

**IPTRA 2024 Annual General Meeting
MINUTES**

Sunday, November 24, 2024
Social Hour and Memberships sold 2:00
Meeting starting at 3:15

Meeting Location: Social Room, 195 Clearview Avenue

Meeting Attendees: 45 members and residents from buildings 195, 185, and 200

1. **Approval of agenda: The agenda was approved**
2. **Appointment of meeting recording secretary: Marnie Campbell**
3. **Appointment of a member to read the slate of candidates: Janet Conn**
4. **Approval of the [minutes of the 2023-10 AGM](#)**
 - Moved: Marnie Campbell Seconded: Ron Lemieux All agreed
5. **Report from the Chair: Kathryn Holman ([See attached report](#))**
6. **Membership update: Ed Ellis ([See attached report](#))**
 - Ed asked us all to check if our neighbors are members and suggest they join. The newsletter comes out via email except for 12 people who get a paper version. Membership is \$10.00 per year. 185 is winning the membership contest.
7. **Financial Report & Budget: Treasurer Betty Rogers ([See attached report](#))**
 - The financial report was approved.
 - Discussion around the budget – Mohammed asked about what the money is being spent on. Kathryn answered that most of it is spent on communication. The cost of printing is expensive. Question: Who pays for fitness services? The Ottawa West Senior Services sends Emily who is also an RN, and she focuses on flexibility, balance, and whatever parts of the body attendees need to work on. She also runs free online classes Tuesdays and Fridays.
8. **Events Report: Linda Danford, Social Director**
 - There are many activities taking place regularly. Mondays - Mindful meditation and knitting; Tuesdays and Fridays – cards and games; Wednesdays – Brown Bag Lunch (first Wednesday of the month); Pub Night at Churchills (every third week); Comedy Show; Singalongs; Christmas Party; Barnyard races; Stuff exchange. Posters created by Bernetta and schedules created by Ron are posted in the mail rooms of each building.

- Communications – The Facebook group helps us identify deliveries, neighbourly concerns, local information, some complaints. It has become a way to get information out about things that are happening around the buildings and in the area. Since delivery folk no longer knock when they deliver, Bill knocks on the door to let occupants know that there is a package outside their door. Shailly says there is an uptick in conversations in the Facebook group and that is good. Members must apply and be accepted into the group.

9. Direction from members surrounding advocacy

- The IPTRA currently does not do advocacy, and this is not something that interests the current board members.
- On the other hand, many residents assume IPTRA is a tenants' association, whereas we see ourselves as a social organization.
- Advocacy Role - Is there someone who would like to join the IPTRA board with a focus on advocacy? Is there interest from the members for the current status quo changing? Response: There was no one who wants to volunteer to set up this role.
- Discussion: How do you get a group together about an issue? The Facebook group is one place to get single issues addressed. (ex. the 81 bus, visitor parking etc.) Christine feels it is confusing right now. John explained that the newly formed Green group would fall under Health rather than Advocacy. Carl asked for clarity about who can vote. Response: Kathryn explained that all residents of the three towers are automatically members, but only those who have paid can be voting members.
- Discussion: Should we have a Senior Support Services Organizer? Senior Associations contact us from time to time. In the past they have provided workshops such as Fraud, Fire Safety, Exercise, etc. The Council on Aging is contacting Naturally Occurring Retirement Communities (NORC), of which we are one. There is also Oasis run by Queens about aging in place, but it is for locations that have a higher percentage of seniors.
- Is anyone aware of a speaker knowing about available support services for seniors? Lynda and Sammy will get together to see if Sammy has contacts for this.

10. Election of board

- [Description of board positions](#) and those who have agreed to fill them ([provided in the attachment](#))
- Additional (self) nominations from the floor. Leona and Bernetta both volunteered for new roles on the committee.
- Elections
 - Co-President: Kathryn Holman (195) AND Bernetta
 - Membership Secretary: Ed Ellis (185)
 - Treasurer: Betty Rogers (200)
 - Secretary: Marnie Campbell (195)
 - Online Presence: Shaily Allison (200)
 - Communications: Bernetta

- Sign design and printing – Bernetta
- Newsletter writing and distribution – Leona Gray
- Social Director: Linda Danford (185)
- Director of Advocacy (no volunteer)
- Senior Support Services Co-ordinator (no volunteer)
- Building reps:
 - 185 Nancy Hamnes
 - 195 Janice Pereira,
 - 200 Larry Cunningham
- Members at Large: (no volunteers)
- Everyone was in favour of the board members named above.

