

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on October 18, 2024

Present: Frank Boisvenue, Liz Tucker, Rachel McGregor, Sandra Freeman, Moe Saleh, Jeet Wadehra, Susan Ditmar, Kay Dubie, Doreen McNair, Mike McMahan, Arnold Finkelstein

Regrets: Greg Richardson, John Kern

Associates/Guests: Janet Baigent (City of Ottawa), Peter van Boeschoten (Probus), Cindy Massicotte (Wellings of Stittsville), Céline Ruest (Newsletter editor), Patsy McCarthy (The Bradley), Bill Plouffe (KSCI member)

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 Patsy McCarthy and the Bradley for providing snacks!

Approval of agenda:

Liz Tucker moved that the agenda be approved as circulated; seconded by Susan Ditmar. Carried.

Approval of previous minutes:

Kay Dubie moved that the minutes of September 20, 2024 be approved as circulated; seconded by Doreen McNair. Carried.

Presentations:

Cindy Massicotte (Wellings of Stittsville): Wellings is celebrating their 5-year anniversary! Octoberfest, October 24 will have live music at 2:00 pm. The residence supports St. Philip's school, whereby residents "adopt" members of the school. They have been collecting cans for the food bank during "Souper" October. Wine Pairings continue every second Tuesday; next one is October 29 at 2:00 pm, cost is \$15.

Patsy McCarthy (The Bradley): There are daily activities – follow The Bradley on Facebook to see what is happening. They try to have one big event each month. In October, they partnered with the Kanata Lakes Council, and had 2 doctors visit. On November 22, from 2:00-3:30, there will be an Elvis Luau, with food and drinks.

Janet Baigent (City of Ottawa): The team is busy planning around the roof project, which is hoped to go to tender in January. No rentals can be booked after June 1. The City is working with the Kanata Legion for their Remembrance Day event; this is the first time since COVID that it is being held. This is an indoor event, Thursday November 7 starting at 10:30, with a service at 11:00 and then followed by a hot lunch. Cost is \$20 per person. Tickets for the Christmas lunch are also available.

Peter van Boeschoten (Probus): 110 people attended the session on Fraud Prevention. On November 8, they will celebrate the 100th anniversary of the RCAF with Richard Mayne. Other upcoming events include back-stage tours of the Canadian Tire Centre and the National Arts Centre, and author Charlotte Gray as the guest in December (“How Mothers Make a Difference”).

General Items/Events:

- Travel and Lifestyles Highlights: Three events are planned for November:
 - Kanata Theatre and Lunch (“Dangerous Liaisons”), Sunday November 10
 - International Dining (French – Chez Lionel), Wednesday November 20
 - Together with CAA Travel – Thursday November 21
- Health Team Highlights: Health Fair October 19 (see details under Directors’ Reports). A health seminar is planned for November 29, 9:00-11:00 with Freiheit Home Care. The team hopes to run one event per month up until April.

Financial Report: Our financial position as of September 30, 2024 was circulated (see attached). Susan has completed her analysis of the issue identified last month with respect to the overstatement of revenue. The issue has been corrected and the financial statement attached is correct. Should be no more problems going forward.

The financial statement now shows café income as a single line, rather than splitting it out as tap vs cash. The changed P&L statement, plus the updated draft budget, were circulated the day before the meeting – it was requested that all documents circulated have a date on them, so we know everyone is looking at the right one.

Proposed Budget 2025: A draft budget was circulated. Questions/comments were as follows:

- Advocacy: Since this has been identified as a topic that we want to be more involved with, shouldn’t we be spending more money on it? The only expense identified is for membership in other organizations. The ability to create fillable forms is required – should be coming with the new website design.
- Café Revenue Share is included – if the café has a profit, that profit is shared equally between the City and the Council, to a maximum of \$2,000 paid to the City.
- Communications: need to discuss more once John returns from vacation; e.g. a gala is listed in his submission – with an expense of \$2,500 but no revenue included.
- Donations: unpredictable, so no amount is entered
- Fundraising – no budget was submitted. Bingo could be considered a fundraiser – where is that reported?
- Grants – there should be a line for this, even if the amount is \$0. Questions arose around what our goal should be here; specifically, what does the Council want to do in 2025? What are our goals – should we be attempting a certain amount in grants?
- The budget assumes we will not be charging a membership fee; still under discussion.
- WOCRC – have paid the city in full up to the end of 2024, but we have not donated any money to them. We need to contact Brad Hammond to discuss sending them money for 2024.

Correspondence: None.

Directors Reports:

Communications/PR: The Communications Plan is still being prepared and hopefully will be submitted to the Board at the December meeting.

Technology and Website: Website Statistics: Visitors Sept 857, Aug 767; Page Views Sept 1655, Aug 1544. Top 3 pages (after the home page): calendar, activities, and the Centre.

