

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on March 15, 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, Moe Saleh, Michael McMahan

Regrets: Jeet Wadehra

Associates/Guests: Janet Baigent (City of Ottawa), Peter van Boeschoten (Newsletter), Tia Joshi Taft (Timberwalk), Caroline Inman (Solva Senior Living), Patricia Whitney (Carp Commons), Kanata North Councillor Cathy Curry and Naomi Nakamura

Opening: Greg Richardson opened the meeting shortly after 9:00 am with a welcome to all, and an introduction of guests. Special thanks to Cathy Curry and Naomi for attending this morning.

Approval of agenda: There was 1 addition to the agenda under New Business: Agenda of monthly board meetings (Rachel).

Frank Boisvenue moved that the agenda be approved with this addition; seconded by Doreen McNair. Carried.

Approval of previous minutes:

Susan Ditmar moved that the minutes of February 16, 2024 be approved as circulated; seconded by Sarah Trant. Carried.

Presentations:

Councillor Cathy Curry (City of Ottawa): Cathy brought us up to date on a number of issues facing her constituents, which she will be addressing in her next newsletter. Construction is continuing on March Road. The provincial government has passed three bills, which have changed the rules; an important result being that higher buildings are now allowed on March Road, which is considered a major roadway, but is all city-run (province has no responsibility). Issues include the problem of getting the road widened before the buildings are built; and the fact that the sites for schools were chosen 20 years ago, but the area will now be at a higher density. New buses will be operating in Kanata North, including in Arcadia and in the tech park. Piloting of on-demand busing is taking place in Blackburn Hamlet; Cathy hopes it will come to Kanata as well. Questions arose about public transit out to Dunrobin, but there are currently no plans. The Carp Rd BIA is also asking for new routes. The city of Ottawa covers a large geographic area, so has a lot of roads. In the past, the focus was LRT, but now the focus is shifting to buses. In other news, money has been received to build affordable housing, and the Police Operations Center is being set up in the Rideau Center.

Timberwalk (Tia Joshi Taft): Some of the residents are going to Hazeldean Mall on Wednesday mornings to join the Mall Walkers there. The coordinator, Nisha Mapara, will be visiting Timberwalk in the near future. Timberwalk has also established a partnership with the Beaverbrook library: Abbey Clark visited recently and gave a great talk on International

Womens Day, and other future talks will be scheduled. On March 17, there will be a St. Patrick's Day social.

Carp Commons (Pat Whitney): There will be an all-Ontario open house on March 23 from 1-4pm. Clarke Kelly is also advocating for new bus routes in Carp.

Solva Senior Living (Caroline Inman): A very successful presentation was held recently at KSC, with 55 people attending. They hope to hold another one towards the end of 2024. Solva has renewed their sponsorship of KSCI for 2024.

City of Ottawa (Janet Baigent): The Spring session starts March 18; almost all classes are full. The city is still looking to hire more part-time instructors. It will be a busy spring, with the staff's involvement and support of KSCI activities. For the Volunteer Appreciation event Thursday June 13, the caterer has been booked. Kay is working with Janet on this; lists of volunteers for KSCI have been sent out by Kay; she needs them back by April 12.

Probus (Peter van Boeschoten): The group recently had a tour of the mint, and the speaker March 12 was Peggy Blair, who talked about the process of getting a book published. The March outing will be a trip to Temple Sugar Bush, and a trip to Milestones for lunch is also planned. The speaker April 9 will be Dr. Tim Pychyl, a recently retired psychology professor, who will talk about procrastination. The speaker on May 14 will be Dr. Ian Mackay, on the subject What happened to Amelia Earhart?

Financial Report: The financial picture as of February 29, 2024 is attached. Things are going well financially; we have about \$18K in the bank. Money has come in from sponsorship and the Marketplace, but we have not had many expenses yet. David announced that he will be resigning as Treasurer effective March 18. Greg expressed thanks to David for all his work to date, setting up processes and overseeing the installation of the new café cash register.

Lianne expressed concern over how we arrived at this point; we have lost 2 key positions recently (Treasurer and Newsletter editor), making it difficult to do new things. How do we proceed from here? Greg suggested that an in-camera meeting be set up before the next Board meeting to discuss these issues.

Correspondence: Insurance: we received a letter from the city, indicating that the CPIP insurance would continue as is for another year, before being changed (June 2024 to June 2025) – we have to apply by the end of March to be included. We also received a quote from BMS for our Directors and Officers Insurance through Volunteer Canada, which has increased from \$660.96 last year to \$838.09 this year (the premium is based on our revenue). As this is higher than the budgeted amount, a motion was required.

