

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on February 16, 2024**

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

**Regrets:** Jeet Wadehra, Moe Saleh, Michael McMahon

**Associates/Guests:** Janet Baigent (City of Ottawa), Patsy McCarthy (The Bradley), Karen Gilbert (Wellington West), Peter van Boeschoten (Newsletter), Shari Clancy (Wildpine), John Kern

**Opening:** Frank Boisvenue opened the meeting shortly after 9:00 am with a welcome to all, and an introduction of guests. Thanks to Karen Gilbert and Wellington West for providing goodies!

**Approval of agenda:** There were 2 additions to the agenda under New Business: Newsletter submissions/ideas for stories (Sandra) and Membership Survey (David).

**Sarah Trant moved that the agenda be approved with these additions; seconded by Greg Richardson. Carried.**

**Approval of previous minutes:**

**Liz Tucker moved that the minutes of January 19, 2024 be approved as circulated; seconded by Sarah Trant. Carried.**

**Presentations:**

**Wellington West (Karen Gilbert):** A Lunar New Year celebration will be held February 22 from 1:00-4:00pm. Karen passed around invitations plus a calendar of activities for February.

**The Bradley (Patsy McCarthy):** A spring High Tea will be held March 8. The Valentine's Sweet Social was a great success with 30 guests attending from the community, along with residents.

**Wildpine (Shari Clancy):** Shari is proud that Wildpine is the latest platinum sponsor of KSCI. They recently held a wonderful Valentine's Day celebration.

**City of Ottawa (Janet Baigent):** Registration for the spring session opened in person February 16; lots of online registration had been completed since 9pm February 15, as some courses were already full. Another CPR essentials course has been added in May. The centre is happy to be participating in several spring activities with the Council.

**Probus (Peter van Boeschoten):** The March speaker will be Peggy Blair, who will speak about the process of getting a book published. The March outing is a trip to the sugar bush, followed by brunch.

Presentation to John Kern: A card and gift were presented to John Kern, in recognition of his many years of service volunteering with the Council in a variety of positions. John left the Board last December, but will still be helping out in the café and special events.

**Financial Report:** The financial picture as of January 31, 2024 is attached. Things are going well financially; everything is on track.

**Correspondence:** None

### **Directors Reports:**

**Communications/PR:** Sarah has met with the Community Voice; they will accept material free of charge as long as it does not contain advertising. She will write a piece (approx. 400 words) about the Seniors Marketplace, the Awesome Garage Sale, and FWFF, giving the dates of interest. She also received a calendar of circulation dates and deadlines for the Community Voice.

Facebook, the Telephone Tree, and the eblast are all doing well; about 100 people are on the list for the telephone tree.

Newsletter draft should be distributed over the weekend. The challenge continues to be space and advertising. Peter does not believe we should go to a fourth page, as he feels that 10 pages (4 for the city and 6 for us) is the maximum for the average reader.

**Technology and Website:** Computer Training Stats: Jan 2024 Lessons Sold 23, Revenue \$195; compared to 2023 Lessons Sold 14, Revenue \$96.

Website: The Statistics app for the website is now running again and we will be reporting these stats monthly. Visitors Jan 732, Dec 575; Page views Jan 1458, Dec 1180. Top 3 pages (after home page): calendar, activities, and the Centre.

Tech Seminars: There will be a tech seminar on 8th March 10-11:30, topic Facebook- How To & Safely. Registration at the front desk. Susan suggested a new topic for a seminar: password management software (some packages are more secure than what Google offers).

**Travel and Lifestyles: FINANCIALS:** The Team is still tracking to budget and is in good shape; still currently well 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		250.00	72		
February	25.00	\$75	233.00	49	\$483	126
March	25.00		0.00	5		
April	25.00		0.00			
May	25.00	\$75	0.00		\$0	
June	25.00		0.00			
July	25.00		0.00			
August	25.00	\$75	0.00		\$0	
September	25.00		0.00			
October	25.00		0.00			
November	25.00	\$75	0.00		\$0	
December	25.00		0.00			
<b>TOTAL 2024</b>		<b>\$300.00</b>			<b>\$483.00</b>	<b>126</b>

### EVENT SUMMARY

- 3 events completed in January (2 trips and 1 seminar)
- 3 events planned for February. Tickets on sale now.
- 3 events planned for March. 1 ticket on sale now, 2 additional in the next week or two.

