

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on May 17, 2024

Present: Greg Richardson, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Kay Dubie, Doreen McNair, Moe Saleh, Jeet Wadehra

Regrets: Sarah Trant, Lianne Dwyer, David Lee, Arnold Finkelstein, Mike McMahon

Associates/Guests: Janet Baigent (City of Ottawa), Peter van Boeschoten (Probus), Tia Joshi Taft (Timberwalk), Shawn Bauder (Regional Director, Riverstone), Patsy McCarthy (The Bradley), Juanita Cody (Solva Senior Living), Cindy Massicotte (Wellings of Stittsville), Lisa Landry (Robertson House), John Kern

Opening: Greg Richardson opened the meeting shortly after 9:00 am with a welcome to all, and an introduction of guests. Special thanks to Lisa Landry (Robertson House) and Tia Taft (Timberwalk) for treats this morning!

Approval of agenda:

There is one addition to the agenda: there will be an in-camera meeting (Board members only) to commence immediately following the close of the regular meeting.

Frank Boisvenue moved that the agenda be approved with this amendment; seconded by Jeet Wadehra. Carried.

Approval of previous minutes:

Kay Dubie moved that the minutes of April 19, 2024 be approved as circulated; seconded by Susan Ditmar. Carried.

Presentations:

Juanita Cody (Solva Senior Living): Solva has been busy lately; lots of people have been calling as a result of the publicity they received from KSCI as a sponsor. On June 1, there will be an adaptive living expo at the Sportsplex, which Solva will be participating in. Admission is free.

Patsy McCarthy (The Bradley): A euchre tournament will be held May 20. On May 22 there will be a visit from a local Ottawa magician; and on May 30, a visit from the Top of the Hill Choir. June 5 will be the start of a 6-part series presented by Sue Hempinstall, to be held every second Wednesday. There will be a variety of topics, including dream analysis and gratitude journaling.

Timberwalk (Tia Joshi Taft): May activities have been updated in the lobby of KSC. On May 27 there will be an art talk, plus "Port and Chocolate". May 28 is a baking demonstration as part of Far West Fun Fest; and on May 30, Nisha (from the Hazeldean Mall Walking Group) will visit to talk about the benefits of walking. The residence will also be holding a blood pressure clinic at the Hazeldean Mall.

Lisa Landry (Robertson House): The community BBQ will be held Wednesday, June 5 (also a FWFF event), with live music and outdoor games. Proceeds from the BBQ (\$10.00 each) will go to the Queensway Carleton Hospital Foundation. There will be an Open House on June 9 from 1:00-4:00 pm.

Cindy Massicotte (Wellings of Stittsville): They are hosting a FWFF event (Wine Pairing and Music) the afternoon of May 23. \$30,000 was recently raised by the residents for Guide Dogs, by collecting bottles and cans. A presentation of the money will take place in early June.

City of Ottawa (Janet Baigent): The city is currently waiting for bids to replace the roof on the old section of the Mlacak Halls; the tender process closes today. The work is supposed to be completed between June 17 and August 17 – the café and halls will be closed during that period. As a result, fewer summer classes than usual will be offered, many taking place in the Owen Prince room. The city is working with the Council on FWFF and the Volunteer Appreciation event June 13. 230 e-vites to the Volunteer event were sent out May 16; about 20 people without email addresses will be phoned today. Maureen Moynahan is back working in the KSC office.

The center will have its regular summer closure June 24-July 5, and will reopen Monday July 8 at the office end of the building (although the A/C needs to be figured out first). As a result of the extended closure of the halls, the KSCI AGM June 17 and the KSC Canada Day celebration June 20 have both been moved to the TGRC. For Canada Day, this event will be entertainment only, with free admission. There will be no summer camps this year. The library is not impacted by the closures.

Probus (Peter van Boeschoten): On May 16, the group enjoyed a Sun-Tech Greenhouse tour and lunch in Manotick. May 23 will be lunch in Almonte followed by a tour of the Mississippi Valley Textile Museum. Tuesday, June 11 will be last meeting before the summer break. Dr. Ian MacKay will speak on “What happened to Amelia Earhart”; this will be followed by the year-end luncheon in the Baptist Church.

