Kanata Seniors Council Inc.
Minutes of Annual General Meeting – June 19, 2023

Present: John Kern, Kay Dubie, Frank Boisvenue, Liz Tucker, Rachel McGregor, Sarah Trant, Jeet Wadehra, Sandra Freeman, Susan Ditmar, Doreen McNair (current board members), plus other members of Kanata Seniors Council Inc.

Guests: Representing the City of Ottawa – Janet Baigent from the Kanata Seniors Center, and Karen Gilbert from Astoria by Alavida Lifestyles.

Opening and Call to Order: President and Chair John Kern called the meeting to order at 11:00 am, welcoming members and guests and thanking them for their attendance. John gave a brief overview of the Kanata Seniors Council Inc. and what we do. He also expressed a thank you to our sponsors for their support. Karen Gilbert, from Astoria (who provided the lunch following the meeting) was also introduced. Janet Baigent was also asked to say a few words and she welcomed everyone on behalf of the city and the seniors center. The council is grateful for the support we get from the City of Ottawa.

It was noted by the recording secretary that a quorum was present, with 64 voting members in attendance.

Approval of agenda:

> **Frank Boisvenue moved that the agenda be approved as distributed; seconded by Sarah Trant. CARRIED.**

Approval of minutes of 2022 AGM:

> **Kay Dubie moved that the minutes of the September 12, 2022 AGM be approved as distributed. Seconded by Liz Tucker. CARRIED.**
>
> There were no matters arising from the minutes.

Receipt of Annual Financial Review for 2022 and report of Public Accountant

> **Liz Tucker (Treasurer) moved that the financial review for the 2022 fiscal year and the accompanying Public Accountant's report be accepted as distributed. Seconded by Susan Ditmar. CARRIED (100% in favour).**
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> Peter Dykstra asked about the large loss incurred by the café during 2022. Liz explained that at the beginning of 2022, we had to restock everything, and we also had to pay for a new fridge. In addition, patrons were slow to come back to the café following the reopening after COVID, resulting in low revenue.

Bev Rothwell (new member) asked about how the Council makes their money. Liz explained that we apply for grants, we give computer training, and we hold special fund-raising events such as the Garage Sale and the Seniors Lifestyle Marketplace.

Appointment of Public Accountant for 2023 fiscal year

Liz Tucker moved that Kelly Huibers McNeely Professional Corporation be appointed as Kanata Senior Council Inc's public accountant to conduct a financial review of Council's financial records for the 2023 fiscal year; seconded by Sarah Trant. CARRIED (100% in favour).

Thanks to Departing Board of Directors members

John expressed thanks to Margaret Wilcox and Ken Major, who were on the Board in 2022 but have chosen to resign. They both put in a lot of time, Margaret re-starting our advocacy efforts, and Ken reviewing and updating a number of Council documents, implementing our by-law changes, and keeping us aware of filing deadlines.

Election of the new Board of Directors

John called on Frank Boisvenue, Vice-President, to present this section. At the September 12, 2022 AGM, it was noted that all director terms had expired during the COVID period, as no AGM was held in 2020 or 2021. At the 2022 AGM, 14 members were elected to new 2-year terms, and most of those are staying on to complete the second year of their term. Also, since the 2022 AGM, Margaret Wilcox resigned from the Board, and the Board approved Lianne Dwyer to fill the remainder of Margaret's term. The following members are staying on the Board to complete the second year of their term:

Frank Boisvenue	Susan Ditmar	Kay Dubie	Lianne Dwyer
Sandra Freeman	John Kern	Rachel McGregor	Doreen McNair
Greg Richardson	Mohamed Saleh	Sarah Trant	Liz Tucker
Jeet Wadehra			

In addition, 4 new members have agreed to put their names forward to be members of the Board for new 2-year terms. A brief biography of each was circulated, and Frank introduced each one. They are:

Arnold Finkelstein	David Lee	Michael McMahon	Gary Underwood

That makes a total of 17 Board members; our by-laws allow for up to 20 Board members.

Frank Boisvenue moved that the elections be closed and that all candidates be appointed by acclamation; seconded by Carole Seay. CARRIED (100% in favour).

Review of Council activities in 2022/23

A summary of council activities since the last AGM was circulated, and is attached to these minutes; John presented a brief summary, highlighting the café, advocacy, our new sponsorship program, our website and facebook page, and special events, including the return of Far West Fun Fest (the 10th edition!).

New Business

Peter Dykstra commented on the high quality of our newsletter; Sarah Trant was congratulated for her efforts.

John thanked everyone for coming, and indicated that he would not be returning as president. John received a round of applause for his efforts as president over the past year. The new executive will be determined by the board at a meeting on June 23.

John expressed a big thank-you to all the council volunteers, who currently number more than 60, logging over 4,000 volunteer hours in 2022. He explained that there is an urgent need for 3 specific volunteers: a newsletter editor, a treasurer (after December 2023), and a qualified accountant who would conduct a financial review for us for minimal or no fee.

Closing Remarks

In closing, John expressed gratitude to a number of people or groups, including:

- Café volunteers for helping with lunch and coffee/tea
- City of Ottawa/Mlacak Center facility staff for the set-up of the halls
- Doreen McNair and her volunteers for handling registration at this meeting
- Karen Gilbert and Astoria by Alavida Lifestyles for sponsoring the lunch today
- Jane Pick (Kanata Theater), Carole Evans (Barb&Carole Realtors), the café, and an anonymous donor for the door prizes today.

