

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on January 19, 2024**

**Present:** Greg Richardson, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Moe Saleh, David Lee, Kay Dubie, Doreen McNair, Michael McMahon, Sarah Trant, Lianne Dwyer, Arnold Finkelstein

**Regrets:** Jeet Wadehra, Peter van Boeschoten

**Associates/Guests:** Janet Baigent (City of Ottawa), Tia Joshi Taft (Timberwalk), Patsy McCarthy (The Bradley), Karen Gilbert (Wellington West)

**Opening:** Greg Richardson opened the meeting shortly after 9:00 am with a welcome to all, and an introduction of guests. Thanks to Patsy McCarthy and The Bradley for providing goodies!

**Approval of agenda:**

**Susan Ditmar moved that the agenda be approved as circulated; seconded by Kay Dubie. Carried.**

**Approval of previous minutes:**

**Frank Boisvenue moved that the minutes of December 15, 2023 be approved as circulated; seconded by Susan Ditmar. Carried.**

**Presentations:**

**The Bradley (Patsy McCarthy):** There will be an open house on January 20 from 10:00 to 12:00, with a piano player, a singer, food, and tours. February 14 will be the Valentine's Sweet Social; Blair Wilson will be singing, and there will be tours and goodies. The activities manager, Jennifer, has done an amazing job on Facebook; Patsy urges everyone to "like" them.

**Timberwalk (Tia Taft):** Timberwalk is now an official sponsor of the KSCI! Thank you! They have been working with the library; the library will be visiting the residence on International Women's Day. Look for Winter High Tea on January 22; a Beach party on January 30; an outing to the Nature Museum on January 31, and "A Day in the Life" on February 22-23. See the flier in the lobby of KSC.

**Wellington West (Karen Gilbert):** Karen has not officially started in her new role yet, but Wellington West, located near Wellington and Parkdale, is a beautiful place. They will be holding a Mardi Gras celebration February 6, and will host the River Jazz Band on February 14.

**City of Ottawa (Janet Baigent):** Programs for the winter session are all full; an extra session of "Strength and Balance" has been added. Eva James and Tony Graham centers are both full. There will be a humour workshop February 9, and a card-making workshop February 24. A CPR essentials course will be held March 8 (cost approximately \$32).

Information for the spring session will be online starting January 30; registration starts online at 9:00 pm Thursday, February 15, and in person the next day. Canadian Blood Services has been scrambling for a location for blood donor clinics; the center will hold clinics on February 15 and 21 (café will be closed those days).

Probus (Peter van Boeschoten): Next week Glow-in-the-Dark Mini Golf. In March a visit to the Mint. February speaker is about Experiences in Israel. Peter Rohe has served in the Golan Heights, Jerusalem and Dubai. (See poster on the Notice Board).

**Financial Report:** The financial picture as of December 31, 2023 is attached. The council had a good December, including the café, and we have just under \$9000 on hand as of the end of December. An HST rebate of \$841 was received, for a total of about \$1600 for 2023.

**Correspondence:** We received a donation of \$1,000 from a council member in December. We also received an offer from Home Instead (who provide home health care), of a donation of \$5,000. This is a donation, not a sponsorship, and Home Instead have not asked for anything specific in return, other than some publicity. The money should be received sometime in February.

**Directors Reports:**

**Communications/PR:** Newsletter draft should be distributed later today. The challenge continues to be space and advertising.

**Technology and Website:** Computer Training Stats: 2023 (full year) Lessons Sold 203, Revenue \$1735; compared to 2019 (full year) Lessons Sold 243, Revenue \$1660. While the number of lessons is less than 2019, there continues to be strong demand and interest. This is supported by the number of lessons sold in 2022 from May-December at 101 compared to 111 in the same period in 2023. A computer seminar is planned for February 9.