General Items/Events:

- Garage Sale May 4: was another success. Janet guessed about 30% less in donations than last year and that matches with the approximate 30% less revenue. But, \$2,596 is nothing to sneeze at. A big thank you to all that helped.
- Far West Fun Fest: 95 people are now registered. Nametags are done; and numbers have been confirmed with the hosts for each activity. At the breakfast on May 23, participants will receive a package containing their nametag, a map of locations, and a list of the activities they will be participating in. Local politicians as well as hosts and sponsors will be attending the breakfast.
- Seniors Marketplace Final Report: Gross Revenue \$6,340; Expenses \$1,515.03; Net Revenue \$4,847.47; Café gross revenue for that day \$345. We saw about 300 attendees. In addition to 31 commercial exhibitors, we had 5 Not for Profit exhibitors (at no charge). They were Kanata Food Cupboard, Western Ottawa Community Resource Centre, Ottawa Public Health, Ottawa Public Library, and Meals on Wheels.

Kanata Food Cupboard received \$120 in cash donations and 6 boxes of food donations during the event. A very successful event; thanks to the attendees, exhibitors, city staff, volunteers, and Marketplace committee members.

2024 Marketplace Exhibitor Feedback: 34/35 Surveys were returned. 32/35 heard positive attendee feedback; 32/35 thought KSC staff helpful. Returning next year? 32 Yes, 2 Maybe.

2024 Marketplace Attendee Exit Questions: About 300 attendees (Note: not all attendees were interviewed): Where did you hear of the event? Community Voice 24; KSC Newsletter 34; Flyers 3; FB/Web 19. Was the event valuable to you? 65 Yes

Other comments: Should have estate/funeral planning; Financial, local, home care support; need seats to relax; very friendly people (2); challenge with wheelchair; variety of vendors, much better than last year (3); good café open; very informative; liked no admission; liked layout.

- AGM June 17: Director nomination forms will be received up until May 17; Frank Valentine Award nomination forms will be received up until May 24. Both forms are available at the front desk. Email blast to go out to members hopefully May 18/19. Date of record concerning voting members will be May 15. **NB: all directors with a portfolio – we need your annual report covering the calendar year 2023. Deadline for submission to Rachel is May 24, 2024.**
- Health Team Highlights: Unfortunately, a Hearing Aid clinic scheduled for May had to be cancelled. The team has been busy planning a Health Fair, scheduled for October 19, 2024.

Financial Report: Susan presented our financial position as of April 30, 2024 (see attached). The Square totals for the café may include money taken in for Travel and Lifestyles trips; it is not yet known how to split these out. The large amount under donations includes a donation of \$5,000 from Home Instead.

Correspondence: None.

Directors Reports:

Communications/PR: No report. Newsletter deadline to Greg is Sunday, May 19, 6:00pm.

Technology and Website: Website Statistics: Visitors April 676, March 686; Page Views April 1341, March 1458. Top 3 pages (after home page): calendar, activities, and the Centre. Computer Training Stats: Revenue YTD 2024 \$775, YTD 2023 \$630; Lessons Sold YTD 2024 – 118, YTD 2023 – 74.

Facebook: Continued good responses from event postings. Lots of information and our activities being posted. We have 277 regular followers.

Recently, there has been a technical issue with the website, whereby it is not presenting information as it should. At the EC meeting May 13, Greg requested and received authorization to spend up to \$300 to fix the problem. It turned out that only \$70 was needed for the fix, but Greg would like to carry forward the \$300 for 30 days just in case the issue comes up again.

Frank Boisvenue moved that the Board authorize the spending of up to \$300 to address any technical issues that may arise with the website over the next 30 days; seconded by Jeet Wadehra. Carried.

Travel and Lifestyles: No report submitted.

Honours and Awards: The plans for the June celebration with the City are mostly in place. If anyone discovers that they did not give me a volunteer name, please do so now. Thanks to all who provided me with information.

Membership and Volunteers: Volunteer pins have been distributed; we have more for future volunteers (presented after volunteering for 4 months). Several new members were signed up at the Bradley Wellness Expo on April 20.

Telephone Trail: Our lists are very small, about 42 members, but there are those who appreciate the calls. Some of the volunteers have taken on other responsibilities, so I am looking for some new people to work on this project.

Health: We had a very successful diabetes seminar in April, with 24 attendees. Our health fair plans are being structured. The day will be a mix of physical and mental health subjects; something to please all attendees. We have attempted a clinic in May, but to date the response has not been great, so hope to reschedule for the fall.