Event	Date	Participants	Status
\$5 Fridays: Kanata Legion: Fish & Chips & Darts	January 26	24	Completed
Seminar: Beaverbrook Library Services for Seniors	January 17	22	Completed
International Restaurant Series: Italian	January 31	26	Completed
Kanata Theatre: Mauritius (lunch at Busters)	February 11	12	In Progress. On Sale Now
Lunch and Trivia at Busters	February 16	27	In Progress. On Sale Now
International Restaurant Series: Thai	February 21	10	In Progress. On Sale Now
Seminar: Kanata Art Gallery	March 7	5	In Progress. On Sale Now
International Dining → Turkish Kabob House	March 20		
\$5 Fridays March (still working on it)	March		
Pancake Brunch	April		
Spring Makeover	April		
CAA Travel	April		

**Honours and Awards:** Nothing to report.

**Membership and Volunteers:** Nothing to report.

**Health:** A health fair will be held this fall. Look for a diabetes clinic in April and a Hearing Aid Clinic in May.

**Advocacy and Outreach:** No report submitted.

## **Sponsorship:**

### **Sponsor Renewals**

Solva Senior Living (Platinum)

All Seniors Moving (Gold)

### **New Sponsors**

Riverstone Timberwalk - Silver

Ottawa Hears - Platinum

Wildpine Stittsville - Platinum

Brookside Senior Living - Platinum

Wellings of Stittsville - Platinum

### **INCOME FOR THE FIRST 6 WEEKS OF 2024**

2 Sponsor Renewals (1 Platinum, 1 Gold) \$1800.00

4 New Platinum Sponsors \$4,800

1 new Silver Sponsor \$300

**Total Sponsorship income for 2024 \$6,900**

Note: Solva Senior Living have renewed and signed the 2024 Sponsor Agreement – reducing the size of their ad to a quarter page.

**Fundraising and Grants:** The Ottawa Community Foundation will be issuing another round of grants, with deadline March 28. We will try again for the \$13,000 grant to run buses for Travel and Lifestyles events.

**Café:** The Cafe has been operating very well and we have had a few record sales on Tuesdays. Doreen has met with the cooks and listened to their concerns. On the whole, they seem to enjoy working at the cafe and had no great concerns. It was suggested that we prepare a survey to be put on the tables in the cafe asking the customers for their feedback on hot lunches, etc. Doreen will report on the results at the next board meeting. She will be meeting with all volunteers in a few weeks.

Inventory has been taken with a view to having a better control of supplies being purchased. A review of the inventory will be taken every month. It was decided that our inventory will consist of staples used all the time. The cooks will continue to purchase their own supplies as required. Linda and Doreen are continuing to check suppliers for cheaper prices, i.e. the baggies used for the sandwiches will now be purchased at the Dollar Store at a cost of \$1.25 for 100. We have also purchased cheaper takeout containers from Costco.

It has been decided that we will close the cafe on the 2nd and 4th Wednesdays when the Diners Club are using the facilities. The reason for this is that we are losing money by making coffee and selling under \$10 for the morning. It is not profitable. (Aside: the WOCRC provides a meal for \$12.00 per person; the café would not be able to do it for that price).

The café is planning on serving some sort of hot meal on Fridays. This is still under discussion. It has also been decided that, due to food prices increasing, we will raise the price of a hot meal from \$7.00 to \$8.00, and sandwiches from \$4.00 to \$4.50.

We are in the process of training volunteers on the new cash register. The cash at the end of the day will be counted with 2 people in attendance. The cafe will be open from 8 a.m. to 1 p.m. on both the days of the Seniors Marketplace and the Awesome Garage Sale. Training on the new cash register should be completed and operating on March 1<sup>st</sup>.

**Advisory Committee:** See New Business

**Executive Committee Report:** See New Business.

### **Old Business:**

**Awesome Garage Sale:** Saturday, May 4, 2024. Nothing new to report.

**Far West Fun Fest:** Slate of activities almost complete; just waiting for confirmation of some numbers.

**Seniors Marketplace:** Saturday, April 13, 2024. 88% of the space is sold, representing about \$5,000 in revenue. Politicians have been invited; the event will be opened by Deputy Mayor Glen Gower.

**KSC Priorities:** At the last meeting, the heads of the 3 working committees were asked to bring one or more specific targets that are well-enough defined to interest volunteers to sign up. Although there is nothing official to present, Advocacy and Outreach is still recruiting volunteers and David is proposing a membership survey (see New Business). Note that one of the chairs (Membership) is still open.

