

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on September 20, 2024

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

Regrets: Doreen McNair, Mike McMahon, Lianne Dwyer

Associates/Guests: Janet Baigent (City of Ottawa), Peter van Boeschoten (Probus), Cindy Massicotte (Wellings of Stittsville), Elisabeth Bahner (Symphony Senior Living), Shari Clancy (Wildpine), Céline Ruest (Newsletter editor), Rachel Borzecki (Solva Senior Living), Tia Taft (Timberwalk), Clay Wheaton (Kanata Legion Branch 638).

Opening: Frank Boisvenue opened the meeting at 9:00 am with a welcome to all and an introduction of guests. A special thank you to Shari Clancy and Wildpine Residence in Stittsville for hosting our meeting. Great room and wonderful refreshments!

Approval of agenda: There are 2 items to be added under New Business: Expenditure for the Mailer Lite program, and the purchase of a KSCI Banner.

**Greg Richardson moved that the agenda be approved with these additions;
seconded by John Kern. Carried.**

Approval of previous minutes:

**John Kern moved that the minutes of August 16, 2024 be approved as circulated;
seconded by Susan Ditmar. Carried.**

Presentations:

Rachel Borzecki (Solva Senior Living): Events will be held at the resource centre on Moodie Drive.

Elisabeth Bahner (Symphony Senior Living): Dementia Walk September 21; Bake Sale September 28 from 10:00 to 1:00; Octoberfest October 3.

Cindy Massicotte (Wellings of Stittsville): Cindy reports that she has had some great contacts as a result of being affiliated with the KSCI. In October, the residence will be offering a “Take-away Turkey meal” - \$225 includes turkey plus all the fixings and 2 bottles of wine. Octoberfest will be held at the end of the month, and on October 4, a dentist will be on-site to do cleanings.

Tia Taft (Timberwalk): Fall Open House on October 5; all welcome. In November there will be an outing to the Ashton Pub.

Shari Clancy (Wildpine): Everyone is welcome to take their mini pumpkin (and recipe) home. Upcoming events include a craft and snacks at ALE in Stittsville; and the making of beeswax candle holders on November 8 from 2-4 pm.

Clay Wheaton (Kanata Legion Branch 638): Over the summer, the Legion ran Friday afternoon Bingos, with proceeds going to the Kanata Seniors Council Inc. Greg is currently working on the paperwork so that we can run our own Bingo in the center – Bingo and Pizza on Fridays! Clay was happy to present a cheque to the KSCI for \$1200, raised during the summer Bingos.

Janet Baigent (City of Ottawa): Janet thanked the Council for sponsoring and running the pancake breakfast, and all the activity convenors for staffing the Open House. The event was a big success, and the Kanata Seniors Craft Group raised \$400 from the sale of their hand-made items. Fall sessions started this week; out of 25 fitness classes, only 2 have any space left. Online virtual classes (free) are available through Zoom (8 are offered); registration is still required. Learning Series has also started – on September 26, there will be a speaker on arthritis. CPR Essentials for Seniors will be held September 27, and again in November. The Ministry of Transportation (Ontario) will be renting the Suan Finch room on Thursdays to help seniors get their licences. The times for Cribbage and Euchre have been switched on Thursdays, resulting in a great increase in the enrolment for euchre.

Peter van Boeschoten (Probus): Last week's meeting on AI had 110 attendees. The group also had a trip to the Brockville railway tunnel on September 19. On October 8, the group will welcome OPP Staff Sargeant Chris Sturgeon to talk about "Fighting Fraud", and on November 8, will celebrate the 100th anniversary of the RCAF with Richard Mayne. Other upcoming events include a Beaverpond walk, a trip to a cranberry farm in Greely, and author Charlotte Gray as the guest in December.

General Items/Events:

- Health Team Highlights: There has been lots of good cooperation from the community and the city in terms of promoting the Health Fair on October 19.
- Older Adult Plan – Space is still available for the session on Thursday, September 26. A test run took place at the Bradley; people were anxious to talk and share their thoughts. We need everyone's thoughts at this event as well.

Financial Report: Our financial position as of August 31, 2024 was circulated (see attached). In July, it was mentioned that a GIC amount was missing from the various financial statements. This has been added (\$7,096.97). No changes are required to the year-end statements or to the CRA submission, but a record of the amount has been placed in the file.

