutes are fine as is.

Approval of previous minutes:

Greg Richardson moved that the minutes of November 18, 2022 be approved as circulated, seconded by Kay Dubie. Carried.

For the minutes of the January 6, 2023 brainstorming session, there were a few changes/corrections: under the list of those absent, add Rachel McGregor’s last name, and correct the spelling of Moe Saleh’s last name. The first heading on page 3 should read “THE WAY AHEAD”. Under Sponsorship, replace the second bullet with “All advertising in the newsletter, website, social media, etc. will be restricted to confirmed sponsors”. In the approval of the sponsorship proposal (last page), the vote should be registered as 8-0, not 9-0. (Note this has no effect on the validity of the motion or the vote).

Greg Richardson moved that the minutes of the January 6, 2023 brainstorming session be approved as amended, seconded by Sarah Trant. Carried.

Presentations:

Ottawa Public Library (Abbey Clark): The library runs many programs for adults, including English conversation groups, art programs (e.g. quilling, book page art, felt heart keepsake) and Book Clubs. They are planning a “Book Tasting” event, all day Wednesday, February 1 – come for some snacks and “sample” some books. There is also a Job Search Workshop, in partnership with the Community Employment Resource Center. The digital lab will help you digitize your old media.

Timberwalk Retirement Community (Tia Joshi Taft): Outings have started up again. Tia mentioned that she is the chair of the Program Advisory Committee for Recreation and Leisure, and encouraged us to reach out to her when planning events for seniors.

Astoria Luxury Apartments and Senior Suites (Karen Gilbert): Karen’s new position is with Astoria, located in Central Park, which plans to open in July with luxury apartments for those 55+. This is for independent living with lots of activities – reservations are being accepted now. Senior suites (with more services) are expected to be open in December or January.

Aspira Red Oak (Tim Lauzon and Patsy McCarthy): Olivia MacKiddie is the recreation director; Mardi Gras with beavertails and an outdoor fire is being planned, plus a special event for St. Patrick’s Day.

Amica Westboro Park: Grace Turner was not able to attend, but sent an email inviting everyone to a Comedy Show with Bobby Knauff on Thursday, January 26. Contact Erin or Grace at 613-728-9274 to RSVP.

City of Ottawa (Janet Baigent): ActiveNet went live on December 3, and handles all registration and booking. Since ActiveNet contains all events, the “eguides” were removed; however, Janet and her team sent feedback that the eguide for Older Adults should be made available again as a pdf to make it easier for seniors to access courses. Programs and weekly activities are all up and running in the center; some are still not back to pre-covid levels, and some changes will be coming in March. Watch for a special event coming Thursday, February 16; Maureen and her Special Events team have planned the rest of 2023.

A volunteer appreciation event is planned for Thursday, June 22, 2023. In the past, the council has partnered with the city on this, paying 1/3 of the cost, or \$500, whichever is less. Kay agreed to be the contact for the council for the event.

Kay Dubie moved that the Kanata Seniors Council Inc partner with the City of Ottawa for the Volunteer Recognition Event and contribute costs to a maximum of \$500. Seconded by Frank Boisvenue. Carried.

Probus (Peter van Boeschoten): The group is visiting the Diefenbunker next week, and having lunch in Carp. The next event will be a visit from Ian MacKay, who will be talking about the English language and all its quirks. The March event will be the art and science of cave diving.

Financial Report:

Liz presented the financial picture as of December 31, 2022 (see attached). She also presented a proposed budget for 2023 (see attached). Discussion around the budget items followed:

- The study of café prices and sales conducted in November indicated that things were improving; the majority of the revenue for 2022 came in August to November. This is the reasoning behind the increase in the budgeted income for the café for 2023.
- The \$460 for computer training is for hardware and software purchases. There was a question as to whether it should be an expense against the computer training program, or just listed under “Other Expenses” or Admin.
- There is no budget for website expenses, such as a business Facebook page, which should perhaps be a sponsorship expense. Changes to software required should be discussed offline with Greg and then passed to Liz to include in the budget.
- Ken mentioned that financial support has been provided by the city for the newsletter, phone, and internet, some via grant money (which Janet believes will continue). If the budget is to be a true picture of our financial situation, the newsletter should be shown as an in and out item. (Janet pays for one double-sided page; the grant pays for a second double-sided page; a third double-sided page would be at our expense).
- The budget does not include changes to the compensation for the café manager; this should be incorporated.

