

IPTRA 2023 Annual General Meeting

Sunday, October 15, 2023
Social Hour and Memberships sold 2:00

Meeting starting at 3:30

1. Approval of agenda
2. Appointment of meeting recording secretary
3. Appointment of a member to read the slate of candidates
4. Approval of the minutes of the 2020-01 AGM
5. Report from the Chair – Kathryn Holman
6. Membership update – Ed Ellis
7. Financial Report & Budget – Acting Treasurer Betty Rogers
 - Approval of the financial reports
 - Discussion around the budget
8. Events report – Linda Danford, Social Director
9. Communications report –
10. Election of board
 - Description of board positions and those who have agreed to fill them
 - Additional (self) nominations from the floor
 - Elections
11. Discussion of Upcoming Events
12. Discussion of members' vision for the year ahead including what to spend up to \$500 on. (*We had been saving money to set up a social room but that isn't needed.*)
13. Adjournment (hopefully an hour after beginning, realistically at 5 p.m.!))

Island Park Drive Residents Association
Annual General Meeting
Minutes

Date: Sunday, February 12, 2023

Time: 3:30

Meeting Location: Social Room, 195 Clearview Avenue

Meeting Attendees: 49 members and residents from buildings 195, 185, and 200

1. **The Annual General Meeting** of the IPTRA was called to order at 3:35 by chairperson Kathryn Holman.
2. **Secretary:** Marilyn (Marnie) Campbell offered to be secretary for the meeting.
3. **Appointment of a Member to Read the Slate of Candidates:** Janet Conn offered to read the slate of candidates standing for offices on the board for the upcoming year.
4. **Minutes for the AGM January 22, 2020:** Only a few members present at this meeting were also present at the last AGM. The minutes were approved as presented.
5. **Report from the Chair:** Kathryn highlighted several items from the 2019 AGM minutes
 - a. The History Project led by Jill Morningstar has been completed and 25 booklets have arrived. People involved in the production will receive copies. After that, 9 copies remained and were available for sale at \$10.00 per copy. All were sold during the meeting, and a list of people interested in buying copies was started. Copies need to be printed in lots of 25, so if the requests reach that number, new booklets will be printed.
 - b. The Facebook page had some difficulties in the past. These were addressed as much as was possible, and the more recent entries are often good and useful information. The Facebook page was the glue holding out group together during the pandemic. It remains a useful way to connect.
 - c. Composting will be moving ahead.
 - d. The Senior's Group has not had any action.
 - e. The ski trail access has been done.
 - f. Parking has changed.
 - g. the next AGM will be changed back to October, so this term is a shortened one.

From her 2022 Written Report circulated to the residents before the meeting Kathryn highlighted:

- h. Use of the social room is still being worked on.
 - i. Getting access for people from 200 needs to be sorted out.
 - ii. The external door has a dangerous threshold and would not be safe to use.
 - iii. The furniture is in for the library area – 4 chairs and a table near the fireplace. The books will eventually be coming in here.
 - iv. There are two small round tables with chairs.
 - v. There is a single washroom down the hall.
 - vi. The room can be rented for family events.
 - vii. The room has still not been turned over to residents' use.
 - viii. When it is turned over, it will not be available 24/7. There will be hours when it is available.
 - ix. The lock on the door has been changed, and at this time access must be arranged through the staff.
- i. Kathryn commented on all the help that was offered particularly by young people in the building during the pandemic. It demonstrated how much of a community IPT can be.
- j. Kathryn has met with Homestead to discuss the relationship between the owners and our group. At present, Homestead contributes decorations and candies to special holidays, and IPTRA contributes the effort. The Homestead owners have a set schedule for events that does not always fit well with the residents' schedule.
- k. We had a wonderful Christmas party in the new social room.
- l. Shaily Allison will be helping with the Facebook group going forward.
- m. Kathryn has been asked to be a representative from IPTRA to the Westboro Beach Community Association as they discuss the new development at 210. (Westboro Beach goes from the river to Scott and from Island Park Drive to Westboro Beach)
- n. Kathryn concluded by thanking all the board members for their work and many residents not on the board who helped build our community to make it safer and supportive for everyone living here.
- o. The members in attendance thanked Kathryn for all her work in helping keep the organization going during a difficult time and transition.

