

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on July 19, 2024

Present: Greg Richardson, Frank Boisvenue, Liz Tucker, Rachel McGregor, Sandra Freeman, Doreen McNair, Moe Saleh, Jeet Wadehra, John Kern, David Lee, Mike McMahon, Arnold Finkelstein

Regrets: Susan Ditmar, Kay Dubie, Janet Baigent

Associates/Guests: Peter van Boeschoten (Probus), Cindy Massicotte (Wellings of Stittsville), Tia Joshi Taft (Timberwalk), Jocelyn Burns (Riverstone), Lillian Cepalo and Sarah Welsh, Comfort Keepers,

Opening: Frank Boisvenue opened the meeting shortly after 9:00 am with a welcome to all, and an introduction of guests. Many thanks to Jessica Hill and Brookside Senior Living for hosting us and providing refreshments this morning.

Approval of agenda:

Greg Richardson moved that the agenda be approved as circulated; seconded by John Kern. Carried.

Approval of previous minutes:

John Kern moved that the minutes of June 14, 2024 and June 21, 2024 be approved as circulated; seconded by Sandra Freeman. Carried.

(David requested an amendment to the minutes of June 14 to add that we discussed having multi-year sponsorships in addition to single-year; however, this is already in the minutes.)

Presentations:

Tia Joshi Taft (Timberwalk): On July 23, there will be an evening campfire from 6:30 to 8:00 pm. Other upcoming events include a Garden Showcase on August 12; a Boat Ride on the Rideau August 14; and a Summer Sports Day on August 22.

Cindy Massicotte (Wellings of Stittsville): The Wellings recently held a marketplace with 25 vendors. Wine Tastings and Pairings continue every second week. A summer festival will be held August 20.

Lillian Cepalo/Sarah Welsh (Comfort Keepers): are currently prioritizing care for people needing less than 1 hour service – this will be offered at a reduced rate. There is a new resource in the office on Carling Ave – the Brain fitness tablet, which includes over 50 games and activities. It was noted to the group that as of July 1, 2024, anyone providing in-home care needs to be licenced (Government of Ontario Ministry of Labour change).

Probus (Peter van Boeschoten): No report (the group does not meet over the summer).

Other: David thanked the residences for coming today, saying how much their contributions are valued, and asked if they would like to be more involved, either by seeing the Center in action more closely or putting on a seminar. Such requests should be fed through Sandra, who normally gives a tour of the center when sponsors sign up.

General Items/Events:

- Far West Fun Fest: All income and expenses are in, and the event made a profit of about \$700. We managed to keep expenses down, and enrollment was up from last year, which helped. Many thanks to all the residences who hosted events; the great cooperation and help we received from Janet and Maureen; and all the hours put in by our volunteers. The team met for lunch at Darcy McGee's on June 26 to review what worked and what didn't (#1 – print more booklets!). Many good ideas for next year were discussed. Sixty people completed the questionnaire, giving us another source of ideas for next year.
- AGM June 17: The event was deemed a success, with a total of 56 voting members attending, plus about 10 others. Thank you to Glen Gower (Councillor, Ward 6), and Patsy McCarthy (The Bradley) for their inspiring remarks. Thanks also to the volunteers who helped with registration and the lunch. We obtained several new members from the meeting. Minutes are done and have been posted on the web site and our bulletin board outside the computer room.
- Travel and Lifestyles Team Highlights: The team will run 3 events per month during the summer, including Pizza and Trivia July 23, and International Dining at the Mongolian Village in August. A handout of upcoming events was distributed.
- Health Team Highlights: Plans continue for the Health Fair, October 19, 2024.

Financial Report: Our financial position as of June 30, 2024 was circulated (see attached).

Rachel McGregor moved that the Council give \$650 to the City of Ottawa, representing about 50% of the cost of catering at the Volunteer Appreciation Event June 13, 2024. Seconded by Liz Tucker. Carried (100%).

During discussion of the above motion, it was noted that we may have to pay for our own phone, internet and newsletter printing ourselves next year, as the Center's grant, which has paid for these items in the past, may not be as large next year. We should look for own grant to pay for these items. Also, as the Volunteer Appreciation Event celebrates the Council volunteers as well as the Center volunteers, it seems only fair that we pay for part of the catering on a regular basis (note: in the past, we have usually paid either \$500 or ½ the cost). This should be in our budget for 2025.

