

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on June 14, 2024**

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

**Regrets:** Arnold Finkelstein

**Associates/Guests:** Janet Baigent (City of Ottawa), Peter van Boeschoten (Probus), Cindy Massicotte (Wellings of Stittsville), Rania Abi Farah (Wildpine), John Kern

**Opening:** Frank Boisvenue opened the meeting at 9:00 am with a welcome to all, and an introduction of guests.

**Approval of agenda:**

There are two additions to the agenda: there will be an in-camera meeting (Board members only) to commence immediately following the close of the regular meeting. Also, under New Business, add an item for Travel and Lifestyles Bus (during the meeting, this was dealt with under the T&L report).

**Liz Tucker moved that the agenda be approved with these amendments; seconded by Sarah Trant. Carried.**

**Approval of previous minutes:**

**Sarah Trant moved that the minutes of May 17, 2024 be approved as circulated; seconded by Doreen McNair. Carried.**

It was noted that the motion from the May 17 in-camera meeting should be added to the minutes of a regular board meeting; however, this motion was later rescinded.

**Presentations:**

**Cindy Massicotte (Wellings of Stittsville):** Cindy thanked the Council for Far West Fun Fest (and vice versa!); Cindy enjoyed the event and the closing lunch. Their annual (rain) picnic was held June 13; next week will be a Lions Club presentation and a fun event.

**Rania Abi Farah (Wildpine):** A casino event was held June 13; Concert on the Porch will be held Thursday, June 20.

**City of Ottawa (Janet Baigent):** The work on the building (roof and HVAC replacement) has been delayed until summer 2025, so many classes have been moved back to Halls A and B. The HVAC in the front desk end of the building should be repaired by July 5. Janet thanked the council for partnering with the City for the Volunteer Appreciation event June 13. The 2-week maintenance shutdown will be June 24-July 5; reopening Monday, July 8. Re parking issue – see Advocacy and Outreach.

Probus (Peter van Boeschoten): The last meeting was held June 11; the group does not meet over the summer. The speaker was Dr. Ian MacKay, who talked about his theory of what happened to Amelia Earhart. More than 100 people attended and many joined for the end-of-year luncheon. Next meeting will be in September; A speaker on artificial intelligence is scheduled, as is a tour to Brockville to see the historical railway tunnel.

### **General Items/Events:**

- Far West Fun Fest: By all accounts, everyone seemed to have had a good time. Final count of expenses/revenue and profit(loss) is not yet available, so will be presented at a later meeting. Thanks go to everyone who helped with registration, breakfast, lunch, and greeting or taking attendance at events. Big thanks also to the residences who hosted events and provided lots of great food! Kay thanked Rachel for taking over as coordinator this year.
- AGM June 17: Date of record concerning voting members will be May 15. Lunch will be bought from Farm Boy – sandwich trays and veggie tray, plus a Costco cake for dessert. Agenda, annual report, power point presentation all almost ready. Presentation of the Frank Valentine Award will be postponed until the fall.
- Travel and Lifestyles Team Highlights: The team will run 3 events per month during the summer, including: the International Dining Series; events at residences (scheduled: The Bradley and Brookside, plus working with The Wellings); perhaps a trip to the Experimental Farm and a Casino event. Ticket sales will continue during the summer at the usual times.

Sandra reports that there are 2 residences willing to lend T&L a bus at no charge for their trips: Crystal View Lodge, and Wellington West (with sufficient advance notice).

- Health Team Highlights: Plans continue for the Health Fair, scheduled for October 19, 2024.

**Special Presentation:** A gift and card were presented to Sarah Trant (this is her last board meeting), with a big thanks and applause for all her work over the years as a Board member and Newsletter editor.

**Financial Report:** Susan presented our financial position as of May 31, 2024 (see attached). Note that many large FWFF expenses are not yet included. Some “square” amounts have been transferred from the café to T&L. Susan is still working on identifying some marketplace and sponsorship amounts, as the company that sends the check is not necessarily the same as who is spending the money. Susan indicated that financial reporting to CRA for 2023 is complete.