It was agreed that the budget would be tabled for the time being; to be approved at the February meeting.

Correspondence: Christmas cards addressed to the council were received from Janet and Maureen and their staff, and also from Dr. Merilee Fullerton’s office. In addition, Marg Wilcox sent a notice of resignation from the Board and the Travel and Lifestyles team.

Directors Reports:

Communications/PR: Sarah thanked everyone for getting their newsletter input in on time. The Community Voice did not publish in January due to staffing issues; the next one will be mid-February. Sarah is still hoping to get a ½ page once or twice a month for seniors’ issues.

Bill Horsman has been working on the new promotional brochure, and a mock-up was distributed. Discussion ensued, and the following changes were suggested:

- Remove sponsorship of WOCRC; we are not currently doing that
- Instead of “run by seniors and volunteers”, use “run by a volunteer Board and volunteers”.
- Organizing fun and educational social events
- Delete the “computer & phone instruction....” bullet on the activities page. This section should be titled “Activities for members”; remove sub-heading.

- Re the cost of printing, Sandra's focus is on corporate sponsorships to fund events. The "your sponsorship here" spot should be removed.

Greg Richardson moved that the promotional folder be approved with these amendments. Seconded by Susan Ditmar. After discussion, this motion was rescinded; Bill will make the requested changes for approval at the next meeting.

Technology and Website:

Statistics from our Website for October to December, 2022:

Visitors: 1282, Previous Quarter: 1319

Page Views: 2898, Previous Quarter: 3233

Most viewed pages: (1) calendar, (2) Activities, (3) the center

Training Numbers:

Classes sold November 2022: 16, November 2019: 30

Revenue for November 2022: \$134, November 2019: \$140

The Facebook page, which has been live since November 14, only has 32 members. Greg issued a challenge to all directors to join if they have not already, to talk it up amongst your friends and family, and to post information that might be of interest to seniors. It was suggested that a seminar for seniors on how to set up and use Facebook might be a good idea.

We use mail chimp to do mass emails to all council members with email addresses. It was agreed that for any email that bounces back as unknown, or for a recipient who has elected to unsubscribe, the email address will be removed from the record in the database.

Travel and Lifestyles: The Team is hoping to operate the following trips:

- In February, a dinner trip where participants would drive themselves to Darcy McGee's Restaurant in Kanata, followed by a play at the Kanata Theatre
- In March a trip to a Sugar Bush
- On April 22 the Seniors Lifestyle Marketplace
- Assist with setting up a Trip to the Tulip Festival in May as part of the Far West Fun Fest
- In June, we are looking for a possible trip to the Italian Festival.

A lot will depend on the ability to get Seniors Residence Buses. In addition, the issues of the cost of the school buses and when you can charter them will have to be solved. Note: The Algonquin Cooking School and Winterlude trips that had been scheduled for February have had to be canceled because we could not get a Seniors Residence bus and school buses are too expensive.

The Team is also exploring the possibility of re-instating the popular Dine Around trips to restaurants around the city.

Manuals of instruction to set up Trips and Seminars have been produced and distributed to all Team members.

Seminars Planned:

- K Turner Transitions seminar on February 10
- Spring Beauty Makeover on March 31
- CARP and Collette Travel presentation on May 4 (to be confirmed)
- CAA presentation on Jun 9 (to be confirmed)

Due to the resignation of two of our Team members, we are in need of a few new Team members. A flyer has been placed in the Centre, in the Newsletter, and on the Facebook page. Our need for new Team members has already been listed on the website.

Special Events: No report

Honours and Awards: No report (see Volunteer Recognition Event on page 2).

Membership and Volunteers: Rachel reported that there are approximately 1350 members in our database, and approximately 60 current volunteers. There was discussion around how many people receive our newsletter, and do we know how many of our members are on Janet's newsletter mailing list. Janet's email goes to about 700 addresses; and we have approximately 400 valid emails in our database. There is no way to know how many of Janet's 700 are also members of KSCI or how many of our 400 are also on Janet's list, without comparing the two lists. This cannot be done for privacy reasons. In order to make sure our newsletter gets to as many members as possible, it was agreed that we will do a separate email to all our members of just our newsletter (yes, some will get it twice).