11. Discussion around special issues raised by the members

- Use Facebook to get help for a special projects and issues.
- We should make a list of names of people who the building reps can call to help for special projects such as decorating the Christmas tree or handing out Halloween candy.
- Sammy presented several projects that she participates in to reuse common articles around our homes:
 - She has an acquaintance who collects suitcases for an Inuit organization. After someone from a northern community has been here for medical or other purposes, they fill the suitcases with needed supplies to take back north to their communities. The suitcases need to have functional wheels and a working handle since the contents might be quite heavy.
 - She noticed there is a lot of wasted pill bottles. She saves them and puts a dime in the bottom for Doctors without Borders. She also saves bottle caps for art projects and egg cartons for organic farmers.
 - Contact Sammy through Facebook if you have donations.
- New Tenants are not aware that there is an exercise room. It is very hard to get in if you have a walker. Could Homestead add a few seconds to the “unlocked” time so that people can get back to the handicapped button and then return to the door? Kathryn said to talk to Rachelle.
- Question: The pedestrian door going into the garage is so heavy that it makes the garage inaccessible for some people. How do we deal with that? Discussion: This is an advocacy issue. There has been information shared in the past that there will be handicap doors installed. The installation has been postponed due to costs. Who should we contact? Possibly the city regarding bylaws.

12. Adjourned 4:40

**Island Park Drive Residents Association
2023 Annual General Meeting Minutes**

Date: Sunday, October 15, 2023

Time: 3:30

Meeting Location: Social Room, 195 Clearview Avenue

Meeting Attendees: 29 members and residents from buildings 195, 185, and 200

1. Approval of the Agenda - #4 was amended to correct the date
2. Appointment of recording secretary – Marnie Campbell
3. Appointment of a member to read the slate of candidates - Kathy Knorr-Maille
4. Approval of the minutes of the 2023-02 AGM: All were in favour
5. Report from the Chair – Kathryn Holman – see attached report
Additional Information:
 - There is a link to the meeting package on IPTRA.org.
 - If you did not get a package, let Ed know and whether you want it electronically or paper.
 - We will have a new glass front bulletin board for notices. Communication from the building staff is not always forthcoming.
 - Bookings for the social room are not posted. It would help our planning if they were.
6. Membership update – Ed Ellis – See the attached report. Membership increased almost all due to Facebook. 51% of units are members. The more people we have the stronger we are.
7. Financial Report & Budget –Treasurer, Betty Rogers – see the attached report.
 - Approval of the financial reports – All were in favour
 - Discussion around the budget – Ice cream is a popular treat at meetings and other get-togethers, so we would plan on spending money for that in the future. If it ends up costing more than in the past, the extra will come out of the assets. A question was asked if there was a line below which we will not go? Yes. Betty has a line. We have \$500.00 for these expenses
8. Events report – Linda Danford, Social Director –
 - BBQ nights will be brought inside for winter.
 - Pub nights happen every 3 weeks at Churchill’s at 4:30. The location and time works for people who want to walk there rather than drive.
 - Barnyard Races have been popular and will happen again.
 - There is a plan to set up evening meetings under the general heading, “Get to know me better.” People from our buildings will talk about what they have done.
 - Some people are interested in holding a pot luck.
 - Larry will be a contact person organizing Bridge.
 - The Brown Bag lunches continue on the first Wednesday of each month for people to bring their lunch and drop in and visit for an hour or so.
 - Euchre meets every Tuesday from 2:00 – 4:00.
9. Communications report –

- Shailly's obligations means she cannot help with the new website. Ken reports he is still helping but looking for a new volunteer to run the new website. If anyone knows a resident, please let Ken know. This is our weakest link(Kate).
- Facebook has helped connect people with current issues like AC, fires. In the past, there were some issues with people using the platform inappropriately. It was hard to join the Facebook group because of that. At present, we need an admin person for Facebook membership.
- In order to keep people in the loop about activities, posters need to go up faster. Homestead has said that IPTRA can put posters up in the garage. There was a request for volunteers for making posters. Bernetta has offered to design posters.
- Ron has volunteered to get a calendar posted. We have permission to put the calendar in the new notice boards.
- Air Table is handling the membership list.

10. Election of board

- Description of board positions is part of the package distributed for the meeting as well as the names of those who have agreed to fill them
- Additional (self) nominations were taken from the floor - Larry Cunningham has agreed to be the rep for 200. No one volunteered for Communication
- Election names were read to the group by Kathy Knorr-Maille

11. Discussion of Upcoming Events –

- Mohammed has classic movies but can't show them. Linda will get in touch with him. What night is a good night? Tuesdays???? Oct 31 at 7:30. Bring your own drinks and popcorn
- Bernetta has an idea for a craft show. Whatever people are making at home. Nov 4 from 11:00 to 3:00.
- Barnyard Races were explained. No date was set.
- Christmas Party: People prefer Sundays. The best date is Dec 17th. Usually 2:00 – 4:00.

12. Discussion of members' vision for the year ahead including what to spend up to \$500.00. (Money earmarked for the social room has not been needed) Coffee machine – not a good one; sound system and DVD. Cost would be \$200 - \$300.00. Mohammed proposed a garage sale for all three buildings; however, Homestead does not allow. (No money changing hands)

13. Adjourned at 4:38

IPTRA 2023 President's Report

Gloria Steinem said, "People now ask me if I'm passing the torch. I always explain that no, I'm keeping my torch, thank you very much. And I'm using it to light the torches of others."

