

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on March 17, 2023**

**Present:** John Kern, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Sarah Trant, Greg Richardson, Ken Major, Doreen McNair, Lianne Dwyer. Moe Saleh

**Regrets:** Jeet Wadehra, Kay Dubie, Peter van Boeschoten, Janet Baigent

**Associates/Guests:** Karen Gilbert (Astoria), Carole Evans (Barb&Carole Realty), Tia Joshi Taft (Timberwalk), Megan Cledgett (Chartwell Stonehaven), Pasty McCarthy (Aspira Red Oak), Margot Beak (Waterford Grand), Grace Turner (Amica Westboro Park), Allan Hubley (Kanata South Councillor), Arnold Finkelstein, Yvonne Nabaa, David Lee, Michael McMahon

**Opening:** President John Kern opened the meeting shortly after 9:00 am with a welcome to all. As there were several guests attending, everyone introduced themselves around the table.

**Approval of agenda:** One item was added under New Business, Cleaning the Capital 2023.

**Liz Tucker moved that the agenda be approved with this addition; seconded by Sarah Trant. Carried.**

**Approval of previous minutes:**

**Frank Boisvenue moved that the minutes of February 24, 2023 be approved as circulated, seconded by Sandra Freeman. Carried.**

**Presentations:**

**Waterford Grand and The Bristol (Margot Beak):** An open house will be held April 5-6 from 10:00 to 2:00 both days.

**Amica Westboro Park (Grace Turner):** Wellness Day March 28, from 10:00 to 4:00. Come and enjoy smoothies, workshops, chair yoga, and other activities.

**Timberwalk Retirement Community (Tia Joshi Taft):** Open House April 22; they will be holding 2 inhouse activities each month. Check flier in holder opposite the front desk of the center.

**Astoria by Alavida Lifestyles (Karen Gilbert):** Two downsizing events will be held, March 30 and April 13 from 1:00-3:00 both days. Guests will include Chris Zelney from All Seniors Moving, and an expert on decluttering.

**Aspira Red Oak (Patsy McCarthy):** Open House has had to be postponed due to an outbreak. Thanks to Patsy for bringing cookies!

Chartwell Stonehaven (Megan Cledgett): Open House April 21, 10:00-4:00.

**Financial Report:**

Liz presented the financial picture as of February 28, 2023 (see attached). A significant amount of money has come in since then; as of now we have just over \$8,000 in the bank.

**Correspondence:** None

**Directors Reports:**

**Communications/PR:** Sarah thanked everyone for getting their newsletter input in on time. The deadline for the May newsletter is April 14. Due to having family visiting from overseas in April, Sarah has requested help in getting our newsletter laid out. Patsy McCarthy (Aspira Red Oak) indicated that her recreation director Olivia might be able to help.

A copy of the updated promotional brochure was circulated to those present; a thank-you to our sponsors is now included. There were a couple more minor changes: sponsor name should say Astoria by Alavida Lifestyles; and a date (e.g. March 2023) will be added at the bottom.

**Sarah Trant moved that the promotional folder be approved with these two changes. Seconded by Frank Boisvenue. Carried.**

**Technology and Website:** Computer Training in February: 15 lessons were booked, with \$105 revenue. In January 2019, 15 lessons were booked, with \$100 revenue. Hardware upgrades are in progress; the training computer has been done and the office computer will be next. Note that the training computer cannot be upgraded to Windows 11. Sponsors' ads and names are now up on the website.

**Travel and Lifestyles:** The Team has operated or is hoping to operate the following trips:

- March 26 Kanata Theatre trip and brunch at Darcy McGee's Restaurant in Kanata
- Sugar Bush trip scheduled for March 21 has been postponed due to issues with transportation; a senior's residence has been approached to help out
- Seniors Lifestyle Marketplace on April 22 (30+ exhibitors confirmed)
- Algonquin Cooking School trip in June

The Team is also continuing to explore the possibility of re-instating the popular Dine Around trips to restaurants around the city. They are also thinking about restarting visits to individual Seniors Residences.

The Team will be holding the following free educational Seminars:

- Home and Community Care Services on March 31
- CARP and Collette Travel Presentation on May 4 \*\* (Arrangements/date to be confirmed by CARP/Collette)
- CAA Travel Presentation on June 8

- Note that the Beauty Makeover seminar scheduled for April 13 has been cancelled

Possible other Seminars:

Ottawa Police re Medic Alert seminar (arranged by Sandra and Kay)

A survey was conducted of the Ottawa Seniors Centre and Seniors Council to see how they handle the question of allowing anyone 50 + from the public on our trips. Manuals of Instructions to set up Trips and Seminars have been revised and distributed to all Team members. The new Assumption of Risk and Waiver of Liability form has been added to the Revised Sign-up sheets for trips. A new sign-up sheet for seminar registration has been implemented.