Adjournment

Susan Ditmar moved that the meeting be adjourned.

The meeting was adjourned at approximately 11:45 am, after which a light lunch was enjoyed, courtesy of Astoria by Alavida Lifestyles. Special guest Mayor Mark Sutcliffe joined us at about 12:15, bringing greetings from the City of Ottawa.

Rachel McGregor
Secretary

Kanata Seniors Council Inc.
Summary of 2022-23 Activities

President's Report

During the time since our last AGM, we have seen the number of people participating in our events and activities increase substantially. To highlight a few items: our Cafe is still the hub of the Centre; we have become more active with our Advocacy and Outreach program; we established a Sponsorship program; and our website and Facebook page have attracted a large number of visitors. The Seniors Lifestyle Marketplace and the Awesome Garage Sale were extremely successful, as was the welcome return of Far West Fun Fest. Our other programs and activities are highlighted in the report below.

Council Travel and Lifestyles Team

A number of trips and seminars had to be cancelled in 2022 due to not being able to get buses, and the reluctance of individuals to take trips or attend seminars due to COVID. Many of these have been rescheduled for 2023. No trips operated during 2022; but two seminars were held: Free Style Blood monitoring system seminar on May 13 and Community Diabetics Education Program of Ottawa, a seminar held on Oct 21 covering info on diabetics and what it could mean to you.

During 2022, the team worked 433 volunteer hours, and changed the name to The Council Travel and Lifestyles Team. Copies of a survey they conducted are available on the Travel Bulletin Board in the lobby of the Seniors' Centre or can be downloaded from the Council website from the Travel Section.

The Team undertook the following seminars in the first half of 2023: Kay Turner Transitions seminar, covering "When you have to decide to leave your home and move into a Seniors Residence or Long-Term Care Facility" on February 10; Ottawa Valley Tours Travel Seminar on May 4; and a CAA Travel seminar on June 9. They also planned several trips, including 2 lunches at a local restaurant followed by a play at the Kanata Theatre (March 26 and May 14); a trip to a Sugar Bush; and a trip to the Algonquin Cooking School. The team also helped organize the Seniors Lifestyle Marketplace on April 22.

Council 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 increasing. 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. In 2023, we started 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.

Volunteer Management

During 2022, many new volunteers were interviewed and documented to complement our slate of dedicated returning volunteers. As of February 2023, we have more than 60 volunteers. Most of these help out in the café, but this number also includes Board members, and members of the Technology and Travel and Lifestyle Teams. During 2022 we updated our volunteer application form and the Council membership form, and we have also recently developed a form for volunteers who are helping out for just one day or one event, such as our Awesome Garage Sale.

All told, the Kanata Seniors Council Inc. logged over 4,000 volunteer hours in 2022, including almost 2000 in the café! A big thank you to all our volunteers for everything they do!

Technology and Website

Our Computer Training Program didn't start up again until May 2022 after COVID. In the 2022 calendar year we delivered 101 classes compared to the full calendar year 2019, when we delivered 217 classes. Interest in the training continues to be high and the number of classes is slowly increasing.

Sponsorship Program

In late 2022, following a difficult couple of years with COVID, KSCI established a sponsorship program aimed at raising money to support ongoing seniors' programs, events and subsidized meals. A list of potential sponsors was developed and a number of companies have been solicited for financial commitments in return for receiving positive PR and hopefully a boost in business. While it is early days, this program is proving to be successful with six Sponsors and one in-kind Supporter confirmed as of spring 2023.

FaceBook

The Council added another method of communicating with our membership and anyone interested, by opening a facebook group, available to the public. We use it to announce upcoming events; such as seminars, trips, themed lunches, café menus, and important meetings, along with a little challenging activity. It is also a place to showcase our events with follow-up photos. Our page membership has been steadily growing, and on many occasions, folks have shared our post with their friends. It has been a successful addition to our Public Relations effort.

Advocacy and Outreach

KSCI has been involved in several initiatives over the last few months:

- Dementia Neighbourhood Watch Awareness: Several organizations interested in the wellbeing of seniors have been approached to support the KSCI proposal to increase dementia awareness within the neighborhoods. This project is completed after the Neighbourhood Watch Board adopted our proposal

- Kanata Community Forum: provides steering for community projects offered by an array of Kanata community organizations. KSCI is a board member
- Stronger Together: we have been involved with the Dementia Society, promoting dementia training within the community
- Inclusive Study: we supported an initiative to get the community interested in a seniors-related study
- Aging in Place: we acknowledged the efforts of the group to increase safety for seniors living at home
- Older Adult Plan: the City of Ottawa's bid to improve seniors' livelihood was wrapped up last year, no alternative is available yet

Other

In 2022 the Kanata Seniors Council Inc., were invited by the Ministry of Finance, through the Minister for Seniors, to attend a meeting to present our list of needs for Seniors. These needs were items that should be addressed in the preparation of the Ontario Budget. The in-person presentation was held on January 19, 2023, and was followed up by a written document submitted to the Finance Minister. During December and January, Kay Dubie prepared for the presentation by soliciting opinions from many Seniors in our community and compiled a report covering various concerns. These included health care, housing, transportation, and the need for additional workers in several health-related situations. The report submitted by Kay was well received and respected.