During the review of the café budget, it became apparent that our financial position on the monthly P/L statements has been overstated since the beginning of the year. Analysis is currently ongoing to find out where the error originated and how it can be fixed. It appeared that some cash amounts had been posted twice. Susan will provide a report once the analysis is complete and the corrections have been made.

Budget submissions for all portfolios and events are due September 30 – the draft budget will be discussed at the October meeting.

Correspondence: None.

Directors Reports:

Communications/PR: The Communications/PR Plan is still being reviewed by the Working Team. Hopefully, the Working Team will have something to present to the Board by the end of November. A proposed budget for 2025 has been sent to the Treasurer.

Newsletter: It was noted that it is unclear from the newsletter where the Center ends and the Council begins when the 2 newsletters are printed together. The banner at the top of our newsletter needs to be more pronounced; we need to make council activities more visibly ours.

Parking Petition: (Circulated prior to the meeting) It is unclear who this petition comes from, the center or the council. The council is advocating on behalf of all seniors who visit the center. Suggested to add at the bottom: “This petition is presented by the Kanata Seniors Council Inc., on behalf of all seniors who visit the Kanata Seniors Center”.

Bi-weekly news flash: It should be explained on our website that this is an advocacy tool to tell people what is happening. Moe will speak to councillors directly to remind them that it can be equally beneficial to both sides – we can help each other. John is sending an update to the Community Voice and councillors for their newsletters. The councillors do not automatically receive the flash, as it goes to our membership. Need for a communications plan!

Technology and Website: Website Statistics: Visitors: August 767, July 592; Page Views: August 1544, July 1081. Top 3 pages (after the home page): calendar, activities, and Cafe.

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.
- **26** events held or planned up to end of September (23 completed, 3 in progress) with **576** participants.
- Access to residence buses has changed since last board meeting. Since these residences will now be classed as a special type of sponsor:
 - We have access to them once per quarter
 - As they are getting some sponsorship benefits, we no longer need to reserve seats for their residents.
 - Currently, we only have Crystal View Lodge under this arrangement, which is a bus that seats 16, although I believe we are looking at adding other residences to this arrangement.
- A big thank you to the board for providing us funds to cover a portion of the school bus cost once the planned residence bus fell through. We had 40 people join us and it was a wild success. We made sure to communicate our thanks to the board for the donation to the participants during the event. Note that this donation was tracked as an expense incurred by the Travel Team, and hence the net loss we are currently tracking against September.

Recently Completed Events:

- International Dining: Mongolian Village
- Experimental Farm visit
- Rideau Carleton Casino & Horse Races

Upcoming Events:

- Mini-golf and lunch at The Marshes
- International Dining: Pakistan
- Kanata Theatre: Lettice and Lovage
- As well as several more events planned for October

2024 Financials & Participants

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	44
August	2	\$195	39
September	4	-\$239	90
October			
November			
December			
TOTAL 2024	26	\$1,339	576