6. **Membership:** Ed Ellis reported that as on Feb 6, there were 295 members with 50+ having paid. At this meeting, many more people were paying, but a tally has not yet been made. More than half the units are members. Ed broke down the numbers by building.
- a. People are asked to talk with their neighbours and encourage them to join. We would like everyone to be members.
 - b. IPTRA has members and paid members. The only difference is that paid members are the only ones that can vote at the AGM.
 - c. The advantage to paying for a membership is that the money can be used for putting on events (buying some of the food) and making some careful purchases like the folding chairs we are using for the meeting. In the future, the association can buy some card tables if Homestead does not supply them. Donations of tables can also be made.
 - d. **Reminder:** The IPTRA is NOT an advocacy group; it is a social group.

Membership (continued): After discussion about the nature of membership, a motion was made.

- e. The **Motion** reads that membership be defined as anyone who has supplied their email, name, and apartment number. (Moved by Jen York, Seconded by Carol, carried).
7. **Financial Report & Budget:** acting treasurer Betty Rogers presented three years of financial reports (see attached) because meetings were not held during the pandemic. Then she presented the budget for 2023. Discussion followed:
- i. Clarification of members and paying members
 - ii. Costs for the website which in the past were carried personally by Kathryn and Ken will be moved to the IPTRA because the membership money can cover the expense which will be approximately \$240.00.
 - iii. Shaily Allison will be taking over the website and redesigning it.
 - iv. There are also printing costs for materials distributed to the membership as well as the History Project.
 - v. **Motion:** to accept the rough budget (Moved by Joe Pinto, seconded by Bernetta Starkey, carried)
8. **Communications report:** Shaily Allison, a digital communications specialist, will take over the management of the website going forward. She will be donating her time to build a new website with a new provider. On the new website, she is hoping to have members be able to register and pay membership online. This system can accommodate people who would like to register but whose schedules do not permit them to attend meetings. This system may encourage more people to join. Having an electronic record rather than handling cash will be an advantage. She is hoping to launch the

new website in March or April. The link to the present website will be maintained for the new website – OPTRA.org

9. **Election of the New Board:** The outgoing board members were thanked. There was a question about the size of the board. Kathryn responded that there are 11-12 members, and that there could be more than one member at large for each building. Janet called the roster for the new board in the following order:
 - a. **Members at Large:**
 - i. Ronald Lemieux (185) assisting with membership
 - ii. Ken Holman (195) assisting with communications
 - iii. Sandra Currie (200)
 - b. **Building Reps:**
 - i. 185 Nancy Hamnes
 - ii. 195 Janice Pereira, Jen York
 - iii. 200 looking for a rep
 - c. **Social Director:** Lynda Danford (185)
 - d. **Communications:** Shaily Allison (200)
 - e. **Secretary:** Marilyn (Marnie) Campbell (195)
 - f. **Treasurer:** Betty Rogers (200)
 - g. **Membership Secretary:** Ed Ellis (185)
 - h. **President:** Kathryn Holman (195)

A **Motion** was brought naming Betty Rogers as Treasurer and signing authority for IPTRA. (Moved by Kathryn, seconded by Jen York, all in favour – passed)

10. **IPT History Project:** This project was envisioned for 2018; however, there were several delays as well as COVID. It is finally ready (see notes in #5 above) Digital copies of the report can be downloaded from the website.
11. **Members' Vision for the Year Ahead:** A suggestion signup sheet was placed at the door and members also brainstormed ideas for using the social room and the outside areas. The following are some of the ideas raised: Bridge, Scrabble, Euchre, Canasta, Garage Sale, Sharing Shelves, Common Gardening, Communal Puzzles, Food Trucks, Tours to NAC or museums, Group Socials, Casinos. A question was raised about requiring board insurance for trips. We are covered under residential for on-site activities. Information was provided about composting (required by the city) and Commune Auto (in our outdoor parking lot).
12. **Adjournment:** Laura Evans moved the meeting be adjourned at 4:55 before Daniel Stringer began his discussion on 210 Clearview.