Frank Boisvenue moved that the Council approve the amount of \$838.09 for the purchase of Directors and Officers Insurance; seconded by Sandra Freeman. Carried.

Spring Cleaning the Capital: Registration starts March 15 (deadline to register is May 3), with cleaning to be done between April 15 and May 31. Frank Boisvenue agreed to be the contact person for this, volunteers will be needed.

Kay Dubie moved that the Council participate in Spring Cleaning the Capital again in 2024; seconded by Liz Tucker. Carried.

Directors Reports:

Communications/PR: We had an article about our events in the March 7 issue of the Community Voice; another will be coming soon. Sarah will submit a piece about the garage sale as well as one about FWFF. The Newsletter draft should be distributed over the weekend, to be sent to print on March 18.

Technology and Website: Website Statistics: Visitors February 639, January 732; Page views February 1373, January 1458. Top 3 pages (after home page): calendar, activities, and the Centre. Tech Seminars: We held a tech seminar on March 8th, topic Facebook- How To & Safely. There were 22 attendees.

Facebook: We now have 214 followers. We have posted several notices for seminars and events this month. We have also posted several posters for our sponsors advertising their events.

Travel and Lifestyles: Summary:

- Financial: Team well ahead of planned budget for 2024
- 10 events held in Q1 2024
- Many events are selling out, so there is a healthy demand for activities
- The team, as usual, is fantastic and operating smoothly.
- Overall running at about 3-4 events per month.

Upcoming Planned Events (April):

- Spring makeover
- CAA Travel seminar
- International Dining: Indian
- Pizza and an event (e.g., Bingo) at Brookside Senior Living (thanks for the assist, Sandra)

Event	Status	Participants	Net Profit
Kanata Theatre: Brighton Beach Memoirs (and Busters)	In Progress	1	\$4
International Dining: Turkish (Turkish Kabob House)	In Progress	25	\$125
Seminar: Kanata Art Gallery	Completed	19	\$0
International Restaurant Series: Thai (My Thai Village)	Completed	20	\$100
Lunch and Trivia at Busters	Completed	35	\$175
Kanata Theatre: Mauritius (lunch at Busters)	Completed	12	\$48
International Restaurant Series: Italian	Completed	26	\$130
Seminar: Beaverbrook Library Services for Seniors	Completed	22	\$0
\$5 Fridays: Kanata Legion: Fish & Chips & Darts	Completed	24	\$120

Month	# Events	Net Profit	# Participants
January	3	\$250	72
February	3	\$323	67
March	4	\$129	45
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL 2024	10	\$702	184

Honours and Awards: Volunteer Appreciation celebration: The plans for the June celebration with the city are mostly in place. Kay will be sending each Director who has used volunteers for the last year, a form to complete with the personal information for each volunteer, to be used for their invitations. It is important that everyone return the completed forms to Kay by April 12.

Membership and Volunteers: Volunteer recognition pins have been ordered and a location has been booked for a tea during National Volunteer Week (April 15-19). Still looking for a couple more volunteers to help with Council office hours. We are starting to get calls and emails from students looking for summer volunteer hours.

Telephone Trail: We have now done three months of notices. A good portion of those on our lists have now given us their email address to facilitate getting our electronic monthly notice. We have found several members who are very appreciative of the monthly phone calls.

An email will go out to all volunteers in the next couple of weeks itemizing all the events for which we need volunteers (Marketplace, Garage Sale, FWFF, AGM, etc.).

“Volunteer of the Month” has been started in our Newsletter; the first honoree is Sandra Freeman.

Health: We had a very successful seminar in February and have a very full list of participants for our March seminar. April 18 will bring a Diabetic clinic and in May we are having a hearing aid clinic. We have moved ahead with our plans for a fall health fair. We will not be presenting any programs from May to August.

Advocacy and Outreach: Moe reports that he now has three new volunteers for his committee; he hopes to have a report for next month.

Sponsorship: Nothing new to report.

Fundraising and Grants: Nothing to report. David asked if there is a calendar of deadlines for grants, so we have time to prepare. Sarah asked if there was a list of institutions that offer grants. It seems doubtful that we have either of these things, as dates always change, and grants come from 3 different levels of government. This information would be worthwhile to have; Arnold will have a look at what is required and get back to us with needs (volunteers or something else). Mike reminded us that this is the first part of an application (what is available); the second part is what do we want to ask for; what programs do we want to fund.

Café: The Cafe is doing very well; the Valentine's special lunch was well attended, and the upcoming Easter lunch is sold out. The Bradley Residence is hosting a "Welcome Spring" lunch on May 1, tickets will be on sale April 3. We are enjoying the simplicity of our new cash register, thank you David! A few wrinkles had to be ironed out but we are now training other volunteers besides Linda and Doreen. We have "special" lunches planned in the upcoming months as these seem to be very popular! A volunteer meeting will be held next Friday. If a new data line needs to be installed for the new cash register, Janet needs to be consulted.

