

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on August 18, 2023

Present: Greg Richardson, John Kern, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Sarah Trant, Jeet Wadehra, Moe Saleh, Lianne Dwyer, David Lee, Kay Dubie, Doreen McNair

Regrets: Arnold Finkelstein, Gary Underwood, Michael McMahon

Associates/Guests: Janet Baigent (City of Ottawa), Peter van Boeschoten (Newsletter editor), Patsy McCarthy and Tim Lauzon (The Bradley), Megan Cledgett and Lindsay Noffke (Chartwell Stonehaven), Tia Joshi Taft (Timberwalk), Abbey Clark (OPL)

Opening: Co-chair Frank Boisvenue opened the meeting at 9:00 am with a welcome to all. Guests were introduced.

Approval of agenda: There were two items to be added to the agenda: Query about the Executive under New Business, and Pancake Breakfast under Old Business.

Greg Richardson moved that the agenda be approved with these additions; seconded by Jeet Wadehra. Carried.

Approval of previous minutes:

Sarah Trant moved that the minutes of July 14, 2023 be approved as circulated; seconded by Doreen McNair. Carried.

Presentations:

The Bradley (Tim Lauzon and Patsy McCarthy): Tim and Patsy recently moved from the Red Oak to the Bradley. They are very excited about the new positions and look forward to supporting the community and working with the Council.

Timberwalk (Tia Taft): Timberwalk is opening their 10th community in Barrhaven in October. Upcoming events include “Picnic in the Park” at Britannia Beach on August 29, and an open house at the end of September. Look for the flier on display in the lobby.

Chartwell Stonehaven (Megan Cledgett and Lindsay Noffke): Open House on September 22/23 (10am to 4pm both days) will have a fall theme with apple cider and home-made goods – all are welcome. The residence hopes to be a Council sponsor soon.

Ottawa Public Library (Abbey Clark): The OPL will be returning to regular (i.e. pre-covid) hours on September 5, and will be open until 9pm weekday evenings. There will be a trivia night November 6 from 7-8pm, and several art programs in the fall, including quilling and crafts from recycled books. The library also runs newcomer nights and several book clubs, and now has book club kits available. Digitization lab tours are also available. The library is looking to do more outreach post-Covid, including services for homebound customers and visits to residences.

City of Ottawa (Janet Baigent): Maureen Moynahan has accepted the position of program director at the Nepean Seniors Center, replacing someone on maternity leave – she will be gone for a year and a half. Her replacement at KSC is Khrystal Roby, who starts August 21. She comes from City Wide Sports, and has worked in long term care. Most of the convenors have been contacted for the Open House. Re fall registration, ActiveNet software went down recently, so registration for programs is shut down until further notice. Newsletter goes to print August 18; Janet is on holidays for 2 weeks starting August 21.

Probus (Peter van Boeschoten): The group does not meet during the summer. Next meeting is September 12 at Kanata Baptist Church; guest will be Gary Smith, author of a book about the 1972 Canada-Russia hockey series.

Financial Report:

Liz presented the financial picture as of July 31, 2023 (see attached). She received documents for the insurance we have that is paid by the City of Ottawa; this was passed to Greg. For the 2024 Budget Cycle, individual budgets for each portfolio (e.g. café, technology, or any portfolio that spends or receives money) are to be submitted to the Treasurer by September 30. Please include actuals for 2023 and best estimates for 2024. The deadline is to ensure that the overall budget is ready for approval by the Board at the November meeting.

Correspondence: None

Directors Reports:

Communications/PR: Sarah has submitted an article to the Community Voice. She has also been talking with Rogers about putting the information about the Open House and Pancake Breakfast on the “ticker” on the community station. Even though it will be seen by the whole city (not just the west end), it was agreed that getting the word out to a wider audience was good, and Sarah should go ahead. This will start 3-4 days in advance of the event. Even though the City is currently paying our newsletter costs through a grant, this grant may not always be given, so newsletter costs should be included in the budget. The council plans to send out a monthly email to our membership, highlighting upcoming events and providing a link to our newsletter. The first of these should go out the week of August 28.

Technology and Website:

Computer Training Stats for the month of July 2023: Lessons Sold 19; Revenue \$165, compared to 2019 Lessons Sold 20; Revenue \$156.

This fall we will be presenting several free computing seminars. Two of the topics will be Computing Security and Streaming TV (or internet TV) not only for your computing devices, but your television itself. Watch for announcements in September/October.

We are beginning a new, TRIAL tech service free for KSC members. It is “Ask the Techie”, a service that will allow members to ask a technical question via email and receive an answer the same way. Note, maximum one question per email please, and answers will be provided on a best effort and time available basis. Ask the Techie email: computers@kanataseniors.ca.

Both the free Computer Seminars and “Ask the Techie” initiatives are being offered to promote our Computer Training services.

Travel and Lifestyles: Mike reports that the team is “killing it”. Lots of good work going on and the team is working great together.