Organizing a tenants' response to 210 Clearview
Dan Stringer's presentation February 12, 2023
(notes taken by Kathryn Holman)

Dan began with a bit of background.

The Landlord Tenant Act is set up to create an adversarial relationship between tenants and landlords. This creates the situation where it is up to the tenants to report landlords who do not follow the rules set out in the LTA.

As a result, most rental communities have a Tenants' Association that does advocacy for the tenants. Island Park Towers is unusual because it has two groups that serve tenants, one that is for social purposes only (the IPT **Residents'** Association) and the IPT **Tenants'** Association (IPTTA) which Dan formed as a network of interested residents.

The IPTTA does not meet regularly but comes together when there is a need. Dan likened it to a Warrior class, if there is no threat, they don't meet, if there is a threat, they rise up.

They have taken the previous landlord to the Landlord Tenant Board over Above Guideline Increases several times challenging expenses and negotiating a partial reduction in the rent increase for all tenants affected by the AGI.

Over the years, Dan had assessed that IPT Inc was making changes in preparation to sell the buildings and it turns out in this instance he was right.

Up until now, all IPTTA dealings were taking the landlord to the Landlord Tenant Board.

In the case of 210 Clearview, it is different, the IPPTA will be 'fighting' city hall and the zoning that allows a fourth tower.

Dan is not convinced that a 4th tower is a done deal. The IPTTA will fight tooth and nail against the project, starting with the premise that even one floor is too high, there should not be another building in the complex.

He feels the land is at maximum capacity now. "Look at the amount of development happening in Westboro and more projects waiting to start. Someone has to take a stand."

He points out this is just the beginning of the process, and this is the time to research different arguments to us against any development. He is looking for people to help with that research.

He invites anyone to join the network.

There was a question Dan's comment that the IPTTA represents/benefits all IPT residents. When going to the LTB to protest an AGI, the decision usually is applied to all residents. As part of the IPPTA process, Dan and his group get proxies from residents, allowing Dan to speak on their behalf. Other residents

attend in person and all present vote to accept or reject a negotiated settlement except in very rare cases where a tenant negotiates a separate agreement due to specific circumstance. The settlement then usually applies to all those affected by the AGI, not just those present or represented by proxy.

With 210 Clearview, it will be different and there are tenants unaffected/indifferent to the proposed new building or those in support of it.

The IPPTA will go door to door, talking to each tenant to identify support and when speaking on behalf of tenants, the IPTTA will have proxies residents will sign so that the IPTTA will be able to show how many residents they represent.

When asked how much time there is for organizing, in Dan's opinion there is at least a month or two to organize but there is not a year to do so.

He closed, reminding people of his email TheString@rogers.com and that they can contact him if they want to volunteer to be part of the objection to the 4th tower.

IPTRA 2023 President's Report **"Time Flies When You're Having Fun!"**

It seems like just a few months ago I was writing my contribution for the annual report... oh, wait, it was!

As we transition back to autumn IPTRA AGMs, it has been just 8 months since our last 'annual' general meeting. That one covered 36 months. This one covers a much shorter period but a very busy one.

The social room finally opened after our last AGM and the residents of IPT have embraced it fully. It is in steady use; for organized IPTRA activities, for just dropping by to check out the library or meet casually with others, and as a private rental space for private gatherings. As well, Homestead uses it for staff meetings and training.

Much to my surprise, the social room acts as a catalyst, making activities happen almost spontaneously.

Some are a bit more complicated (like our upcoming crafters show), some are elegant in their simplicity (like the Brown Bag Lunch where people bring their lunches to eat together once a month.)

So many things are happening that we set up a google calendar for the IPTRA events, to help communicate to residents and also to assist in planning.

