

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on June 21, 2024

Present: Greg Richardson, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Kay Dubie, Doreen McNair, Moe Saleh, Jeet Wadehra, Lianne Dwyer, David Lee, John Kern, Arnold Finkelstein

Regrets: Mike McMahon

Opening: Greg Richardson opened the meeting at 9:00 am with a welcome to all – this is the first meeting of newly elected Board of Directors following the AGM on June 17.

Approval of agenda:

There was one addition to the agenda: the approval of the final financial documents for 2023. It was noted that these should be approved by the previous board (in place before the AGM); there is a quorum of the previous board present.

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

Approval of 2023 financial statements:

Following a response from the financial reviewers, there is no change required from the draft statements received and circulated. The outstanding query related to the large profit shown for Far West Fun Fest 2023; the concern was that some money might have been allocated incorrectly. The response was that the Kanata Seniors Craft Group had donated money in 2019, specifically for FWFF. All of the donation was not used that year, but the money had never been moved over into the FWFF bucket. This money was moved from deferred revenue to FWFF revenue in 2023, resulting in a profit. So the financial statements are correct as previously circulated.

Susan Ditmar moved that the financial statements for 2023 along with the report, be approved as distributed. Seconded by Frank Boisvenue. Carried 100% (voted on by previous board members only).

In an email to Ken Major after the meeting, he feels that it is not necessary to have the full package reapproved by the membership. The Balance Sheet (the Council's financial position as of December 31, 2023) was presented at the AGM where it was explained that the bottom line was unaffected by the outstanding query.

Appointment of new officers/assignment of portfolios:

The following people were acclaimed as officers of the Board of Directors:

President: Greg Richardson

Vice-President: Frank Boisvenue

Treasurer: Susan Ditmar

Corporate Secretary: Liz Tucker (Rachel McGregor to continue as recording secretary)

Board members agreed to take on portfolios as follows:

Advocacy and Outreach: Moe Saleh
Café: Doreen McNair
Communications/PR: John Kern
Facebook: Kay Dubie
Fundraising and Grants: Arnold Finkelstein
Health: Kay Dubie
Honours and Awards: Lianne Dwyer
Volunteers: Rachel McGregor
Membership: John Kern and Sandra Freeman
Sponsorship: Sandra Freeman
Technology/Website: Greg Richardson
Travel & Lifestyles: Mike McMahan

There was one other area mentioned: the Board has committed to reviewing the Code of Conduct, and has also discussed modification of our membership form (e.g. perhaps adding diversity questions). There is a need for someone to oversee this document review: Arnold Finkelstein agreed to take this on.

President's Remarks:

Greg thanked everyone for volunteering and agreeing to take on various portfolios. In the coming year, he wants the board to do 3 things: Refresh (our thinking, our relationships); Renew (our way ahead); and Refocus (what we need to do to make the council better). To that end, he wants us to accomplish 3 specific things:

1. Fall Event: session/retreat focussing on making the Board more effective. We would invite outside talent to facilitate, working on how we can work better together.
2. All Board members should review and re-sign our Code of Conduct every year (this is common practice among many organizations, and is considered a best practice for non-profit Boards). It gives us the opportunity to reflect on how we can do things better in the coming year. There was discussion around whether we should sign it now and then have it revised, or wait to sign until it is revised, which could take some time, given that it should be approved by a lawyer. It was agreed that we would sign it now to remind us as to how we should operate and look forward to the revised document in the near future. Greg will distribute the document to the Board – everyone should read it to try to think of ways we can work together better. All suggested changes should be passed to Arnold.
3. We should refocus on our outstanding objectives, stemming from previous brainstorming sessions or regular meetings. Lianne noted that our Articles of Continuance contain a list of 6 objectives (#6. Statement of Purpose of the Corporation) which define what the Council should be doing. Objectives from brainstorming sessions should be reviewed to see if they are still valid.

Other Items:

- Meeting to review the other 3 takeaways from the survey is July 31 – all board members should make every effort to attend.
- At the AGM, we committed to discussing a strategic plan. Before devising a strategic plan, it was decided to make sure our objectives are still valid first. Once we confirm what we are doing, we can devise a strategic plan.

Next Regular Board Meeting: Friday, July 19, 2024, 9:00 am. Location TBD.

The meeting was adjourned at approximately 9:55 am.