2024 Events

Event	Date	Ticket Cost	Month	Net Profit	Participants
Kanata Theatre: Lettice and Lovage	Sun, Sep 15	\$25	September	80.00	20
Mini-golf and Lunch at the Marshes	Fri, Sep 20	\$5	September	70.00	14
International Dining: Pakistan	Wed, Sep 25	\$5	September	75.00	15
Rideau Carleton Casino & Horse Racing	Thu, Sep 5	\$5	September	(464.10)	41
International Dining: Mongolian Village	Wed, Aug 14	\$5	August	135.00	27
Experimental Farm	Wed, Aug 21	\$5	August	60.00	12
International Dining: Scottish (The Glen)	Wed, Jul 17	\$5	July	170.00	34
Pizza and Trivia at Brookside senior living	Tue, Jul 23	\$10	July	0.00	10
Explore Arnprior (Shopping & Lunch)	Fri, Jun 14	\$35	June	(139.70)	19
International Dining: Vietnamese? (Kanata Noodle House)	Wed, Jun 19	\$5	June	125.00	25
Karaoke Sing-along at The Bradley	Thu, Jun 27	\$0	June	0.00	21
Spring Maple Pancake Breakfast at the Kanata Legion	Tue, May 7	\$15	May	160.00	32
Kanata Theatre: Baskerville: A Sherlock Holmes Mystery	Sun, May 19	\$25	May	40.00	10
Spring Makeover	Wed, Apr 17	\$5	April	145.00	29
Pizza and Trivia at Brookside senior living	Fri, Apr 19	\$10	April	0.00	13
International Dining: Indian (The Magakali)	Wed, Apr 24	\$5	April	125.00	25
CAA Travel	Fri, Apr 26	\$0	April	0.00	32
Seminar: Kanata Art Gallery	Thu, Mar 7	\$0	March	0.00	19
International Dining: Turkish (Turkish Kabob House)	Wed, Mar 20	\$5	March	145.00	29
Kanata Theatre: Brighton Beach Memoirs (and Busters) -- SOLD OUT	Sun, Mar 31	\$25	March	40.00	10
Kanata Theatre: Mauritius (lunch at Busters)	Sun, Feb 11	\$25	February	48.00	12
Lunch and Trivia at Busters	Fri, Feb 16	\$5	February	175.00	35
International Restaurant Series: Thai (My Thai Village) -- SOLD OUT	Wed, Feb 21	\$5	February	100.00	20
Seminar: Beaverbrook Library Services for Seniors	Wed, Jan 17	\$0	January	0.00	22
\$5 Fridays: Kanata Legion: Fish & Chips & Darts	Fri, Jan 26	\$5	January	120.00	24
International Restaurant Series: Italian	Wed, Jan 31	\$5	January	130.00	26

Honours and Awards: No report submitted.

Membership: A special Board meeting was held on September 12 to discuss the various elements of the Draft Membership Plan. The following were the items that the Directors approved:

- Council territory for all portfolios is West Ottawa which includes: Kanata North and South, Stittsville, and Goulbourn.
- John K was tasked with sending out to all Directors a request for them to provide their recommendations/suggestions on the benefits that members would receive for being a member of the Council. This is to be included in the papers for our future discussion at the next special Board meeting.
- A membership fee on an annual basis of \$15.00 was approved.
- A membership card is to be issued for current and new members.
- The minutes of this meeting will reflect the other topics discussed and will be outlined in the minutes of the meeting. Hopefully, this will be sent out to all Directors before September 20. Another special meeting will have to be called to finalize this Plan.

Another committee meeting is set for September 27 to discuss these items. Any additional comments are to be sent to John directly. Although the meeting on September 12 was an official board meeting, it was not advertised as such (see item under Old Business). Under the Council territory, if you list all the neighbourhoods included, you are bound to miss some. It is better to leave it as West Ottawa. More comments on the subject of a membership fee: we don't want to become an exclusive club; need to work on how being a member is beneficial; need more benefits for the \$15, etc.

A proposed budget for 2025 has been sent to the Treasurer.

Volunteers: Council office hours have started up again – 9:00 to 12:30 Monday to Friday. We have volunteers for Tuesday (Kay), Wednesday (Rachel), Thursday (Frank), and Friday (Nancy Lawson – 10:00 to 1:00). Moe has indicated he is available some Mondays or Thursdays to fill in, except for mid-November to mid-February. Liz and Frank are also available to cover Monday's, and John can fill in as needed after returning from vacation.

Health: Most plans are in place for the Health Fair October 19. Clinic registration is almost full. Volunteers will be needed on the day. The team has also scheduled one seminar per month from October to April.

Advocacy and Outreach:

1. The Parking Petition has been developed, with great contribution from Janet. It is ready for discussion, approval and launch (circulated).
2. Request: KSCI to acquire, if not already on hand, a Fillable PDF Software to complement our advocacy endeavors (A motion could be offered).
3. The Bi-monthly Kanata Flash issue 5 is due this Sunday, 15 September.
4. Sandra and Moe are participating in the Volunteer Ottawa Fall Expo at Nepean Sportsplex, 20 September, from 3:00 to 6:00 PM.
5. OCAO Webinar (Zoom): Technology Information and Knowledge Workshop/10 Sep at 10:00AM was cancelled (Presenter non availability).

6. Contribution to Neighborhood Watch is still pending, restructuring of the Ottawa organization seems to be the hold back issue. (Ref: NW Board discussed how the \$1,000 KSCI Donation would best be used but no definitive decision was made).
7. Waiting on further details on the Board's demand to advocate the "OC Para Transpo".