It was agreed that a full database update is required: to confirm current member information and to confirm/add email addresses. Rachel will look for some volunteers to be members of a phone committee for this task.

Health: No report.

Advocacy and Outreach: No report.

Sponsorship: Sandra introduced Carole Evans, from Innovation Realty, our first official sponsor under the new program (proposal approved at the January 6 brainstorming session). Carole then told us a bit about herself and her company. Sandra sent the proposal out to a list of potential sponsors, but she expressed concern about overlap: some residences already advertise, already run an event for Far West Fun Fest, or provide goodies at an event, etc. We have to be careful about how often we approach the same company or residence.

We also have to think about technical details around our website, the newsletter, and our Facebook page. Sandra will be meeting with Greg, Sarah and Kay in the near future to talk about costs and requirements for these items.

Fundraising: No report

Grants: We should have some results about the New Horizons Grant in March (applied last fall). Kay is now working on a new city grant under Community Funding. Janet mentioned that a new provincial grant is available for community activities; we have a contact at Merilee Fullerton's MPP office who has offered to help us.

Kay gave a synopsis of the discussion she attended with the Provincial Ministry of Finance budget committee (she solicited input from Board members before the event). Her input (limited to 3 minutes) seemed to have been well-received, and she can now also submit some written information.

Café: The highlight of December was the return of the Christmas luncheon. The event was well-attended and the ham with pineapple sauce and mashed potatoes was enjoyed by all. Entertainment was provided by the center's Geriatric Jazz Band. Even Santa dropped in for an unexpected visit. Thanks to the staff who made the meal such a success. In the coming months we will be offering our patrons hot entrees on Mondays in addition to Tuesdays and Thursdays. As posted in the center's calendar of monthly events, the café is only open from 9:00 to 11:00 am when the Diners club are in (twice a month). Themed lunches planned for 2023 include Valentine's Day, St. Patrick's Day, Easter, Hallowe'en and Christmas.

Frank also submitted the following annual report for the café:

The lifting of some COVID restrictions in January 2022 allowed the Kanata Seniors Center to reopen after a 2-year hiatus. The Kanata Seniors Council Café also reopened at this time. The first month was mainly spent organizing the volunteers, restocking inventory and formulating a menu. An official ribbon-cutting ceremony was held on January 31, 2022 with Kay Dubie (then Council president) and Cathy Curry (Councillor for Kanata North) doing the honours. At first, the café offered only beverages and sandwiches. As more restrictions were lifted in May, the cafe was able to introduce hot meals on Tuesdays and soups on a daily basis. As the center brought back more of its programs, the number of café patrons increased. This led to increasing the number of sandwiches available and adding a hot entrée on Thursdays. By September the café was offering a menu comparable to the pre-pandemic menu. In 2022, revenue almost doubled from August 15 to November 15 with the number of patrons improving. Unfortunately, due to increasing costs, we had to increase the price of some of the menu items. These increases were readily accepted with little hostile feedback. Another improvement was the purchase and implementation of "Square", allowing patrons to tap a card for payment. This proved to be highly accepted by the patrons. We have also developed a more efficient method of recording items sold that will help maintain a better relationship between revenue and cost. Moving into 2023, we will be offering entrees on Mondays as well. All of the above would not have been accomplished without the efficiency and dedication of our volunteers. A big THANKS to all of them.

Advisory: No report. No meeting was held in January.

Administration: The Org chart and the sub-committee charts were discussed at a separate in-camera meeting. Insurance information has been circulated by Ken and should be reviewed by all directors for discussion at the next meeting.

Old Business:

Garage Sale: Greg has set up a committee of 7 volunteers; date for the event is Saturday, May 6, 2023 (set-up Friday, May 5). In the week leading up to the sale (Monday-Friday), we will need approximately 50-60 volunteers, with 30-40 required on the day of the event (8 am to 4 pm).

Seniors' Lifestyle Marketplace: Saturday, April 22, 2023, John and Marsha Kern will be coordinators. They will be looking for exhibitors and contributors (e.g. goodies, etc.) for the event.