Completed Trips & Seminars Since Last Update: Rideau Carleton Raceway and Casino (20 participants, loss of \$48.75). Ottawa Boat Cruise and Lunch (35 participants, profit of \$379.15). Rideau Carleton Raceway and Casino took a small loss on the trip. We decided to proceed anyway so that we retain the confidence of our members in our trips. We knew it would be offset by the profit of our Boat Cruise trip. Based on participant feedback, they really enjoyed both trips. A photo of the river cruise participants was up on our facebook page the same day.

Upcoming Trips & Seminars for August and September:

- Health Series: Activities in Motion - Hips & Knees Seminar (August 23rd)
- KSCTL: Waterford Grand Retirement Home Trip (August 25th). The Waterford Grand really appreciated and enjoyed the experience of working with our team and are interested in future collaborations with us. Great work team!
- Theatre: The Round Table (September 20th). Funding provided by a grant. Thanks to Liz and Sarah for bringing this to our attention!
- Kanata Theatre: Glorious! (Lunch & Play) (September 24)
- Jabulani Vineyard Wine Tasting Tour (September 28)

Honours and Awards: Nothing to report

Membership and Volunteers: We are still getting 1-2 volunteers per week; the café is the only place we are taking volunteers right now.

Health: Jeet has a list of recalls which will be posted online. A reminder that tick bites can cause a red meat allergy, and some baby jeans have been recalled because of a choking hazard.

Advocacy and Outreach: Nothing to report.

Sponsorship: The Bradley have increased their sponsorship level from Gold to Platinum; it is hoped that Chartwell Stonehaven will sign up for Gold. The target number of sponsors for 2023 was 10 (2 Platinum=\$2,400; 6 Gold=\$3,600; 2 Silver=\$600) for a total of \$6,600. Currently we have 6 Sponsors plus 1 tentative (2 Platinum=\$2,400; 3 Gold + 1 tentative = \$2,400; 1 silver=\$300) for a total of \$5,100. We also have one supporter, Kanata Theatre who has provided \$300 in kind. Sandra also provided a list of potential sponsors; these are:

Amica Westboro Park; Buildable – Aging in Place; Back on Track Physiotherapy; Capital Home Medical Equipment; Comfort Keepers; Dymon Storage; Davidson Hearing or Robillard; Hulse Playfair & McGarry; Ismile Mobile Dental; Lepine Corporation; Maple Leaf Tours; Moving Forward Matters; Renos for Life; Seniors for Seniors; Seniors Wellness Service.

Fundraising and Grants: No report.

Café: The Café has been serving Cold Plates that have been selling very well. Some items listed in the approved Café Marketing Plan have been instituted. The café is gearing up to introduce new food items such as Continental Breakfast and Grilled Cheese sandwich with a bowl of soup. The date for the start of the new prices and new food items is changed from September 1 to 5. Our new Café Co-Managers are now in place: Frank Zeilthofer and Linda Barker. A number of new Café Volunteers have joined the team; there are now 26 volunteers working in the Café. From January through July the Café volunteers worked 1494 volunteer hours.

Advisory: No report (next meeting in September).

Old Business:

Café Motions from July 14, 2023 Board meeting: The price changes approved will take effect September 5, not September 1. After subsequent examination, the café team elected not to offer a panini sandwich with a bowl of soup, as it would not be cost-effective.

Subsequent to Motion #2 from July 14, John Kern moved that the cost of a Grilled Cheese Sandwich be increased to \$4.50 by itself, and \$6.00 with a bowl of soup; the cost of the Continental Breakfast be increased to \$6.50, and the making of Panini sandwiches with a bowl of soup be withdrawn. Seconded by Lianne Dwyer. This motion was subsequently rescinded.

Kay Dubie moved that the café be given the authority to set the prices for their menu items themselves on a regular basis. Seconded by Greg Richardson. Carried (100% in favour).

It is expected that should there be any backlash related to café prices, that it be brought to the attention of the Board.

Subsequent to Motion #3 from July 14, John Kern moved that the approved price of a new café sign be increased by \$60 (to a total of \$160). Seconded by Jeet Wadehra. Carried (100% in favour).

The café sign in the previous motion is the one that displays prices of each item, and it will be very easy to change the sign when prices change. This sign is displayed above the cashier area.

Subsequent to Motion #5 and 6 from July 14, John Kern moved that the Board approve the purchase of biodegradable utensils and/or containers for the café, up to a limit of \$500, to replace the non-biodegradable items donated to the Punjabi Seniors Association. Seconded by Jeet Wadehra. After discussion, the motion was carried with 8 votes in favour; 3 against; and 1 abstention.

Note that in future years, purchase of takeout containers will be part of the café’s budget for the year, but it was not in the budget for 2023; hence the need for approval of funds.

Re motion #6 from July 14 and what customers would be charged for takeout containers – since the Board already approved the café setting their own prices, a new motion for this is no longer required.