**Honours and Awards:** No report.

**Membership and Volunteers:** Rachel reported that she and 6 other dedicated volunteers are busy phoning everyone in the database. Unfortunately, a lot of calls are being met with number not in service, or number cannot accept incoming calls. Many voice mail messages are also being left, most of which are not returned. If we have no phone number or email for a member, that member will be changed to inactive status. A small paragraph will be going into the next newsletter indicating that the phone campaign is ongoing and urging people who have moved, or who have not been contacted, to get in touch.

**Health:** Sandra indicated that she has some ideas for health seminars, including a free hearing aid cleaning session, and/or a visit from a chiropodist.

**Advocacy and Outreach:** Moe Saleh is our representative on the Community Forum run by the WOCRC and other local groups; the next meeting is at the end of March.

**Sponsorship:** The working committee met last week, and ironed out some issues around deliverables. All sponsors are now paid up, and our facebook page and websites are all set up with their information. As we get more sponsors, we will need to consider space limitations in our newsletter, facebook page and website – there will probably be a practical limit (8-10) of how many sponsors we can carry at one time.

Board members are asked to consult with Sandra whenever they are doing up promotional material; she will provide the correct list of sponsor names to include.

**Fundraising:** No report (still looking for a Board member to take on this portfolio).

**Grants:** No report.

**Café:** Starting off on a high note, we had a very profitable catering contract with the Kanata Central BIA for their Storytime event held at the Center on March 13. On March 8, in conjunction with International Women's Day, the café gave out complimentary coffee and a muffin to the ladies. The St. Patrick's Day Luncheon of traditional Irish Stew was held March 16. Initial figures indicate a good profit, which was helped by the door prize of 2 tickets provided by the Kanata Theater, and the entertainment provided by the Center's own Geriatric

Jazz Band. The efforts of newly appointed assistant manager Linda Barker; our regular Thursday Chef Deb B; our soup chef Wilma B; and a group of five servers led to a successful event. Initial patron reaction was very positive. On the issue of Food Handler Certificates, there are 9 volunteers who have or are in the process of obtaining their FHC. The next event, now in the planning stages, is the Easter Luncheon (Thursday, April 6).

**Advisory:** Next meeting is Monday, April 3. Any suggested topics for the next meeting should be sent to John. The committee is looking for a new recording secretary (after the meeting, Lianne Dwyer volunteered for this).

**Administration:** Ken reported that over 1000 volunteer hours have been recorded by the council for January and February.

**Job Descriptions:** On January 27, 2023, an email was sent to all members of the Board at that time with a copy of the January 25, 2023 version of Council's Job Descriptions for review and input, in particular for the description of the duties of the various Committee Chairs and Coordinators. A reminder to provide such input, if they had any, was given to the Board members at the February 24, 2023, Board meeting. The January 25, 2023, version has been updated taking into account the additional input received as of March 8, 2023. As the review of the document would take too much time at a Board meeting with an otherwise full agenda, Kay Dubie, Liz Tucker, Susan Ditmar and Ken Major met on Tuesday March 14, 2023, to review the content of the Job Descriptions. That meeting lasted approximately 1 hour.

At the end of the meeting, it was decided that subject to a review for typos and grammar, which Rachel McGregor has agreed to do, that Council's Job Descriptions were finalized. This version of the Job Descriptions will be dated March 17, 2023, and all earlier versions can be ignored.

**Ken Major moved that once Rachel's review is complete, that the March 17, 2023 version of Council's Job Descriptions be accepted as Council's Job Descriptions and that that version be posted on Council's website to replace the version that is there at present. Seconded by Susan Ditmar. Carried.**

**Activity Chart:** Will be circulated to Board members once a month, or whenever there are a lot of changes.

### **Old Business:**

**Seniors' Lifestyle Marketplace:** Sponsor names on the flyer will be changed to Astoria by Alavida Lifestyles, and Barb&Carole Realtors (the other two are correct). Our website, kanataseniors.ca, will be added. The background colour will also be changed, as blue is difficult for those that have trouble distinguishing colours.

**Garage Sale:** More volunteers are still required (about 35 more); an announcement will appear in the next newsletter. We are hoping to get some students from Earl of March and All Saints.