Moe has been made aware of a group that offers free bus transportation for seniors under certain conditions: [New Horizons for Seniors Program - Canada.ca](https://www.newhorizonsforseiors.ca/).

Sponsorship: Agreements have been developed with the following contributors: Kanata Theatre, Crystal View Lodge, and Domino's Pizza. The agreement with Crystal View Lodge includes having access to their 16-seat bus and driver 4 times a year. Estimated value to Council: \$1200. The arrangement with Domino's Pizza is to offer pizza in the Café every Friday and possibly Bingo & Pizza later this year. Also, working with Jeet to provide pizza for the weekly Punjabi meetings. Total estimated value \$4K year for the Café.

Sandra has negotiated with T&L to have one point of contact (Bonnie Oostlander) for requests to sponsor residences. The following sponsorships have been renewed for 2024/2025: Waterford Grand, Freiheit Care, and a new sponsorship with The Court at Barrhaven – value \$2,400 year. Potential new sponsors are Amica Westboro Park and Wellington West.

As there are at least 4 organizations waiting to become sponsors, the board needs to make a decision on how to accept new sponsorships while still giving them the advertising/PR that they want/expect in return.

Fundraising and Grants: No report submitted.

Café: No report submitted.

Advisory Committee: Café and Computer contracts are back from the city's legal department. They are substantially the same content but in a more consistent format. The contracts run from 1 June 2024 to 1 June 2027. The Executive Committee is reviewing them, and the board needs to review them as well (circulated) for confirmation during the September board meeting (see EC report).

Executive Committee Report:

Emergency Request for funding: On August 20, Mike McMahon requested funding from the EC in the amount of \$515 to rent a school bus for the planned T&L trip to the Rideau Carleton Casino on September 5, a popular event. (Transportation previously arranged with Wellington West retirement had fallen through). The cost of the school bus was \$670, minus funds received from participants of \$155 (\$5 each), which leaves \$515. The EC can authorize up to \$1000 of emergency funding on non-capital items – the EC members voted electronically to approve the spending (5 in favour, 0 against, 0 abstained).

John Kern moved that the Board affirm the decision of the Executive Committee, authorizing the spending of \$515 by the T&L Committee for the bus to the Casino. Seconded by Liz Tucker. Carried.

City Contracts for Café and Technology: (As circulated to Board members in advance). These contracts were previously approved in February, but have been reformatted. They run from June 1, 2024 to June 1, 2027. The EC recommends approval of both contracts (it has been confirmed that we have enough/the right kind of insurance in both cases).

Rachel McGregor moved that the Board approve the 2 contracts (for the café and technology) between the Council and the City of Ottawa/KSC. Seconded by Moe Saleh. Carried.

Board member comments on the use of a bookkeeper: The council has been looking into taking on a volunteer bookkeeper (Rachel's sister) who would report directly to the Treasurer (a board member). One member of the board did not approve of this idea, citing the issues of conflict of interest, liability and privacy. The EC reviewed and discussed the comments and do not believe the objections to be valid, so recommends we continue pursuing this option.

- Conflict of interest: there is no direct connection between any signing officer and the proposed bookkeeper; the bookkeeper will be supervised by the Treasurer.
- Liability: as a volunteer, the bookkeeper will be covered by our volunteer insurance, will have a current police records check, and will be supervised by a Board member.
- Privacy: There is no personal information (age, email, addresses, etc.) available with the accounting application. Further, all issues of confidentiality of information, etc. are dealt with in the code of conduct, which the bookkeeper would sign.

Kay Dubie moved that the Board move forward in pursuing taking on a volunteer bookkeeper for the foreseeable future, to be answerable to a director on the Board of Directors. Seconded by Moe Saleh. Carried.

Old Business:

Website Refresh/Update: Hope to have examples/designs for distribution to the Board within the next week or two.

Membership Plan/Form Discussion: It was determined that an incorrect procedure was followed at the board meeting held September 12 to discuss membership. The topic of a membership fee (and a motion to approve one) was not identified in advance as an item to be addressed. Further, at our July meeting, we approved a motion giving board members a minimum of 4 business days before voting on an item. This also did not happen. Since the discussion and decision did not conform to these rules, the decision to implement a \$15 membership fee is nullified, as are any other decisions taken at that meeting. All will be addressed again at the October meeting.