**Travel and Lifestyles:** FINANCIALS: Budget is in good shape. Tracking ahead of projections.

**2024 Budget v  
Actuals: KSCTL**

Month	Budget		Actuals			
	Net Profit	Profit / Quarter	Net Profit	Participants	Profit / Quarter	Participants / Quarter
January	\$25.00		\$150.00	45		
February	\$25.00	\$75			\$150	45
March	\$25.00					
April	\$25.00					
May	\$25.00	\$75				
June	\$25.00					

July	\$25.00				
August	\$25.00	\$75			
September	\$25.00				
October	\$25.00				
November	\$25.00	\$75			
December	\$25.00				
<b>TOTAL 2024</b>		<b>\$300.00</b>		<b>\$150.00</b>	<b>45</b>

## UPCOMING EVENTS

- 12 events planned and in progress.
- 5 events are on sale.
- Hearing Aid Clinic Saturday, March 9 (actually a Health Committee event)
- Capacity for the Italian Dining event has been increased to 30

Event	Date	Status
Seminar: Beaverbrook Library Services for Seniors	January 17	On Sale
\$5 Fridays: Kanata Legion: Fish & Chips & Darts	January 26	On Sale
International Restaurant Series: Italian	January 31	On Sale. Sold Out. Waitlist Only
Kanata Theatre: Mauritius (lunch at Busters)	February 11	On Sale
Trivia Day at Busters	February 16	On Sale Starting Next Week
International Restaurant Series: Thai	February 20	
International Dining → Turkish Kabob House	March 20	
Spring Makeover	March	
CAA Travel	March	
International Dining: TBD	April	
Sugar Bush	April	
Bingo at the Kanata Legion	April	

**Honours and Awards:** No update on volunteer event as committee has not met.

**Membership and Volunteers:** Office hours have started as of January 8, 9:00am to 12:30pm, Monday to Friday. We hope to have 2 volunteers for each day, which allows for a backup, and/or the 2 volunteers can alternate weeks if desired. So far, the volunteers are as follows:

Monday: Hari Faisal (new volunteer), Rachel McGregor  
 Tuesday: Rachel McGregor and ??  
 Wednesday: Kay Dubie, Sarah Trant  
 Thursday: Lianne Dwyer, Frank Boisvenue  
 Friday: David Lee, Doreen McNair

Email blast/Telephone tree (Kay Dubie): Communication went out on January 6; telephone tree became functional the week of Jan. 7 Good results so far, not all volunteers have reported yet, but many contacts asked to have their email put in place to access information. Some do not want the contact at all; others said they appreciated the call.

From July to December 2023, we signed up 72 new members. The question arose as to whether participants in T&L or other events need to be members to participate (right now, just over half of T&L participants are members).

Discussion arose around progress on membership, identified as a priority at the brainstorming session in October. We need a program to increase membership; David offered to take on some of these tasks. In order to improve our grant applications, we could add a question to our membership application offering people the chance to self-identify as a member of a designated group (modifications to the database will be required to capture the information).

Another suggestion was to implement a membership fee; e.g. \$10.00, but you would receive a \$5 discount on your first event.

**Health:** January seminar: Communicating at a distance, how to cope with loneliness, and stay in touch. February seminar by Solva: Do I stay or Do I go. April clinic. Diabetes testing and info. An all-day health fair has been booked for Saturday, October 19.

### **Advocacy and Outreach:**

1. Recruiting additional Committee members is ongoing
2. We kindly ask all board members to suggest their Advocacy initiative(s) to be pursued by the committee soon after its inception
3. The federal government launched its pre-budget consultation survey. It's our chance to tell the feds what you want to see in this spring's budget. You can fill out the survey through <https://www.letstalkbudget24.ca/let-s-talk-budget-2024>. Some issues that concern seniors and need the government to Invest in:
  - Affordable Housing
  - Long Term Care
  - Healthcare (the federal contribution)
  - Further support for low-income seniors and Lift Seniors out of poverty
  - Public Transit
  - Balanced Budget
  - Reduce Deficit
4. The Council on Aging of Ottawa is looking for your feedback! Older adults are the fastest-growing age group in Ottawa. Many older adults live on fixed incomes and will need to consider changing health, accessibility, and housing needs as they age. The survey will take about 10 minutes to complete. Your feedback will help them understand the housing needs of older adults aged 50+ living in Ottawa. It will also help shape policies, partnerships, and advocacy actions being developed by the COA over the next year. COA survey at:  
<https://coaottawa.ca/2023/11/23/age-friendly-housing-survey/>

5. Councillor Allan Hubley is reintroducing the Seniors Round Table. Sarah will be meeting with personnel next week to find out the process and who the contacts are.