The budget cycle for 2025 will be commencing soon – we should be thinking about how we will spend our money.

Rachel asked about the net profit of \$1500 made by the Travel and Lifestyles Team. Although the T&L team should not have making money as a goal (just providing events for seniors), the

profit or loss for each event depends on the number of people who sign up, so the team has to guess at what the net profit for each event will be. The \$5 per event is charged so that people show up – people often don't show up if there is no financial investment.

Although a \$5 fee is generally not prohibitive, fees for larger events could be provided on a sliding scale if we know of individual cases of members not signing up because they can't afford it. Arnold feels there should be a process in place for such a case – members should know that funds are available (and how to apply) if they can't afford to sign up for one of our events. Liz remarked that there have been cases in the past of a FWFF fee being waived as a special case.

David requested that on the month-end financial picture, there be a line for the RBC GIC (about \$5,000), and then a total shown of all our assets.

Correspondence: None

Directors Reports:

Communications/PR: Action Plans for the Communications and PR portfolios are being drafted. A focus group has been formed to review both the Communications and PR Drafts, and will be meeting at the end of July. After the review by the focus group, they will be presented to the Board for their review at the Retreat in the Fall for any further comments or suggestions before they are put into action. If approved by the team, the action plans may be ready to present at the August Board meeting. Celine Ruest (NL editor) will be invited to attend the August meeting.

Technology and Website: Website Statistics: Visitors June 488, May 665; Page Views June 1202, May 1515. Top 3 pages (after the home page): calendar, activities, and about us. Greg to check that the website is updated with the latest monthly meeting minutes.

Travel and Lifestyles: Summary:

- Financial: Team well ahead of our planned budget for 2024, as well as well ahead of where we were at this time in 2023.
- 23 events held or planned up to end of August (18 completed, 5 in progress)
- In August we will be holding an offsite team brainstorming meeting to work through our Q4 plans (thanks John & Marsha!)
- We now have some access to residence buses (thanks Sandra!).
 - We will be using these for our Experimental Farm trip in August and our Casino trip in September.
 - Because the buses are free of charge we can set the ticket price for these two events, with transportation, for \$5! A huge benefit to our members.

Completed Events (June):

- International Dining: Vietnamese (Kanata Noodle House)
- Explore Arnprior & Cider Tour
 - Thanks to the board for voting to provide us the funds to run this. It was a lovely day and a fantastic event that our members enjoyed

Upcoming Events through the summer:

- International Dining: Scottish (The Glen)
- Pizza & Trivia at Brookside
- International Dining: Mongolian Village
- A trip to the Experimental Farm
- Rideau Carleton Raceway & Casino
- As well as a few more trips that are in the works

Event	Status	Date	Month	Income	Expense	Net Profit	Ticket Cost	Participants
Rideau Carleton Casino & Horse Racing	In Progress	Thu, Sep 5	September					
Mini-Golf	In Progress	TBD	August					
Experimental Farm	In Progress	Wed, Aug 21	August					
International Dining: Mongolian Village	In Progress	Wed, Aug 14	August	50.00	0.00	50.00	\$5	10
Pizza and Trivia at Brookside senior living	In Progress	Tue, Jul 23	July	0.00	0.00	0.00	\$10	7
International Dining: Scottish (The Glen)	In Progress	Wed, Jul 17	July	170.00	0.00	170.00	\$5	34
Karaoke Sing-along at The Bradley	Completed	Thu, Jun 27	June	0.00	0.00	0.00	\$0	21
International Dining: Vietnamese? (Kanata Noodle House)	Completed	Wed, Jun 19	June	125.00	0.00	125.00	\$5	25
Explore Amprior (Shopping & Lunch)	Completed	Fri, Jun 14	June	665.00	804.70	(139.70)	\$35	19
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 Magakali)	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) -- 5	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) -- 5K	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	3	-\$15	65
July	2	\$170	41
August	3	\$50	10
September			
October			
November			
December			
TOTAL 2024	23	\$1,433	454

Honours and Awards: No report

Membership: Action Plan for the Membership portfolio is being drafted. A focus group is being formed to review the Draft; meeting set for July 24. After the review by the focus group it will be presented to the Board for their review at the Retreat in the Fall for any further comments or suggestions before it is put into action. Plan will be presented at the August meeting if approved by the team.