Refresh/Renew/Refocus: A meeting is planned for Wednesday, October 23, from 1:30 to 4:00, at KSC. The meeting is for board members only, and will consist of 2 parts: 1) a Zoom presentation about board structure and effectiveness; 2) a team building event. The first part will be given by Patty Brown, Executive Director of MAS (Management Advisory Service) in Toronto. MAS is a non-profit agency who offers consulting and support services to non-profit groups. They provide their services free of charge, but ask for a donation for those who can afford it. (Volunteer Ottawa offers a similar service, but charges \$1,800).

Greg Richardson moved that the Board donate the sum of \$500 to MAS as a donation for the 1-hour presentation scheduled for October 23. Seconded by John Kern. Carried.

Parking at KSC: (See also Communications/PR report). The idea is to start by petitioning the property owners to analyze the situation and hopefully identify the problem. It was decided to start collecting signatures manually; i.e. have a signup sheet for people to indicate their support. This signup sheet should be made available in the council office during scheduled office hours.

KSC Priorities: Item tabled for a later meeting.

New Business:

Purchase of tote bags: Tote bags should be purchased (with our logo) for the use at trade shows, marketplaces, and other PR-related events. There is a grant requirement to have tote bags at the Health Fair; these have already been purchased. One possible supplier is 4imprint, who can give us a volume discount.

John Kern moved that the Board authorize the spending of up to \$500 for the purchase of tote bags to be used at trade shows and other similar events. Seconded by Moe Saleh. Carried.

Purchase of Mailer lite program: We have added a significant number of new members lately (over 30 since the beginning of September), so we have now passed the “freebie” threshold in relation to doing the blast email for the bi-weekly flash.

Greg Richardson moved that the Board authorize the spending of \$220 per year for the purchase of “Mailer lite”, to facilitate the biweekly mailing of the Flash. Seconded by Moe Saleh. Carried.

KSCI Banner: Tabled for the next meeting.

Para Transpo: Moe inquired whether there was any expectation from him from an advocacy point of view. Para Transpo will be at the Health Fair, and will have a table where they can provide information. They are also part of the Older Adult Plan.

Janet’s retirement: A note that Janet Baigent will be retiring from the City of Ottawa after 30 years – her last working day will be Friday, December 13, 2024.

Next Meeting: Friday, October 18, 2024, 9:00 am, Owen Prince Room, KSC

Adjournment: Meeting was adjourned at about 11:15 am.

Kanata Seniors Council			
Financial Position as of August 31, 2024			
Bank Balance as of January 1st 2024			\$11,692.91
INCOME			
Coffe Shop - Cash		\$11,783.45	
Coffee Shop - Square		\$28,918.21	
Coffee Shop - Other Catering		\$509.75	
Coffee Shop - Other		\$1,016.60	
Computer Training		\$1,135.00	
Sponsorship		\$9,100.00	
LifeStyle Marketplace		\$4,692.50	
Travel & Lifestyle		\$3,700.00	
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		\$75,528.70	\$75,528.70
Expenses			
Admin (office and misc.)		\$1,276.80	
Coffee Shop		\$26,281.16	
Travel & Lifestyle		\$2,314.51	
LifeStyle Marketplace		\$1,855.37	
Directors Insurance		\$838.08	
Membership		\$380.00	
Computer Software & Website		\$434.49	
Garage Sale		\$0.00	
Far West Fun Fest		\$3,713.61	
Volunteer Appreciation		\$1,061.21	
AGM		\$501.92	
Professional fees (Auditor)		\$2,599.00	
Miscellaneous		\$0.00	
Total Expenses		\$41,256.15	\$41,256.15
Net Income August 31, 2024			\$34,272.55
Coffee Shop			
Income		\$42,228.01	
Expenses		\$26,281.16	
Net Income		\$15,946.85	
LifeStyle Marketplace			
Income		\$4,692.50	
Expenses		\$1,855.37	
Net Income		\$2,837.13	
Travel & Lifestyle			
Income		\$3,700.00	
Expenses		\$2,314.51	
Net Income		\$1,385.49	
FWFF			
Income		\$4,405.00	
Expenses		\$3,713.61	
Net Income		\$691.39	
Scotia Bank GIC value June 30, 2024		\$36,312.51	
Royal Bank GIC Future Estimated valued Jun '25		\$7,096.97	