### **New Business:**

**Insurance:** Our liability under the Community Partner Insurance Program, expires June 1, 2024. The City of Ottawa pays the premiums for this, about \$235,000 per year to cover about 137 organizations, including KSCI. The city is considering revamping this program, and recommendations are due to City Council by March 31. We should still qualify, but we have to wait and see what the new requirements will be. If there are too many qualified organizations for the funding allocated, how will they decide? If we had to get our own insurance, it would be expensive. It is expected that we will be ok until June, 2025.

Our other insurance, for Directors and Officers and Legal Expenses, is paid by us, and is based on our cash flow for the previous year. This expires March 31, 2024, and will most likely go up from last year, since we had more cash flow in 2023 than in 2022.

**City Agreements re Café and Computers:** The city management reviews for the Café and computers have been under discussion, and the city is willing to renew them under the current terms. The EC have reviewed them and recommend that they both be approved by the Board. These were circulated to Board members prior to the meeting.

**Kay Dubie moved that the agreements between the City of Ottawa and the Council concerning the Café and Computers be approved; seconded by Susan Ditmar. Carried (100% in favour).**

Discussion points for KSCI Newsletter: Sandra presented a list of ideas for soliciting stories/input from our readers. The idea is that reminiscing is a vital part of healthy aging. Sharing stories and experiences is a powerful way to improve a senior's self-esteem, reduce stress and anxiety and is a powerful tool for a senior to visualize and create their future. Ideas include: stories about decisions that shaped their lives; shared memories – photos; lessons learned; experiences with travel; health; recipes; gardening tips / photos; puzzles, trivia; etc.

Another idea was to, with approval, reprint notices/articles from other seniors organizations and city websites in Ottawa: Council on Aging website; Cathy Curry's website; Marianne Wilkinson; Allan Hubley; Glen Gower; etc.

She also proposed an insert for the next newsletter, as follows:

COMING SOON....

Do you see yourself as a budding writer? We are going to include stories from our readers in future editions of this newsletter. We would like you to tell your fellow readers about an experience or memory, lessons learned... or pass along a recipe or review. These are just a few ideas so stay tuned for more details in the April issue of "Seniors news". We hope you will start thinking about what you would like to share or hear about!

Discussion: we are producing a newsletter, not a magazine; we should be focussing on council activities – what has happened or is going to happen. There is still the issue of achieving the right balance between stories and ads. Although the 2024 sponsorship package only promises a ¼ page ad for platinum sponsors, there are more platinum sponsors than before, so space is still an issue. In addition, the Board needs to make a decision as to what we want to do about sponsorships, as this same problem is coming up at every meeting. A working group was formed (Peter, Greg, Sandra, Sarah and Liz) to discuss these points offline.

Membership Survey: David and 4 others have come up with ideas for conducting a membership survey via Survey Monkey. This will be announced in the March newsletter. They want to give a free coffee to everyone who completes the survey, as an incentive.

**Greg Richardson moved that the Board approve the spending of up to \$300 to offer a free coffee to each person who completes the membership survey; seconded by Liz Tucker. Carried (100% in favour).**

Discussion focussed on what to do with members who don't have computer access or choose not to use computers, and whether or not the survey was confidential. A name has to be provided if the member wants a free coffee.

Next Meeting: Friday, March 15, 2024, 9:00 am

Adjournment: Meeting was adjourned at about 11:15 am.

Kanata Seniors Council  
Financial Position as of January 31, 2024

Bank Balance as of January 1, 2024 **11,692.91**

**Income**

Coffee Shop – cash	840.10	
Coffee Shop – Square (Tap & Pay) *	2,182.70	
Coffee Shop – Other	0.00	
Computer Training	60.00	
Sponsorship	1,800.00	
Seniors Marketplace	610.00	
Travel & Lifestyle	170.00	
Donations including Canada Help	48.25	
Garage Sale	0.00	
Far West Fun Fest	0.00	
HST Returned	0.00	
Miscellaneous (including Council shirt)	0.00	
AGM	0.00	
	5,711.05	5,711.05
		<b>17,403.96</b>

\*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)	0.00	
Coffee Shop	3,558.54	
Travel & Lifestyles	0.00	
Seniors Marketplace	0.00	
Directors Insurance	0.00	
Membership	0.00	
Computer Software & Website	0.00	
Garage Sale	0.00	
Far West Fun Fest	0.00	
AGM	0.00	
Professional Fees (Auditor)	0.00	
Miscellaneous	0.00	
	3,558.54	3,558.54
		<b>\$13,845.42</b>

**Bank of Nova Scotia, GIC**

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