Far West Fun Fest: The program of activities is nearly complete (A Glimpse of India has been changed to A Glimpse of Italy). Everything is in hand.

AGM, Monday June 19: Work is continuing. Astoria is providing the lunch; Doreen agreed to coordinate the registration desk. Susan will look into the requirements/criteria for the Frank Valentine award to see if we will offer it this year.

AGCO-approved lotteries for KSCI fundraising activities: A reminder that a 50/50 draw is not permitted on city property.

Dementia Society of Ottawa and Renfrew County: no update.

Request for involvement from OASIS: no update.

New newsletter editor: Still looking for someone.

Bradley Games March 8: Greg submitted the following report:

In February, KSC was invited by The Bradley Residence to participate in an event by providing a team of competitors to challenge a team of their residents in friendly Olympic competition. Our team was called The Council Clan, and consisted of: Doreen McNair, Frank Boisvenue, Greg Richardson, Kay Dubie, Lianne Dwyer, Liz Tucker, Sandra Freeman, Sarah Trant, Susan Ditmar and Wilma Boisvenue.

On March 8th we were made welcome and introduced to Dave DeJong and the rest of the Executive Team. Some current and former KSC members were recognized throughout the day, starting right away with the opposing Team Captain - John Williamson. Coffee, tea, and fresh snacks helped us prepare for the tough events ahead.

Events began with either Bean Bag Baseball or a Euchre Tournament. Then everyone reconvened for competitions in moving M&Ms with straws (you can see an expert in that event on Facebook), ping pong basketball, and ping pong knock-down. No results were shared with the participants at that time.

Lunch with our competitors was a wonderful choice of Peppercorn Steak or Chicken Souvlaki. Both were excellent from all comments. After lunch we again split up into two groups, one for a Darts Tournament and the other for an Olympic Jeopardy Challenge. During the closing ceremonies, results were announced for all the events. While your Council Clan team were ahead after the morning's events, the determined crew from the Bradley came from behind and won the day (and the cup). Medals were presented to all participants, and everyone had a great time. So much so, that a challenge was issued for a rematch sometime in the summer at the centre.

Thanks to the Bradley Executive: Dave, Faycal, Ashley, Shalene, the rest of the staff, and Bradley residents for a splendid event. The Council Clan are beginning to train, tomorrow I

think, or maybe it was next week; anyway, we hope to give them stiffer competition when we meet again in the summer.

New Council on Aging Workshop: no update; scheduled for May 11.

Professional Training for Directors: no update.

**New Business:**

Cleaning the Capital 2023: Registration starts March 15; cleaning takes place April 15-May 31. Councillor Hubley indicated he could provide several areas for us that are not being cleaned by other groups.

Insurance: Ken will provide a summary of the two types of insurance we have, and the purpose of each one. Councillor Hubley reported that the City is conducting a review of the insurance it provides to community groups; we should have a representative at meetings.

Special Events: Councillor Hubley indicated that he and Kanata North Councillor Cathy Curry are both on the committee for Canada Day celebrations in Kanata; this is usually the biggest event in Kanata of the whole year. We should think about if the Council wants to have a booth or table. Councillors Curry and Hubley are both also taking on the Christmas parade in Kanata; they are looking for people to help with it.

**Next Meeting:** Friday, April 21, 2023, 9:00 am.

**Adjournment:** Meeting was adjourned at 11:00 am

Kanata Seniors Council

Financial Position as of February 28<sup>th</sup> 2023

Bank Balance as of January 1 <sup>st</sup> 2023	4,507.04
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Income

Coffee shop – cash	2,689.60	
Coffee shop – square	1,961.53	
Computer training	145.00	
Sponsorship	600.00	
Lifestyle Marketplace	175.00	
Travel & lifestyles	<u>21.10</u>	
	5,592.23	<u>5,592.23</u>
		10,099.27

Expenses

Admin	101.02	
Coffee shop	5,879.00	
Travel & lifestyles (room rentals)	198.97	
Snrs lifestyle marketplace	<u>19.20</u>	
	6,198.19	<u>6,198.19</u>
		3,901.08

Café Expenses	Café manager	2,400.00
	Coffee supplies	633.56
	Food	2,128.25
	Non food inc. fridge	117.19
	Laundry/oven cleaning	600.00
	Transportation	-----

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
Balance as of December 2022	\$32,692.40	Up	\$1,601.54
Down a total of \$4,649.74 this year			

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