Computer Training Stats: Revenue YTD 2024 \$1575, YTD 2023 \$1430; Lessons Taught YTD 2024 -185, YTD 2023 - 189.

Travel and Lifestyles: Four events were held in September, all well-attended. Casino night at Rideau Carleton was a great event; thanks to the Council for helping out with the costs. Three events are planned for October; they are almost all sold out. Three events are planned for November (see General Items/Events).

Honours and Awards: Nothing to report.

Membership: A revised Membership Plan has been sent to the Membership Working Group before it will be sent to the Board at a future meeting for review and approval.

Volunteers: Nothing to report at this time.

Health: We are very busy with last minute details for the Health Fair Oct0ber 19. We have 6 very interesting sessions, and 3 clinics with all appointment slots full. We have 9 manned display booths and 3 unmanned ones. We have several volunteers lined up to work with us at the event. Thanks to Janet Baigent and her staff for helping us get this organized. My thanks to a terrific health team who contributed so much time and energy into this project.

Older Adult Plan Consultation: On September 26, in cooperation with the City of Ottawa, we held a consultation event at the Kanata Seniors Centre. Approximately 50 seniors attended. This included 12 members of the local Asian organization. Their leader translated our questions into their languages and they were able to contribute to the sessions. Each participant chose a subject table to discuss. They were also given an opportunity for a second choice half way through. The results were lots of good discussion. Staff members from the city recorded the discussions and they will become part of the total city analysis. A very successful day. We also did a mini session with seniors at the Bradley (15 people) following the same procedure and the summary was included in the city's analysis.

Advocacy and Outreach:

1. The Parking Petition was launched the week of 29 Sept., it was publicized in the Blast. There were very few signatures obtained before Monday October 7, when, through sharing the T/L Desk, a dozen more were obtained. Refer to "PARKING PETITION - INTERIM CONCLUSION" below.

2. The Bi-monthly Kanata Flash issue 7 was published on October 13. Some issues are evident:
 - There is no publicity on our communication tools available to KSCI, (Webpage, Newsletter) for the Blast and its purpose (Advocacy and Happenings to help Seniors get to the outdoors). It has now been added to our website.
 - The current publishing tool (from Word to Web) messes much of the formatting (however simple it is). This has been corrected.
 - An Assessment of the Blast should be carried out soon to determine the Pros and Cons and how we should proceed. Suggestion prior to the November Board Meeting.

3. VO Fall Expo at Nepean Sportsplex, 20 Sept from 3:00 to 6:00 PM:
 - Distributed 61 KSCI Pamphlets, 29 Membership Applications and 19 Volunteer Applications
 - 11 completed Volunteer Forms and 7 Membership applications
 - It was a busy show from start to finish, with around 700 visitors and 100 exhibitors that staffed 44 tables (VO had 2 tables).
 - Sandra and I were engaged with visitors almost all the time
 - A Banner would have made us more visible from a distance and might have attracted more guests (we invited guests to talk to us rather than receiving the interested ones).

PARKING PETITION - INTERIM CONCLUSION

Sharing the T/L Desk: it will be extremely difficult, if not impossible, to get sufficient signatures that warrant proceeding with the Petition under the Centre's communication requirements.

A dozen signatures were obtained on Monday, October 7, one of the three most busy days, after a rather borderline approach to attract members. Many members declined signing since they are either driven to and from the Centre or don't appreciate taking "Green" space for parking. Sharing the T/L Desk, in my opinion, is not acceptable. The members should not be put on the spot after purchasing an event.

I assume that a total of over 400 signatures should be secured since the Centre's membership is around 1,200.

Generally, including a simple Fillable Form that will be emailed to all our members with some blitzing in the Blast and the Newsletter should make it easier to obtain members' signatures. Many of those I talked to heard of the Parking Petition from the emails (Blast or Newsletter). An electronic Fillable Form, needless to say, is essential to the tasks of Advocacy.

Discussion: The use of fillable forms should be coming with the new website design. Peter suggested that since the petition process is not working, and we already represent our members, we should identify the problem, document it, and send it as a letter of concern to the City. There are less than 100 spots for us, the library, hockey players and tennis players combined, so an increased numbers of spots would benefit a large number of users. KSCI is a recognized community association, and well situated with the City of Ottawa, so the board should send a

letter of concern directly to the city on behalf of our membership. Lack of parking affects participation, as people turn around and go home if they can't find somewhere to park.

Sponsorship: Robertson House have elected not to renew their sponsorship. They have been replaced with My Place Home Care, a new platinum sponsor. They focus on people with dementia or in respite care. Sandra reviewed the benefits of sponsorship; they are eligible for a piece in the bi-weekly flash. Crystal View Lodge is a contributor (providing in-kind services) – they allow us to use their bus and driver up to 4 times per year.