Here is the final list of prices per item (effective September 5):

Coffee or Tea	\$1.75
Other Beverages: soft drinks, water, juice, and milk	\$1.75
Hot Chocolate	\$1.75
Hot Meal	\$7.00
Soup	\$2.50
Continental Breakfast (includes - coffee or tea, toast, or muffin, with jam, yogurt, and juice)	\$6.50
Regular Sandwiches	\$4.00
Grilled cheese sandwich	\$4.50
Grilled cheese sandwich with a bowl of soup	\$6.00
Muffin	\$1.75
Toast, 2 pieces with butter and jam	\$1.50
Pie (per slice)	\$2.50
Ice Cream (one scoop) or Ice Cream Bar	\$1.00
Per take-out food container	\$0.50

Café Operating Hours: 9am-3pm Monday to Friday except for WOCRC Days (alternate Wednesdays): 9am to 11am. Hot meals: 11:30-1:00 Mondays, Tuesdays, and Thursdays. Continental Breakfast: 9:00-10:30 Wednesdays and Fridays. Grilled cheese sandwich with soup: 11:30-1:00 Wednesdays and Fridays, except for WOCRC days: 9:00 to 10:30am. Regular sandwiches: 11:30-1:00 Monday-Friday except for WOCRC days: 9:00-11:00.

Pancake Breakfast: Volunteers are in place for preparing and serving the food (the city is picking up the cost of the breakfast). The council will have 3 tables at the Open House: Technology, Travel and Lifestyles, and General Council information. Kay and Liz will be looking at the display boards next week. Extra newsletters have been ordered for handing out.

John Kern moved that the Council reimburse the City of Ottawa for the pancake breakfast, up to a maximum of \$125. As there was no seconder for the motion, it was withdrawn.

New Business:

Executive Committee Report: The EC met on August 9 to begin a review of various items; the first being the 3 agreements we have in place with the City of Ottawa. These are: the Café Agreement, the Computer Agreement, and the Memorandum of Understanding. The details of the agreements were reviewed by the committee, and we are now prepared to meet with City

representatives to discuss any updates or changes in these agreements. Due to vacation scheduling, a meeting with the city on these items will probably not take place till sometime in September. The other items being reviewed were the KSCI's Financial Policies, which have not been refreshed since 2009. Work on the Financial Policies was started, but not completed during the meeting. It will take one or 2 more meetings to complete this review/refresh. When the reviews are complete for any of the documents, completed items will be presented to the board for review/ratification.

Council and Executive Committee Positions: Peter remarked that it is not well known that the council has 2 co-chairs, and he also did not know the composition of the Executive Committee (President, VP, Past President, Secretary, Treasurer and 2 other Board members). Rachel will post a list of all Council and EC members on the Council bulletin board for all to read.

Meeting Protocols: David identified the importance of all board members reading emails before our meetings. It was decided that all meeting material should be funnelled through the recording secretary for distribution as required. Also stressed was the importance of respecting the person who has the floor. People who want to speak should raise their hand and wait to be recognized by the chair of the meeting. Meeting guidelines circulated in July will be updated and sent out again.

Next Meeting: Friday, September 22, 2023, 9:00 am

Adjournment: Meeting was adjourned at 11:00 am.

Kanata Seniors Council
Financial Position as of July 31st 2023

Bank Balance as of January 1 st 2023		4,507.04
Income		
Coffee shop – cash	11,401.10	
Coffee shop – square	7,824.66	
Computer training	1,125.00	
Sponsorship	3,900.00	
Lifestyle Marketplace	5,263.45	
Travel & lifestyles	2,981.10	
Donations inc. Canada Helps	1,497.74	
Garage Sale	3,648.20	
Far West Fun Fest	3,344.00	
HST returned	710.29	
Miscellaneous (inc.Council shirt)	82.50	
AGM	<u>375.00</u>	
	<u>42,153.04</u>	<u>42,153.04</u>
		46,660.08
Expenses		
Admin, (toner,cheques,vol.wk)	783.86	
Coffee shop	24,261.84	
Travel & lifestyles	1,236.10	
Snrs lifestyle marketplace	2,620.70	
Directors Insurance	660.96	
Membership	150.00	
Computer software & upgrades	549.89	
Garage Sale	128.01	
Far West Fun Fest	3,005.80	
FWFF from sponsor & donations	500.00	
AGM	340.67	
Professional fees	2,373.00	
Miscellaneous	<u>20.48</u>	
	36,631.31	<u>36,631.31</u>
		10,028.77

Café Expenses	Café manager	8,000.00
	Asst Manager	1,550.00
	Coffee supplies	3,290.37
	Food	8,565.51
	Non food (inc. signage)	833.00
	Laundry/oven cleaning	1,500.00
	Transportation	120.00
	Food handler courses	<u>402.96</u>
		24,261.84

Seniors Marketplace.	1 advert	1,356.00	for 1 week
	Hall rental	331.65	
	Signage	525.45	
	Misc. costs	196.99	
	Refunds	157.20	
	Refreshments	53.41	
	2 nd week adverts	<u>1,356.00</u>	Now paid in August
		3,976.70	

Mutual Funds	as of December 31 st 2022	\$32,692.40
	as of March 31 st 2023	\$33,982.56
	increase of	\$1,290.16

GIC renewed April 26/23 \$6,473.00