People often thank me for organizing activities but in fact I'm usually just attending; it is others (both board members and residents with a passion for one thing but not meetings!) who have come forward with ideas and implemented them.

Our Social Director Linda Danford has been busy getting her ideas up and running. The monthly Bring Your Own BBQ dinners were a good start and as BBQ season ends, a monthly pub night begins where residents meet at a local pub (next one is Thursday, October 19!) Marnie, our secretary started the brown bag lunches. Residents asked for (and are still asking for) a bridge group but when we set a date it was the Euchre players, spearheaded by Janet, who spoke up and now Euchre Tuesdays are a weekly gathering. Bernetta and Bill brought the Barnyard races to IPT's patio and due to popular demand, they will continue indoors over the winter.

Fabric and sewing supply stashes and then craft supplies were exchanged, spearheaded by Magda and then Susan. A general stuff exchange was started in the social room and that's something we hope to make monthly and alternate between 195 and the lobby of 200.

Island Park Towers has been classified by StatsCan as a NORC (Naturally Occurring Retirement Community) and Ed connected me with the Council on Aging, Ottawa who came and presented an Emergency Planning Seminar for seniors.

As we wait, impatiently, for 200 to get a common room (in theory it is to get a reading room), a resident suggested we move the existing library shelf from the hall outside the mail room into the lobby at 200 in the hopes that people would sit and read or socialize a bit more. Permission was asked for and received (under the guise of moving it out of the way of the alarm work being done) and the next thing I knew it was in its new home, thanks to Sue. (By the way, we are looking for a larger bookcase if anyone has one.)

As they have for many years now, Nancy, with Sue and Lucie continue to maintain the library now located in the social room.

Folding tables and chairs for the social room have now been supplied by Homestead, although a number of IPTRA chairs remain in the storage cupboard in this room because turnout at our events has increased dramatically since the days events were held in the lobbies.

The IPTRA Facebook group continues to be a going concern and the source of information. While IPTRA does not do advocacy on behalf of tenants, the Facebook group helps connect people with the Daniel Stringer's Tenants Association which comes together when there is a need, such as the construction of the fourth tower in the parking lot of 200 and the above-guideline rent increases.

Not everything has gone smoothly over the last 8 months, workflows need to be improved with regards to connecting people with similar interests and with communications/promotion of events. If either of these things is a skill you have, please consider joining the board. We also need a representative from 200 to help with signs, introducing new tenants with this group, and helping identify activities we can hold there to make participation easier for those tenants.

In the meantime, although imperfect, we continue to work toward strengthen community ties within IPT. There are days when the caring and response to needs I observe happening between residents is heartening and rewarding. Individually and as a group, we live out the IPTRA mission of *Building Friendships within the IPT Community*.

Island Park Towers Residents' Association

Membership report as of October 9, 2023

Total membership increased from 295 in February 2023 to 326 as of October 9, 2023, almost all due to joining Facebook.

All 3 buildings: 326 members or 51% of 642 units

185 Clearview: 58 members or 66% of units

195 Clearview: 166 members or 51% of units

200 Clearview: 102 members or 45% of units

84 of 326 members or 26% have paid up dues.

I encourage all residents, especially in 200 Clearview, to recommend membership to their neighbours. I also encourage members to consider renewing their \$10 per apartment dues for another year or to pay for the first time. Dues are voluntary, but the more revenue we have, the more activities can be funded.