**Sponsorship: FINAL INCOME FOR 2023:** All cheques / e-transfers have been deposited for a grand total of **\$8,100 + \$300** value in kind.

**2024 STATUS TO DATE:** As reported and agreed to at the December Board Meeting, the goal of the 2024 sponsorship program is to renew 2023 sponsors for 2024...and to continue to solicit new sponsors with revised benefits for the Platinum Sponsors so as to alleviate the issue of space in our monthly newsletter.

- All Seniors Moving have renewed their gold sponsorship for 2024
- Barb & Carole Realtors will not be renewing for 2024
- New: Riverstone Timberwalk have signed a Silver Sponsorship (\$300)
- New: Ottawa Hears have purchase a Platinum sponsorship (\$1200)
- Kanata Theatre will continue their arrangement with KSC by providing 16 theatre passes (*4 more than last year*) for an in-kind value of (\$400) in return for a monthly notice of their plays in our KSC Newsletter.

**Fundraising and Grants:** Following is a note from feedback from our request for funds: Meeting with Tais McNeil a manager at Ottawa Foundation. We met to get feedback from him about our failed request for funds. The following are key points in our discussion:

- We did not provide a credible picture of our organization
- Similarly, we didn't provide a clear picture of our membership (diversity and other facts)
- Why do we do our programs
- Who will they reach
- What outcomes do we expect
- What is our experience

Having said this, we can apply again. There will be another round in the Spring and we will be notified about this and we are free to apply again. From my perspective we need to do something to formalize our membership process.

**Café:** No report submitted. Tickets are on sale now for the Valentine's Day Dinner.

### **Advisory Committee:**

- Owen Prince Room Cupboards and one sink removed as well as dividers. Much more space left in main room.
- Halls A&B will be closed for 3 weeks later this year to have hardwood floor installed. Dates to be determined.
- Two Blood donor clinics upcoming will require Café closures on the days of those clinics.
- Centre repairs, including the Café area and equipment, must be requested only from city staff, and carried out under their supervision.

- City membership cards will start to be produced and used as of 1st February. It will take time to get everyone's card produced, so please be patient and target getting yours after the first week of availability.
- City management reviews of the new agreements (Café and computer) have been completed. They will be shared with center staff January 12 and in the weeks following, provided to the KSCI Executive Committee for an initial review.
- A complaint has been raised by one of our members about the poor state of the bulletin boards that we use. There are 4 boards that are currently for KSCI use. In the past (2009) there were dedicated content requirements which may make sense to bring back. KSC – Current & Computer items; KSC- Info & Healthy Seniors Site Program; KSC- Café Items; KSC-Special Events, Learning Series, Tavel Flyers; KSC-Travel & Living Notices, Event Pictures, and other related T&L info. In order to keep things shipshape, are there single individuals (not committees) that would volunteer to manage a single board? Any posts to a board would have to go through the board manager and they would look after the board content, arrangement and removal of posts. Please see Greg or Frank to become master of a domain. Discussion: individual committees should be responsible for cleaning up their boards; whoever puts a poster up should be responsible for taking it down again after the event. Greg will circulate the procedure/content requirements concerning our notice boards.

**Executive Committee Report:** See items under Old Business.

### **Old Business:**

Café Director Replacement: After our request for interest in early December, we have one candidate who has come forward, Doreen McNair. Below are her qualifications for the position.

Doreen McNair

Business experience: Purchased and managed a fabric/yard/craft store in Arnprior for 10 years. I therefore have experience in serving customers and providing a friendly atmosphere for both the customers and my staff.

Personal motivations: I have been working in the KSC Café since September 2022 as a volunteer. I enjoy working with all the volunteers and our customers. As a volunteer, I have observed some areas that could be improved on both with management and supplies. I would enjoy the opportunity of assisting in trying to improve our profit margin by reducing our costs, etc. This will be challenging and will require the assistance of our volunteers and the Managers with whom I have discussed this matter. My ultimate goal is to improve the financial situation in the café, attempt to have a great rapport with the volunteers so they will enjoy coming in the café and feel that is a warm and fun place to work. I will not hesitate to ask for assistance, suggestions, and ideas. I have nothing more to offer except my ability to work and listen to people I work with. My observation has always been “if the staff is happy, they will give 100% and make the boss look good!” This applies to volunteers as well!