Advisory Committee: The new agreements (Café and Computer) were approved at the last board meeting and have been returned to the city. Their legal department wants to standardize all contract formats (no content change) and are doing that now to those we submitted. We are operating by those terms and conditions now and expect the documents back in hand later this month or early April.

Executive Committee Report: A request was made to the EC by the café, to purchase a menu board (price list) at a cost of about \$79. The EC recommends approval.

Frank Boisvenue moved that the Council approve the amount of \$79 for the purchase of a menu board for the Café; seconded by Sarah Trant. Carried.

David suggested that in the future, it would be nice to have an electronic sign board/screen with pictures of the menu items.

Old Business:

Awesome Garage Sale: Saturday, May 4, 2024. Details will be sent to local councillors for their respective newsletters, and also to our local MP and MPP. An email blast will be sent to previous volunteers. Janet and her team will follow up with people who don't respond. Janet has volunteered Karim to handle the social media postings. Susan needs 3 more volunteers for putting up and taking down signs each day, during the week prior to the sale. The locations are as follows:

1. Southeast corner of Campeau and Terry Fox (Loblaws) alternating facing Campeau and Terry Fox
2. Southeast and southwest corner of Campeau and Kanata alternating directions (Sarah to take this one)

3. Southeast and northwest corner of Knudson and Campeau alternating directions
4. Corner of Hazeldean and Eagleson. (Spreading the word in Kanata South)
5. Corner of Campeau and Teron (Susan doing this one).

If anyone can take on one of the remaining locations it would be appreciated.

The Kanata United Church will not take the leftover books this year. Other options will be looked into, including Bookends (Second Hand Book store in the Library).

Posters are ready to go; Janet will forward them to other city recreation centers.

Far West Fun Fest: The slate of activities will be finalized March 15. The committee is receiving wonderful help from the center staff – Janet in booking events and providing lots of good ideas, and Karim by working on the booklet and the poster. The booklet will be printed by the city; this will be funded by a generous donation from the Kanata Craft Group.

Seniors Marketplace: Saturday, April 13, 2024. We are currently at 90% capacity with over \$6,000 in gross revenue. In addition to 31 commercial enterprises, we have 5 Not for Profit exhibitors (at no charge). They are Kanata Food Cupboard, Western Ottawa Community Resource Centre, Ottawa Public Health, Ottawa Public Library, and Meals on Wheels.

AGM: Monday, June 17, 2024. A timeline has been produced along with assignment of people to various tasks. This list was circulated to anyone who had been assigned a task or tasks. Note that we plan to award the Frank Valentine award this year; look for the announcement and forms in April.

KSC Priorities: 1. Membership Survey Update: it is early days yet, but some encouraging results are coming in. About 350 people opened the email blast, and a high percentage of people are clicking on the survey link. To date, 90 have started the survey, 80 have completed it (a very high completion rate), and 33 will be getting a free coffee (this percentage was expected to be higher). Team members will be visiting classes and other activities at the center to remind everyone to fill it in. The closing date is March 31, but it will be unofficially extended 1 week after that. If anyone has an issue with the survey, send an email to Mike McMahon. The name of the game now is promotion – get friends, family, etc. to complete it.

2. Volunteer Appreciation: See Membership and Volunteers report.

3. Grant Application Status: See Fundraising and Grants report.

New Business:

Website Refresh/Update: Our website was identified last fall as needing a major rebuild. Since this was estimated to cost in the order of \$5000, and there was no money in the budget for it, it was decided that the webmaster and the Tech Director were to collaborate to accomplish the task. An amount of \$385 was included in the 2024 budget for new hosting facilities. The webmaster and Tech Director have been unable to commit to the technical build part of the

project due to other time constraints, and a new estimate received from a qualified contractor was \$4676. So other resources have been pursued:

- Algonquin College has a Work Placement Program, but there are no resources available in the Advanced Technology Program/Web development. This will continue to be monitored.
- Recently, a lead for a possible resource at low cost came from Mike McMahon: Riipen, a project/person matching platform.
- Blocks of volunteer time up to 80 hours may be fully subsidized by the Ontario Government under the Advance Ontario Program. We have registered, been accepted, and are now putting together the detailed documentation to apply for a specific number of blocks of time.
- We are advertising on a free event/volunteer Facebook site.
- We have posted a volunteer request on the Volunteer Ottawa website. This posting also gets referenced by the Volunteer Canada website.
- We will ask the BIAs in our area soon to see if they might know of someone who can assist.
- Any other low cost or free media connections would be appreciated.