Ed Ellis

Membership secretary

Island Park Towers Residents' Association

2023 Revenues and Expenditures (9 months) and 2023/24 Budget

	Budget Jan 2023 to Sept 2023 (9 Months)	Actual Jan 2023 to Sept 2023 (9 Months)	Budget Oct 2023 to Sept 2024 (12 Months)
Revenue			
Memberships fees	\$620	\$840	\$800
Sale of IPT History	\$90	\$240	\$0
Total Revenue	\$710	\$1,080	\$800
Expenses			
Bank Charges	\$18	\$18	\$24
Website	\$200	\$17	\$200
Printing			
Print calendar	\$0	\$0	\$100
Print signs, posters, newsletters, etc	\$130	\$106	\$200
Total Printing	\$130	\$106	\$300
Social Events	\$300	\$109	\$300
Supplies	\$0	\$61	\$100
Miscellaneous			
Print IPT History	\$158	\$401	
Card, magazine for Rachel	\$0	\$28	
Other			\$100
Total Miscellaneous	\$158	\$429	\$100
Total Expenses	\$806	\$739	\$1024
Revenues less expenditures	-\$96	\$341	-\$224
Reconciliation			
Opening Assets (Jan 1 ,2023)		\$1,086	
Closing Assets (Sept 30, 2023)		\$1,426	
Difference		\$341	

**Candidates for the
2023/24 IPTRA Board**

(Not including additional nominations added at the meeting)

President: Kathryn Holman (195)

Membership Secretary: Ed Ellis (185)

Treasurer: Betty Rogers (200)

Secretary: Marnie Campbell (195)

Online Presence: Shaily Allison (200)

Communications:

Social Director: Linda Danford (185)

Building reps:

- 185 Nancy Hamnes
- 195 Janice Pereira
- 200

Members at Large:

- Ronald Lemieux (185) assisting with membership
- Ken Holman (195) assisting with online presence

IPTRA Board Position Descriptions

Building rep:

- Be the visible IPTRA rep for the building
- When a new member expresses interest through the website or phone, the building rep will be told and will extend a welcome directly
- Put up signs for events, deliver newsletters to those without email
- Participate in events for their building (for example, handing out treats at Halloween, meet & greets)
- Be friendly and welcoming to newcomers when you come across them in the building and inform them about the IPTRA
- Attend Executive meetings and offer suggestions, be a sounding board
- Estimated time required, about 1 – 2 hours a month, plus meetings and events

Board Member at Large:

- Attend Executive meetings and offer suggestions, be a sounding board
- Participate in events
- Help out as fits with one's skillset
- Estimated time required, negligible except for meetings and events

Social Director:

- Plan and run the events with the support of all the Executive
- Write up blurbs describing events for the newsletter
- Estimated time required: Depending on the person's efficiency and complexity of the event, 1 – 5 hours per event plus meetings

Communications:

- Gather submissions for the newsletter and pull it together
- Print paper copies for those without email and get those to the building reps for delivery
- Email the newsletter out to the members
- Make up event posters and give them to building reps to put up
- Forward posters to Online Presence Rep for inclusion on website and Facebook group
- Keep an eye on the Facebook group
- Estimated time required: Unknown, best guess 5 hours each month

Online Presence Rep:

- Maintain website
- Help moderate the Facebook Group

- Help the membership coordinator and the treasurer in maintaining the membership database (currently moving to Airtable) and work on integrating electronic membership applications and renewals.

Treasurer:

- Receive the money and copy of the receipts from the membership secretary
- Be a signing authority on the bank account
- Pay the expenses
- Keep the books
- Provide guidance on the budget
- Produce financial reports for the executive throughout the year and for the AGM
- Estimated time required: Less than an hour a month plus meetings and events

Secretary:

- Attend board meetings and take minutes
- Email out the minutes after the meetings
- Check the mail box on a regular basis (bi-weekly?) and distribute the contents appropriately

Membership Coordinator:

- Maintain the membership list
- Be a signing authority on the bank account
- Produce a membership report for the annual meeting
- Send a reminder email those whose memberships are coming up for renewal

President:

- Convene and lead board meetings and the AGM
- Communicate regularly with the members, advising of upcoming activities and local issues that may interest or impact residents
- Communicate regularly with the landlord and work with the landlord in ways that help create a sense of community at IPT
- Be present at IPTRA events
- Represent the IPT community on the board of the Westboro Beach Association
- Respond to the local councilor when asked for opinions on city issues affecting residents and connect residents to the councilor or councilor's staff when applicable
- Be visible within the community, getting to know people, connecting residents and their interests, gathering feedback on concerns and suggestions