Advocacy and Outreach: Moe presented an update on the status of Dementia Awareness in regards to the Neighbourhood Watch (NW) program:

Date	Event	Lead	Remarks
2023-04-21	Board Approval to proceed with "Dementia Awareness" Proposal	KSCI	Approved Motion (see 1 below)
2023-04-28	Start Lobbying our supporters: Politicians and concerned Organizations	Moe Saleh	List of Contacts (see 2 below)
2023-07-10	NW and OPS Approval of "Dementia Awareness" Proposal	Ian Govan	Excerpt from Ian's subject email (3 below)
2023-07-31	Thank you and appreciation letter to our Supporters	KSCI	
2023-08-21	Expedite Implementation with NW (Ian)	Moe Saleh	Questioned the delay in 2 meetings with NW
2023-09-21	Expedite Implementation with OPS and NW	Cathy Curry	Questioned the delay in 2 meetings with OPS
2023-11-18	Expedite Implementation and Status with OPS and NW to KCF	Ian/Moe	Kanata-Hazeldean Lions
2024-05-15	KSCI Donation impact on moving the implementation forward	KSCI	Excerpt from Ian's subject email (3 below)

HISTORY:

1. **Advocacy and Outreach:** Moe Saleh informed us that about 1,000,000 Canadians will be diagnosed with dementia by 2030, and about 6/10 of these will wander around and get lost. It is therefore suggested that Neighbourhood Watch programs expand their role to include watching for citizens with dementia.

Moe Saleh moved that Kanata Seniors Council Inc. support the initiative to broaden the scope of Neighbourhood Watch programs to include watching for citizens with dementia. Seconded by Frank Boisvenue. Carried.

2. KSCI was supported in this endeavour by the following:
 - Ottawa City Councillor - Ward 4 Kanata North
 - Ottawa City Councillor - Ward 23 Kanata South
 - Ottawa Neighbourhood Watch Board (NW)
 - Community Police Office/Ottawa Police Service (OPS)
 - Western Ottawa Community Resource Centre (WOCRC)
 - The Dementia Society of Ottawa & Renfrew County
 - The Kanata Community Forum Steering Committee (KCF)
3. At our monthly meeting, held last evening, we discussed funding and how best to put it to use. We are in the process of setting up incorporation, and hence banking, which we hope can be completed soon. We cannot proceed until these are completed.
Currently we are moving ahead on updating our pamphlets; text, translation, printing, etc. The Board appreciates and accepts your offer of \$1,000.00 that we can use to complete this project. We first must work out the details of how you can provide us with the funds. We have a few others who have offered financial assistance as well.

Current situation: the project was approved in July 2023 by the NW and the police, but not much progress has been made. NW first needs to register as a charitable organization, so that the project might progress with donations, then:

Moe Saleh moved that KSCI donate \$1,000 to the Neighbourhood Watch program for the implementation of dementia awareness; seconded by Frank Boisvenue. After discussion, the motion was carried (100% in favour).

Discussion: all felt this was part of our mandate of “seniors helping seniors”. Greg felt this would be good use of some of the money from the Home Instead donation – making good use of the money in the community.

Sponsorship: Sandra reports that we have 13 sponsors, representing \$12,500 in income for this year. She is working on a new proposal that would have less impact on our newsletter.

Related to sponsorship and A&O is Moe’s proposal for “KSC this week” (see New Business in the minutes of April 19, 2024). Although the document looks long, Moe says it takes him less than an hour to put together, and he has been doing something similar for NW for 7 years. It was suggested that we could try this once a month (i.e. mid-month in between the regular monthly email blasts). We could do just one page to start with – Kay and Moe agreed to work together to put together a draft of the first issue; Sandra will provide sponsorship input. We

could test it out over the summer with issues coming out in mid-July and mid-August. In the future, it would be nice to have stories from members.

Fundraising and Grants: No report submitted.

Café: We had a successful Spring Luncheon catered by staff from The Bradley – we served 44 guests with a delicious meal. Many thanks to The Bradley staff and our volunteers.

We decided to open the cafe for the Marketplace event and the Awesome Garage Sale for a few hours. It was a good decision as we generated some income. We served hot dogs on the day of the garage sale which were popular so we have decided to serve them again on Wednesdays and Fridays when the cooks are not available. We also purchased frozen cookies which we baked on Saturday morning. The cookies were also a welcome item and the aroma may have assisted in bringing the people to the cafe!