Volunteers: Nothing to report at this time.

Health: Nothing to report at this time. Preparations continue for the Fall Health Fair.

Advocacy and Outreach: Nothing new to report.

Sponsorship: We have one new platinum sponsor, Ideal Caregivers 4u. They signed up at the new \$1,000 rate, which does not include ads in the newsletter. Sandra might be able to sign up one more sponsor, after that, it will be difficult to deliver promised benefits.

Fundraising and Grants: We are applying for a Grant for the Health Fair; due date is the end of July.

Café: The café has no intention of raising prices any time soon. Money from special event meals (\$15 person) is helping café profits. The café also no longer pays for laundry (volunteers contribute), and the café is working on cutting the costs of meals. A dinner with all the volunteers will be held in August. The café would like to change their operating hours from 9-3 to 8:30 to 2:30. Not much happens after 2pm any day, and the staff are usually ready to go by 8:30am.

Greg Richardson moved that the Board approve the change of Café opening hours from 9-3 to 8:30-2:30, Monday to Friday, subject to approval from Janet/City of Ottawa. This would start in September. Seconded by Moe Saleh. Carried (100%).

Advisory Committee: Café and Computer contracts are still in Legal for reformatting into a standard arrangement. The HVAC in the Owen Prince Wing was replaced in June with a new unit. The HVAC serving halls A & B was repaired during June as well. An invoice for the repair of the projection screen was received (\$406.80) from the City and a KSC cheque will be issued to cover the expense as agreed to previously by the board.

Executive Committee Report: Refresh/Renew/Refocus: Ten signed Codes of Conduct have been submitted; still waiting for 5 more. If there is wording you don't agree to, stroke that part out and sign it. We have agreed to review the Code of Conduct; David reminded us that we also need to read/review the section in our bylaws concerning the Code of Conduct. Arnold to propose edits of each document as required.

Old Business:

KSC Priorities – Membership Survey Report: meeting is set for Wednesday, July 31, 9:30 to noon. Greg to book a room. This is a closed meeting; however, Peter van Boeschoten and Janet Baigent are invited to attend.

Website Refresh/Update: The team met with Michael Leung this week, and went over the direction for construction of the new website. Michael will construct some samples for review at the August 16 Board meeting. He will also have a list of functions and features we are planning to have. The committee is Michael, Greg, Kay, Susan, Janet, and Brian Jeffrey.

Kanata Seniors Flash (formerly referred to as “KSC This Week”): The first issue was distributed July 14. Good reviews have been received; permissions were obtained from City Councillors. The Flash included notification of events designed to get people out, as well as advocacy items. Now that the first issue is done, Moe says it should only take him an hour or so to publish future issues once material has been gathered.

New Business: Moe put forth 4 motions, that were distributed to the Board in advance. They will be dealt with one at a time. Moe believes that these motions, when adopted, will enhance the board’s operation and voting process.

Motion #1:

Moe Saleh moved that the Board allow enough time, not less than 10 working days, for Board Members to study, discuss and lobby before a final vote is furnished on the subject motion, save time sensitive and urgent motions as determined by the Board President.

Discussion: Rachel felt that most motions are clear and straightforward; if a board member does not feel confident voting on a motion, then they should speak up. For complicated motions, where background information or documentation is involved, this is normally circulated to the Board in advance of the meeting, or the motion is tabled to a further meeting pending further research. David suggested having a template for motions: what it is, why we are doing it, when it will be implemented, how it will be implemented, and the implications of the motion. This will make it easy for everyone to see what we are trying to accomplish. He also felt that sometimes the Board doesn’t always take all the discussion into account – if one person feels they are not able to make a decision, the vote should be postponed.

Material pertinent to Board meetings is normally circulated either Sunday night or Monday morning before a Friday board meeting, giving everyone 4 working days to review it. Further discussion on this motion was deferred until after discussing motion #2.