Financial Statements for 2023: these were circulated to the Board before the meeting, along with the report from the Financial Reviewer. A small inconsistency was detected; it seems some amounts were incorrectly allocated, resulting in a profit for FWFF 2023 of over \$2,000. While this is not correct, the bottom line amounts are all correct. It was decided to present the financial summary at the AGM on June 17, without the breakdown by event/portfolio (assuming this is permitted under our bylaws or the Not-for-Profit Corporations Act).

**Greg Richardson moved that the overall (summary) financial position of the Board as of December 31, 2023 be presented at the AGM with an explanation about the missing detail, assuming this is permitted under the Not-for-Profit Corporations Act. Seconded by Sarah Trant. Carried with 1 opposed.**

**Liz Tucker moved that the Board appoint Kelly Huibers McNeely Professional Corporation to be our public accountants for the 2024 fiscal year. Seconded by Susan Ditmar. Carried (100%).**

These two items are to be ratified by the membership at the AGM on Monday.

**Correspondence:** Donation of \$50 was received from Violet Kelly along with a nice letter.

**Directors Reports:**

**Communications/PR:** No report submitted.

**Technology and Website:** Website Statistics: Visitors May 665, April 676; Page Views May 1515, April 1341. Top 3 pages (after home page): calendar, activities, and the Centre.

Computer Training Stats: Revenue YTD 2024 \$920, YTD 2023 \$715; Lessons Sold YTD 2024 – 135, YTD 2023 – 84.

**Travel and Lifestyles: Summary:**

- Financial: Team well ahead of planned budget for 2024
- 16 events held or planned up to end of June (9 in Q1, 7 in Q2)
- 1 event may be canceled due to low interest (Explore Arnprior with Cider Tour). We are considering what we will do with that one.
- We are reworking our Q3 plans with the news that the Centre will remain open.
- Overall running at about 3 events per month. This will likely continue over the summer.
- The team, as usual, is fantastic and operating smoothly and is such a pleasure to work with.

**Completed Events (May):**

- Spring Maple Pancake Breakfast at the Kanata Legion
- Kanata Theatre: Baskerville: A Sherlock Holmes Mystery

**Upcoming Planned Events (June):**

- International Dining: Vietnamese (Kanata Noodle House)
- Explore Arnprior & Cider Tour (possibility of cancellation)

Event	Status	Date	Month	Income	Expense	Net Profit	Ticket Cost	Participants
International Dining: Vietnamese? (Kanata Noodle House)	In Progress	Wed, Jun 19	June	105.00	0.00	105.00	\$5	21
Explore Arnprior (Shopping & Lunch)	In Progress	Fri, Jun 14	June	490.00	741.30	(251.30)	\$35	14
Kanata Theatre: Baskerville: A Sherlock Holmes Mystery	Completed	Sun, May 19	May	250.00	210.00	40.00	\$25	10
Spring Maple Pancake Breakfast at the Kanata Legion	Completed	Tue, May 7	May	480.00	320.00	160.00	\$15	32
CAA Travel	Completed	Fri, Apr 26	April	0.00	0.00	0.00	\$0	32
International Dining: Indian (The Magakal)	Completed	Wed, Apr 24	April	125.00	0.00	125.00	\$5	25
Pizza and Trivia at Brookside senior living	Completed	Fri, Apr 19	April	130.00	130.00	0.00	\$10	13
Spring Makeover	Completed	Wed, Apr 17	April	145.00	0.00	145.00	\$5	29
Kanata Theatre: Brighton Beach Memoirs (and Busters) -- 3	Completed	Sun, Mar 31	March	250.00	210.00	40.00	\$25	10
International Dining: Turkish (Turkish Kabob House)	Completed	Wed, Mar 20	March	145.00	0.00	145.00	\$5	29
Seminar: Kanata Art Gallery	Completed	Thu, Mar 7	March	0.00	0.00	0.00	\$0	19
International Restaurant Series: Thai (My Thai Village) -- 5C	Completed	Wed, Feb 21	February	100.00	0.00	100.00	\$5	20
Lunch and Trivia at Busters	Completed	Fri, Feb 16	February	175.00	0.00	175.00	\$5	35
Kanata Theatre: Mauritius (lunch at Busters)	Completed	Sun, Feb 11	February	300.00	252.00	48.00	\$25	12
International Restaurant Series: Italian	Completed	Wed, Jan 31	January	130.00	0.00	130.00	\$5	26
Seminar: Beaverbrook Library Services for Seniors	Completed	Wed, Jan 17	January	0.00	0.00	0.00	\$0	22
55 Fridays: Kanata Legion: Fish & Chips & Darts	Completed	Thu, Jan 26	January	120.00	0.00	120.00	\$5	24