The cafe has not been as busy in the last few weeks; hopefully this will improve in the next few weeks. Note: the April report from the square indicated that Saturday was the best day (i.e. the day of the Seniors' Marketplace).

Advisory Committee: The Kanata Seniors Craft Group donated \$250 to purchase the new coffee urn; and the welding to fix the projection screen has been completed.

Executive Committee Report: Greg has been approached by Clay Wheaton from the Kanata Legion, who has suggested they run a bingo event for us at KSC during the day. There would be a charge for admission with cash prizes; the legion would provide the staff and they have the necessary licence. The city would charge the commercial rate for the room rental, since it is a fundraiser. We could make about \$300 profit, less the cost of the room rental. Bingo is always a popular event, and holding it on a Wednesday or Thursday afternoon would bring people into the café on an otherwise slow afternoon. Sounds like a good idea to try once or twice a month in the fall, perhaps on Wednesday afternoons (non-Diners Club days).

Kay Dubie moved that we pursue offering Bingo afternoons at KSC in the fall; seconded by Liz Tucker. Carried (100% in favour).

The Legion will continue to run Sunday Bingos during the summer, some of which might be dedicated to KSCI. Members of the board should attend on those days.

Old Business:

Vacant Positions: Newsletter editor: We have a candidate who is interested, and appears keen. Greg will be pursuing this over the next few weeks.

Spring Cleaning the Capital: Was scheduled for April 20, but due to bad weather, actually took place Friday, April 26. About 7 volunteers helped out and it went well.

KSC Priorities – Membership Survey Report: the meeting on May 8 covered 3 of the 6 takeaways; a second meeting to discuss the other 3 will be set up in the near future.

Website Refresh/Update: Greg met with the technical lead Michael Leung, who will present ideas to the committee over the next few weeks. The first committee meeting is May 22.

New Business: Sponsorship item deferred until a later meeting.

Moe will be participating on behalf of the Council at the Spring 2024 Volunteer Expo, sponsored by Volunteer Ottawa, May 23, 2pm-5pm at the Rideau Hub Cafeteria, 815 St. Laurent Blvd.

Next Meetings:

Friday, June 14, 2024, 9:00 am (current board), KSC Owen Prince Room

Monday, June 17, 2024, 11:00 am – AGM at TGRC

Friday, June 21, 2024, 9:00 am (new board), Brookside Senior Living, 20 Shirley's Brook Dr.

Adjournment: Meeting was adjourned at about 10:30 am.

Kanata Seniors Council				
Financial Position as of April 30, 2024				
Bank Balance as of January 1st 2024				\$11,692.91
INCOME				
Coffe Shop - Cash			\$6,441.40	
Coffee Shop - Square **			\$16,240.96	
Coffee Shop - Other			\$0.00	
Computer Training			\$675.00	
Sponsorship			\$6,900.00	
LifeStyle Marketplace			\$4,192.50	
Travel & Lifestyle			\$1,645.00	
Donations including Canada Help			\$6,430.25	
Garage Sale			\$0.00	
Far West Fun Fest			\$500.00	
HST Return			\$841.66	
Misc. including Council Shirts			\$0.00	
AGM			\$0.00	
Total Income			\$43,866.77	\$43,866.77
Expenses				
Admin (office and misc.)			\$1,104.34	
Coffee Shop			\$15,901.36	
Travel & Lifestyle			\$896.20	
LifeStyle Marketplace			\$1,855.37	
Directors Insurance			\$838.08	
Membership			\$380.00	
Computer Software & Website			\$88.11	
Garage Sale			\$0.00	
Far West Fun Fest			\$84.77	
AGM			\$0.00	
Professional fees (Auditor)			\$0.00	
Miscellaneous			\$0.00	
Total Expenses			\$21,148.23	\$21,148.23
Net Income April 30, 2024				\$22,718.54
				\$22,718.54
Cash Balance April 30, 2024				\$34,411.45
** may include Travel & Lifestyle Square				
Coffee Shop				
Income			\$22,682.36	
Expenses			\$15,901.36	
Net Income			\$6,781.00	
LifeStyle Marketplace				
Income			\$4,192.50	
Expenses			\$1,855.37	
Net Income			\$2,337.13	
Travel & Lifestyle				
Income			\$1,645.00	
Expenses			\$896.20	
Net Income			\$748.80	
GIC Future value Dec 8, 2025		\$39,358		