After nine years acting as president of the Island Park Towers Residents' Association I find that I must step back and put my energies into family responsibilities this upcoming year. Because of this, we are looking for a co-president/ringmaster. One who will move on to be full president in 2025, hopefully leading the IPTRA into new areas.

Until reading that quote, I was thinking of this as the start of passing my torch. Now I realize I get to keep my torch and, as time allows, keep doing the work I've loved doing: lighting excitement in others to build our IPT village. But now I need someone to share the load, someone to make sure fewer of the spinning plates get dropped.

IPTRA is a far more active group than it was back in 2015. In the past we had only 4 or 5 things to promote each year, not 5 or more each week.

With the social room and patio we have space for the residents who come forward with ideas for activities. This past year has seen a weekly Wednesday Workout class with our trainer Emily, who is funded by the Ottawa West Community Seniors Centre, Mindful Meditation, a knitting group on Monday night, and a Friday cards and games afternoon has been added to our Euchre Tuesdays. The monthly Stuff Swap (second last Thursday of the month, except December), Brown Bag Lunch (first Wednesday) and our every 3rd week Pub Night at Churchills fill in our regularly scheduled events.

We started gathering for singing last winter. And continued gathering for potlucks and Bring Your Own Everything BBQs, often following a riotous Barnyard Race day. Slowly we are adding residents meeting further afield to do an activity together, away from IPT. This summer a group went on a boat tour of the Thousand Islands and this month a group will meet up at a Comedy Night.

A few outside agencies have contacted either Homestead or IPTRA and may be sources of additional programming in the future. But those programs are geared for older adults to support healthy aging.

While our older adults tend to stay at IPT as long as possible, forming stronger friendships with neighbours, well over half of IPT residents are *not* 'older adults' and I hope the IPTRA can help them feel this community is a place for them to forge friendships and connections. Even if IPT isn't one's forever address, all residents should feel like they belong in this community until they are ready to move on.

I look forward to someone with fresh ideas and a bit of time joining me as ringmaster to the dozens of volunteers who are working to making IPT a wonderful 'village' within the city. Thank you for all the support, laughs, cookies, and fun.

Kathryn Holman, President

**Island Park Towers Residents' Association
Membership Report, Nov. 20, 2024**

Building	Number of units	Number with IPTRA member(s)	% units with IPTRA member(s)
185 Clearview	88	56	64%
195 Clearview	326	153	47%
200 Clearview	226	108	48%
TOTAL	640	317	49.5%

This includes members who receive newsletters via email or paper copy under the door and about 135 who receive information via Facebook only. The latter will be asked for their email address in the future so they can also receive newsletters that way.

98 units are paid up with dues.

I encourage all residents to recommend membership to their neighbours. The more members we have, the stronger we are. 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.

Thank you,
Ed Ellis
IPTRA Membership Secretary

2023-24 Actuals and 2024-05 Budget

	Budget Oct 2023 to Sept 2024	Actual Oct 2023 to Sept 2024	Budget Oct 2024 to Sept 2025
Revenue			
Received by cash or cheque	\$800	\$770	
Received by e-transfer	\$0	\$380	
Total Revenue	\$800	\$1,150	\$1,150
Expenses			
Bank Charges	\$24	\$57	\$59
Website	\$200	\$0	TBD
Print Newsletters and posters	\$300	\$328	\$450
Social Events			
Food, drinks, etc.		\$214	
Speaker gifts		\$50	
Total for Social events	\$300	\$264	\$300
Supplies	\$100	\$100	\$100
Miscellaneous	\$100	\$70	\$100
Total Expenses	\$1,024	\$819	\$1,009
Revenues less expenditures	-\$224	\$331	\$141
Reconciliation			
	Sept 30, 2023	Sept 30, 2024	
Bank	\$1,492	\$1,629	
Petty Cash	\$68	\$133	
Outstanding Amounts Owed	-\$134	\$0	
Total	\$1,426	\$1,762	
Gain in 2023-24 Fiscal Year		\$336	

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 a google Sheet) 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

Co-President (Duties shared between the two Co-Presidents):

- 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

**Candidates for the
2024/25 IPTRA Board**

(Not including additional nominations added at the meeting)

Co - President: Kathryn Holman (195) AND **We need a volunteer**

Membership Secretary: Ed Ellis (185)

Treasurer: Betty Rogers (200)

Secretary: Marnie Campbell (195)

Online Presence: Shaily Allison (200)

Communications:

Sign design and printing – Bernetta Starkey (195)

Newsletter writing and distribution – **We need a volunteer**

Social Director: Linda Danford (185)

Building reps:

- 185 Nancy Hamnes
- 195 Janice Pereira
- 200 Larry Cunningham

Members at Large:

We need one or two people to volunteer