Month	# Events	Net Profit	# Participants
January	3	\$250	72
February	3	\$323	67
March	3	\$185	58
April	4	\$270	99
May	2	\$200	42
June	2	-\$146	35
July			
August			
September			
October			
November			
December			
<b>TOTAL 2024</b>	<b>17</b>	<b>\$1,082</b>	<b>373</b>

Mike reported that there could be a shortfall of up to \$200 for the trip to Arnprior today, due to the high cost of the bus.

**Greg Richardson moved that the Board approve funding of up to \$200 to cover the cost of the Arnprior T&L trip June 14. Seconded by Doreen McNair. Carried (100%).**

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

**Membership and Volunteers:** Plan is to suspend office hours (M-F mornings) during July and August, as volume during the summer months is usually reduced. Office hours will resume after Labour Day. “Volunteer of the Month” in the next newsletter will thank those that helped make the Marketplace, the Garage Sale, and FWWF the successes they were.

**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:** Nothing new to report. On the subject of parking at the KSC (issue raised at an earlier meeting), the subject of petitioning the City to make more parking spots was discussed. It was agreed that the Board should create a petition to present to the City of Ottawa, detailing why more parking spots are needed. It should be written over the summer, to

be ready for September, and presented in person, on facebook, and on our website. Moe to take the lead on writing the text.

**Sponsorship:** Sandra put together a list of modified sponsor benefits, designed to enable us to take on more sponsors without the issue of limited newsletter space (there are several waiting in the wings). Sponsors would receive recognition through “KSC this week” rather than the newsletter. The list of benefits is as follows:

- Recognition in bi monthly e-news – distribution approx.600 seniors
- Thank you in Council promotional materials, including pamphlets, flyers, posters, etc.
- Coverage on Council website
- Promotion on Council Face Book page
- Promotional materials posted on Council Bulletin Boards
- Thank you in monthly newsletter – distribution approx. 900 seniors
- Company pamphlets featured at Council events
- Discount on Council events such as: Seniors Marketplace, based on level of sponsorship
- Social media welcome and event posts on Council website and Council Facebook page
- Promotion opportunities in Council Cafe (if Appropriate)
- Presentation opportunities (if appropriate)

Proposed Annual Fee:

- Platinum \$1000 year (instead of \$1200)
- Gold \$500 year (instead of \$600)
- Silver to be eliminated (our one silver sponsor is upgrading to gold)

Janet commented on the posting of ads from our sponsors on our bulletin boards: we would need to make sure that the bulletin board is identified as a Council board, and support of the ads posted is not endorsed by the City of Ottawa. She will check with her legal department to get complete rules. There are 3 council boards: outside the computer room; inside the café; in the hallway outside the café door. The “thank you to our sponsors” list will be split over these 3 boards rather than listing all the sponsors on one page and posting it 3 times.

Still looking for ideas of how to reduce the amount of space taken up by listing all our sponsors on our posters and fliers. Any ideas about any of these benefits, send them to Sandra.

David suggested having a monitor with scrolling/dynamic information from the sponsors; information could be updated in real time. Similar idea to having an electronic menu board in the café rather than a fixed sign. Another idea was to have an annual rate of say \$1200, but a reduced rate of \$1000 per year if the organization signs up for 2 or 3 years.

Janet and Maureen have been discussing having a monitor for the City in the lobby of KSC; they hope to have something in place by 2025. This would replace the entire lobby bulletin board. Anything the Council does would be at the Council’s expense, and we would have to worry about theft/vandalism, as the center is used for rentals on the weekends. David feels the cost would not be prohibitive – a simple monitor plus PowerPoint would be all that was necessary. This would help with Accessibility, for people with vision problems. We could maybe use the café as a test site.