It was suggested that this could maybe be a grant opportunity. We could also contact Earl of March HS for students. They have no real tech program, but they will post our flier on their bulletin board.

Peter mentioned that website design includes 2 parts: the coding, and the front end – what functionality/design do you want? Greg was focussing on the backend resource first, but perhaps we should do the front end requirements first? It was suggested to hold focus groups, and look at other web sites (WOCRC, OACAO, etc.). Janet would help with focus groups, as she can pass along questions she gets at the front desk. We could ask some students who come for tech lessons to participate. The focus group would ask about the look and feel and functions and features (think like a senior!).

Financial Policy: The proposed financial policy was circulated prior to this meeting. The policy had not been updated since 2009, and the new document was a result of a number of collaborations at EC meetings. The revised policy is recommended by the EC for board approval.

**Kay Dubie moved that the Council approve the Financial Policy as circulated.
Seconded by Frank Boisvenue.**

Discussion focussed on the table on page 2 under Spending Authority. The table did not include a line for an amount over \$300 in an approved annual budget (the existing #6 was only up to \$300). It was agreed that an expenditure in an approved budget can be approved by the director responsible regardless of the actual amount, as long as the expense is not more than the budgeted amount for that item. Also, in the table, #s 5 (\$300+ for any café expenditure outside of the approved annual budget) and 7 (\$300+ for any expenditure outside of the approved annual budget) say the same thing – the café does not need to be split out separately. #7 will be kept, since it covers #5. The reason for this table is to cover the occurrence of reduced cash flow – we cannot issue a cheque for an expense (even if it is in the budget) if we

do not have the cash on hand to cover it. Since our big revenue generators are in April and May, this is not expected to be an issue, but Directors need to be frugal until that time. Perhaps we need a larger emergency fund.

A clarification under Payment Requisition – a KSCI cheque is to be made out to a named individual or organization. That can be a member of the Board or a volunteer who paid for something via credit card and is asking for reimbursement.

The vote was taken on the motion above with the following changes: Remove line 5 of the table on page 2, and change the original line 6 to include any amount. Carried (100% in favour).

The approved policy with the changes described is attached to these minutes.

National Volunteer Week Purchase of Pins: An electronic motion/vote took place on February 28/29, and is included here to record the results.

Rachel McGregor moved that the Kanata Seniors Council spend up to \$500 to purchase 100 years of service pins for its volunteers, to be presented during National Volunteer Week 2024; seconded by Kay Dubie. Carried (11 in favour; 2 against; 2 did not vote).

Rental Processes: Janet confirms that we are not charged a rental fee for events that we are doing for ourselves and our members. If we bring in a guest speaker that belongs to another not for profit organization, there is still no charge. But if we bring in a Hearing Aid Clinic, or someone like CAA, they should be charged the regular rental for for-profit organizations.

Board of Directors Meetings Agenda: It was thought that, in order to add value to the sponsors and residences that attend our meetings, we should include them more before the coffee break. This can be done by talking about events that affect them (e.g. Marketplace, FWFF, etc.) at the beginning of the meeting, rather than under Old Business. In fact, this used to be the format back in 2015 or so. We ask them what they are doing; this is their opportunity to see what we are doing. Rachel will draft a new format and send it out for comments before the next meeting – we can do it as a trial and ask the residences what they think.

Next Meeting: Friday, April 19, 2024, 9:00 am

Adjournment: Meeting was adjourned at about 11:45 am.

Financial Position as of February 29, 2024

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

Income

Coffee Shop – cash	2,348.10	
Coffee Shop – Square (Tap & Pay)*	4,499.46	
Coffee Shop - Other	0.00	
Computer Training	440.00	
Sponsorship	3,300.00	
Lifestyle Marketplace	1,987.50	
Travel& Lifestyle	540.00	
Donations including Canada Help	73.25	
Garage Sale	0.00	
Far West Fun Fest	500.00	
HST Returned	0.00	
Miscellaneous (including Council shirt)	0.00	
AGM	0.00	
	13,688.31	13,688.31
		25,381.22

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

Expenses

Admin, (toner, cheques, vol.wk)	40.15	
Coffee Shop	6,882.00	
Travel & Lifestyles	252.00	
Seniors Lifestyle Marketplace	0.00	
Directors Insurance	0.00	
Membership	0.00	
Computer Software & Website	88.11	
Garage Sale	0.00	
Far West Fun Fest	0.00	
AGM	0.00	
Professional Fees (Auditor)	0.00	
Miscellaneous	0.00	
	7,262.26	7,262.26
		18,118.96

Bank of Nova Scotia, GIC

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