**Kay Dubie moved that the Board accept Doreen McNair as the new café director, effective immediately; seconded by Frank Boisvenue. Carried (100% in favour)**

Awesome Garage Sale: Saturday, May 4, 2024. The committee held their first meeting last week; newsletter updates have been organized. PR will be required right away, as we need people to start collecting stuff. Sarah will gather some information to submit to the Community Voice for publication in February (FWFF as well). The number of volunteers for set-up and clean-up should be increased over last year.

Far West Fun Fest: About 12 residences have booked activities (thanks to Sandra Freeman!); regular updates will appear in the newsletter. Rachel will send information to Sarah to submit to the Community Voice.

Cookie project: Tentative date: Friday, August 23, 2024.

KSC Priorities: Greg reported that we have made little progress on our priorities since the meeting in October that set them. The 3 areas we had identified were Advocacy & Outreach; Revenue & Funding; and Membership & Volunteers. This lack of progress is in no way a reflection on those members heading these committees who have done a formidable job with little or no assistance. All those committee heads have asked for additional volunteer assistance multiple times and to date they have had no commitments to serve despite many requests via different avenues such as newsletters, Facebook, or email blasts. While we seem to get enough volunteers for specific events such as Garage sale, Marketplace, and FWFF we can't get much interest in a long-term commitment serving on a committee. My suggestion would be we have to address and resolve the issue of volunteer staffing of these 3 committees before we expect or get much progress on the higher-level priorities already identified.

Discussion/suggestion for next steps: We need to increase our membership and our utilization of our volunteers, and we need to decide if we are going to implement a membership fee. We should also consider a dedicated membership drive at events in 2024: Marketplace, Open House, etc. For the next meeting, the heads of the 3 working committees should bring one or more specific targets that are well-enough defined to interest volunteers to sign up. Advocacy and Outreach should work on getting the Seniors Round Table up and running again.

### **New Business:**

AGM: Monday, June 17, 2024. Format similar to previous years. Anyone responsible for a program or portfolio should start working on their annual report submission (calendar year 2023). A committee will be required to organize everything: Susan, Greg, Rachel and David volunteered.

Next Meeting: Friday, February 16, 2024, 9:00 am

Adjournment: Meeting was adjourned at about 10:45 am.

Kanata Seniors Council Inc.  
Financial Position as of December 31, 2023

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

**Income**

Coffee Shop – cash	17,894.65	
Coffee Shop – Square (Tap & Pay)*	15,308.54	
Coffee Shop - Other	1,653.35	
Computer Training	2380	
Sponsorship	6300	
Lifestyle Marketplace	5,438.45	
Travel & Lifestyle	7,296.10	
Donations including Canada Help	1,890.21	
Garage Sale	3,648.20	
Far West Fun Fest	3,344.00	
HST Returned	1,551.95	
Miscellaneous (including Council shirt)	82.50	
AGM	375	
	67,162.95	67,162.95
		71,669.99

\*Square revenue is updated monthly in Quickbook and does not always reflect actual revenue depending on when we receive monthly updates from Square.

**Expenses**

Admin, (toner, cheques, vol.wk)	1,102.21	
Coffee Shop	43,640.68	
Travel & Lifestyles	5,788.05	
Seniors Lifestyle Marketplace	3,976.70	
Directors Insurance	660.96	
Membership	215.00	
Computer Software & Website	974.15	
Garage Sale	128.01	
Far West Fun Fest	3,505.80	
AGM	340.67	
Professional Fees (Auditor)	2,373.00	
Miscellaneous	20.48	
	62,725.71	62,725.71
		<b>\$8,944.28</b>



**Bank of Nova Scotia, GIC**

As of December 8 <sup>th</sup> 2023	\$35,200.00	2 Year closed term, 5.6%
Future value	\$39,358.00	Dec 8, 2025 (Net Gain \$3,948)