**Sandra Freeman moved that the Board accept in principle the list of modified sponsor benefits as above. Seconded by Greg Richardson. Carried (100%).**

**Fundraising and Grants:** No report submitted.

**Café:** No report submitted. The café is currently doing well financially!

**Advisory Committee:** Roofing work for the Seniors Centre closure – tentative dates 1 June through 15 August 2025. Replacement HVAC located; installation date not determined. Scheduling of Café special Events for 2025 should begin in the next few weeks to ensure maximum flexibility. City Agreements are still with their lawyers reformatting the documents into a standard arrangement. Janet will forward the projection screen welding invoice to the Council for compensation as it was approved at a previous board meeting.

**Executive Committee Report:** We received confirmation that our CPIC insurance with the City of Ottawa has been renewed for next year (June 2024-June 2025).

### **Old Business:**

**Vacant Positions:** Newsletter editor: We have a candidate (Celine Ruest), who has been working with Greg on the July/August edition. It is hoped she will be the lead for the September newsletter.

**KSC Priorities – Membership Survey Report:** the meeting on May 8 covered 3 of the 6 takeaways; a second meeting to discuss the other 3 is required: suggestion is Wednesday, July 31, in the morning. To be confirmed.

**Website Refresh/Update:** The first committee meeting has taken place; features and functions were discussed. These will be sent to the technical lead for any price or time constraints.

**KSC This Week:** The first draft will be available soon, covering information on the café, T&L, Alerts, the center, sponsors, local councillors, etc. Later editions will allow members to submit stories or material. Moe will meet with Sandra and Kay to review the draft in the next week or so.

**New Business:** AGM Annual Report for 2023 – was sent out to directors earlier in the week; there were no comments.

### **Next Meetings:**

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

Friday, June 21, 2024, 9:00 am (new board), Owen Prince Room, KSC (Board members only)

Friday, July 19, 2024, 9:00 am (regular open board meeting), location TBD

**Adjournment:** Meeting was adjourned at about 11:05 am.

<b>Kanata Seniors Council</b>			
<b>Financial Position as of May 31, 2024</b>			
Bank Balance as of January 1st 2024			<b>\$11,692.91</b>
<b>INCOME</b>			
Coffe Shop - Cash		\$9,579.45	
Coffee Shop - Square		\$20,894.96	
Coffee Shop - Other Catering		\$509.75	
Computer Training		\$960.00	
Sponsorship		\$6,900.00	
LifeStyle Marketplace		\$4,467.50	
Travel & Lifestyle		\$2,585.00	
Donations including Canada Help		\$6,799.28	
Garage Sale		\$2,622.75	
Far West Fun Fest		\$4,340.00	
HST Return		\$841.66	
Misc. including Council Shirts		\$0.00	
AGM		\$0.00	
<b>Total Income</b>		<b>\$60,500.35</b>	<b>\$60,500.35</b>
<b>Expenses</b>			
Admin (office and misc.)		\$1,150.31	
Coffee Shop		\$19,599.73	
Travel & Lifestyle		\$1,269.21	
LifeStyle Marketplace		\$1,855.37	
Directors Insurance		\$838.08	
Membership		\$380.00	
Computer Software & Website		\$119.30	
Garage Sale		\$0.00	
Far West Fun Fest		\$825.17	
AGM		\$0.00	
Professional fees (Auditor)		\$0.00	
Miscellaneous		\$0.00	
<b>Total Expenses</b>		<b>\$26,037.17</b>	<b>\$26,037.17</b>
<b>Net Income May 31, 2024</b>			<b>\$34,463.18</b>
<b>Cash Balance April 30, 2024</b>			<b>\$32,295.43</b>
<b>Coffee Shop</b>			
Income		\$30,984.16	
Expenses		\$19,599.73	
<b>Net Income</b>		<b>\$11,384.43</b>	
<b>LifeStyle Marketplace</b>			
Income		\$4,467.50	
Expenses		\$1,855.37	
<b>Net Income</b>		<b>\$2,612.13</b>	
<b>Travel &amp; Lifestyle</b>			
Income		\$2,585.00	
Expenses		\$1,269.21	
<b>Net Income</b>		<b>\$1,315.79</b>	
<b>FWFF</b>			
Income		\$4,340.00	
Expenses		\$825.17	
<b>Net Income</b>		<b>\$3,514.83</b>	
GIC Future value Dec 8, 2025		\$39,358	