Motion #2:

Moe Saleh moved that the board hold a Board Meeting that shall mainly be dedicated to social activities of the Board Members for the purpose of better team building, bonding and chemistry; the Social Board Meeting will take place 2 weeks after the current (Business) Board Meeting.

Discussion: It was generally felt that board members already attend a lot of meetings, and adding a second monthly board meeting would not be well received. Another meeting would create additional administration work as well. All agreed it was a good idea to have social activities; an avenue where we have time to talk to each other informally. 3-4 times a year was suggested rather than every month. **Motion withdrawn.**

At this point, discussion resumed on Motion #1, and the motion was modified as follows:

Moe Saleh moved that the Board allow enough time, not less than 4 working days, for Board Members to study, discuss and lobby before a final vote is furnished on

the subject motion, save time sensitive and urgent motions as determined by the Board President. Seconded by Rachel McGregor. Carried (100%)

Motion #3:

Moe Saleh moved that the Board allow Zoom communication technology in Board Meetings to be used by Board Members that otherwise would be absent and sanction its utilization for real time voting.

Discussion: it was felt that implementation of this motion would be challenging technology-wise; in addition, having some people in the room and some on zoom is difficult for everyone to hear and see everything. A meeting where all participants are on zoom would be acceptable, but does entail specific computer requirements for all participants. Idea: apply for a technology grant to facilitate setting this up. **Motion withdrawn.**

Motion #4:

Moe Saleh moved that a board member (the Principal) shall be allowed to delegate their voting power to a representative (the Proxy), to enable a vote in absentia. The Proxy shall only be another member of the Board. A written, dated and signed authorization consent letter by the Principal shall be handed to the Board prior to the commencement of the meeting.

Discussion: David suspected that the Canada Not-for-Profit Corporations Act prohibits the use of proxy votes. Rachel to check the act and our bylaws to see what is allowed. It was felt that if a member is absent from the meeting, then they won't hear all the arguments around a motion, so should not be voting on it. If this motion were to be adopted, the proxy form would have to be specific to a single motion only, and that motion had to have been circulated to the board in advance and there was no discussion on the motion at the meeting. **Motion deferred pending further investigation.**

(Subsequent to the meeting, it was found in section 126(3) of the Not-for-Profit Corporations Act, "no person shall act for an absent director at a meeting of directors". So proxy voting is not allowed.)

Next Meeting:

Friday, August 16, 2024, 9:00 am, KSC, Owen Prince Room

Adjournment: Meeting was adjourned at about 11:40 am.

Kanata Seniors Council				
Financial Position as of June 30, 2024				
Bank Balance as of January 1st 2024				\$11,692.91
INCOME				
Coffe Shop - Cash			\$10,415.70	
Coffee Shop - Square			\$22,907.46	
Coffee Shop - Other Catering			\$509.75	
Computer Training			\$960.00	
Sponsorship			\$8,100.00	
LifeStyle Marketplace			\$4,467.50	
Travel & Lifestyle			\$2,850.00	
Donations including Canada Help			\$6,799.28	
Garage Sale			\$2,622.75	
Far West Fun Fest			\$4,405.00	
HST Return			\$841.66	
Misc. including Council Shirts			\$4.50	
AGM			\$0.00	
Total Income			\$64,883.60	\$64,883.60
Expenses				
Admin (office and misc.)			\$1,150.31	
Coffee Shop			\$21,745.64	
Travel & Lifestyle			\$1,304.21	
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			\$3,604.07	
AGM			\$501.92	
Professional fees (Auditor)			\$2,599.00	
Miscellaneous			\$0.00	
Total Expenses			\$34,097.90	\$34,097.90
Net Income June 30, 2024				\$30,785.70
Coffee Shop				
Income			\$33,832.91	
Expenses			\$21,745.64	
Net Income			\$12,087.27	
LifeStyle Marketplace				
Income			\$4,467.50	
Expenses			\$1,855.37	
Net Income			\$2,612.13	
Travel & Lifestyle				
Income			\$2,850.00	
Expenses			\$1,304.21	
Net Income			\$1,545.79	
FWFF				
Income			\$4,405.00	
Expenses			\$3,604.07	
Net Income			\$800.93	
GIC Future value Dec 8, 2025		\$39,358		