Fundraising and Grants: No report submitted. There was discussion around whether we should be applying for a grant for buses next year. What should be our objective for 2025 – we should perhaps focus on a goal of a certain number of grant applications submitted, rather than the receipt of a specific amount of money.

Café: Our cafe is doing well financially; great meals are being served by our amazing team of volunteers. Summer was a bit challenging with vacations, etc, but we are now back to a normal staff schedule.

We requested that all cupboards be locked except for the cupboard with dishes and cutlery which is utilized by the Diners Club. Keys are not to be handed out to anyone but the kitchen staff. This avoids the problem of disappearing items!

We are handling a number of special events whereby we have to prepare food in advance and freezing same. This creates a problem in that our freezer is not adequate to store all the foods prepared in advance. I have discussed this matter with Greg, did some shopping for an upright freezer which would fit at the end of the existing large refrigerator in the back of the kitchen. The cost of the upright freezer from Leon's is \$498.00. I would appreciate approval of the Board to purchase this refrigerator. (See New Business)

Our next special lunch is on October 16th, we are not hosting a special lunch in November as there are many activities happening. Our next lunch will be the Christmas lunch on December 19th.

It was again requested the Café open on Wednesday mornings from 9:00-11:00 on Diner's Club Days, as there are a number of activities on Wednesday mornings (Discussion group, fitness classes, etc.). It is felt that coffee and muffins should be available on Diner's Club mornings. The Café director and manager have reviewed this situation before, and determined that it is not worthwhile having a volunteer for 2 hours to make between \$5 and \$10. The response to this is that we should not be concerned about the amount of money made, we should be providing the service.

Advisory Committee: The City Agreements are now fully executed by both KSCI and the City of Ottawa, and are valid until the end of 2027. Copies are on the board website. Many thanks to Janet for her assistance.

Executive Committee Report: All items have been discussed elsewhere or are deferred until the next meeting.

Old Business:

The following items are deferred to the November meeting due to the absence of key personnel:

- Website refresh/update
- Membership plan/membership fees
- KSC priorities
- Bookkeeper/Treasurer status

Refresh/Renew/Refocus: event planned for Wednesday, October 23, 1:30 pm. Agenda was circulated to the Board earlier this week. At this meeting, 6 people identified that they would not be at the October 23 meeting. Questions arose around when we would discuss strategy and goals for 2025.

New Business:

Purchase of freezer for the café: As noted in the Café Director's report, the café is handling a number of special events whereby food is prepared in advance and frozen, so more freezer space is required. Facility management needs to investigate to make sure the kitchen can handle the increased wattage.

Doreen McNair moved that the Board authorize the spending of up to \$600 for the purchase of an upright freezer, pending the approval by the City of Ottawa and the Facility Supervisor. Seconded by Mike McMahon. Carried (100%).

The following items from the agenda were deferred to the November meeting: logo; emails and attachments; and biweekly email flash. These were submitted by David, who was not at the meeting.

Monthly Social Meeting: At a previous meeting, Moe suggested that the board get together once a month for a strictly social event, with no business. We could arrange for speakers, have a meal, play a game, or whatever we decide. This would be an opportunity for board members to get to know each other better. All thought it was a good idea, and that the event should be held off-site. Moe and others will meet to plan something to take place before we break for Christmas.

Next Meeting: Friday, November 15, 2024, 9:00 am, Owen Prince Room, KSC

Adjournment: Meeting was adjourned at about 11:00 am.

Kanata Seniors Council			
Financial Position as of September 30, 2024			
Bank Balance as of January 1st 2024			\$11,692.91
INCOME			
Coffe Shop		\$38,055.12	
Computer Training		\$1,315.00	
Sponsorship		\$10,900.00	
LifeStyle Marketplace		\$4,692.50	
Travel & Lifestyle		\$4,610.00	
Donations including Canada Help		\$6,899.28	
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		\$74,345.81	\$74,345.81
Expenses			
Admin (office and misc.)		\$1,374.30	
Coffee Shop		\$30,427.49	
Travel & Lifestyle		\$2,871.27	
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	
Sponsorship Expense		\$24.00	
AGM		\$501.92	
Professional fees (Auditor)		\$2,599.00	
Miscellaneous		\$0.00	
Total Expenses		\$46,080.74	\$46,080.74
Net Income September 30, 2024			\$28,265.07
Corrections from Jan to Aug 2024 for over/under posting			
	Gross Revenue over stated by \$9,711.14		
	Expenses under stated by \$477.18		
	Net Revenue was over stated by \$10,188.32		
Coffee Shop			
Income		\$38,055.12	
Expenses		\$30,427.49	
Net Income		\$7,627.63	
LifeStyle Marketplace			
Income		\$4,692.50	
Expenses		\$1,855.37	
Net Income		\$2,837.13	
Travel & Lifestyle			
Income		\$4,610.00	
Expenses		\$2,871.27	
Net Income		\$1,738.73	
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	