Follow-up from November meeting: there were 3 items that required follow-up (current status unknown): request for involvement from OASIS; email from S. Bhargava re online petition; email from Dementia Society of Ottawa and Renfrew County. Janet agreed to take on this last item.

New Business:

CARP proposal of free membership of 1 year to our members: tabled to February meeting.

Possible New Directors: We discussed whether we should appoint directors to fill specific vacancies, or just invite them to join the board. Since the AGM appoints people as board members (not for specific jobs), it was agreed that we would invite 2 new members to join the board. If they accept, they can be approved at the February meeting.

Roger's Rules for Meetings: there is a copy in the office, please remember to sign it out and back in if you borrow it.

The Grand Parade (Canada-wide fundraising walk for charities serving seniors): It was agreed that we would not get involved.

AGM (Monday, June 19, 2023): Susan will be asked to check the rules and coordinate the mailouts re notice of the meeting. Since all directors were elected for a 2-year term last September, all current terms will expire at the same time; i.e. June 2024. To change this, it was decided that Rachel, Frank, Ken, Sarah and Jeet (if they agree) would stand for reelection this year (2023) for a new 2-year term (plus any new directors appointed to the board between now and June). This would result in some terms expiring in 2024 and others in 2025.

AGCO-approved lotteries for KSCI fundraising activities: (e.g. raffle, 50/50, etc.). If we go this route, a lot of work is involved in setting something up, and there are lots of rules and processes that have to be followed. John has a contact at the legion who ran a 50/50 draw; he could perhaps come and talk to us. Janet is investigating if the City of Ottawa permits gambling in their buildings. Item tabled for the February meeting.

Next Meeting: Friday, February 17, 2023, 9:30 am.

Adjournment: Meeting was adjourned at 12:30 pm.

Kanata Seniors Council

Financial Position as of December 31st 2022

Bank Balance as of January 1 st 2022		14,239.47
Income		
Coffee shop – cash	12,668.20	
Coffee shop – square	6,318.18	
Catering (Expo 55)	243.72	
Computer training	1458.00	
Travel marketplace	350.00	
Donations	700.00	
Canada Helps	211.47	
HST retd (for 2020 &2021)	102.17	
General revenue	2.00	
Withdrawal from GIC	<u>5,055.10</u>	
	27,108.84	<u>27,108.84</u>
		41,348.31
Expenses		
Admin	1,391.37	
AGM	169.50	
Coffee shop	30,400.80	
Computers	41.58	
Director’s Insurance	838.08	
Membership Volunteer Canada	150.00	
Expo 55	139.20	
Financial Review	2,938.00	
Website renewal	280.34	
Wreath	63.39	
Travel & lifestyles (room rentals)	107.92	
Travel marketplace/supplies	<u>321.09</u>	
	36,841.27	<u>36,841.27</u>
		4,507.04

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

Café Expenses	Café manager	14,400.00
	Coffee supplies	3,331.41
	Food	8,987.77
	Non-food inc. fridge	2,161.62
	Laundry/oven cleaning	1,340.00
	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)

Kanata Seniors Council Inc.

Proposed budget for 2023

	<u>Income</u>	<u>Expenses</u>
Co.Cafe	\$37,900.00	\$52,490.00
Travel & Lifestyles	1,500.00	1,000.00
Seniors Lifestyle Marketplace	2,500.00	2,000.00
Computer training	1,500.00	460.00
Charitable donations	1,000.00	-----
Sponsorship	2,000.00	-----
Far West Fun Fest	3,000.00	3,000.00
Recovered Revenue (GST/HST)	<u>1,500.00</u>	<u>-----</u>
	50,900.00	58,950.00

Other expenses

Admin (includes bk charges, toner, paper, badges etc.)	800.00
AGM	500.00
WOCRC Diners Club	-----
Website & domain name	350.00
Awards	50.00
Insurance	850.00
Memberships	150.00
Financial Review	2,500.00
Volunteer Recognition Day	600.00
Health portfolio	120.00
Miscellaneous/Wreath etc	<u>100.00</u>
Total expenses	64,970.00

Year end profit or loss **14,070.00**

Co.Cafe expenses includes supplies \$26,000, laundry/transportation \$3,290, food certification \$400.00, non-food items \$2,600, café manager \$19,600