



Kiwanis Club of Ottawa

ANNUAL REPORT

For fiscal year
October 1, 2009
to
September 30, 2010

“One Can Make a Difference”

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Kiwaniis Club of Ottawa
One Can Make a Difference

PRESIDENT'S MESSAGE 2009-10

My Fellow Kiwanians,

This was a year of many changes. You will recall our many discussions around the results of the membership survey and the number of significant issues that we identified. Through these efforts it became evident to your Board and its Executive Committee that our Club had changed significantly and faced new and difficult challenges.

While there were many ways to define our challenges, very quickly our priorities became:

1. Declining Membership and Members' participation
2. Continuing and increasing, financial deficit
3. Effective communication

Your Board of Directors recognizes that a strong active membership is, and always will be, the Club's first priority. This is why the goal for my Presidential year was remove as many barriers to membership as possible.

The many discussions amongst our members lead us to the conclusion that the cost of membership, in both time and money, was causing many of our members to leave our Club, and just as importantly, was preventing them from recommending our Club to their friends and associates. Since our most expensive activity, in both time and money, is our weekly luncheons, your Board chose to reduce our weekly luncheon schedule to two luncheons per month as a trial. While this required some significant adjustment by our members, it was well received and was confirmed as our permanent schedule at the Special meeting in June, 2010.

To begin to capitalize on these changes our Membership committee planned and implemented their Engagement, Retention and Recruitment Campaign. Every

member was interviewed and many commitments for recruitment efforts were obtained from our members. A number of these commitments resulted in new member introductions this year and I am very pleased to report that we ended our year with an increase in membership numbers. Even though it was only a small increase, it is a reversal of the trend over previous years and hopefully a strong signal that our Club is turning the corner. Please refer to the Membership Committee's report further in this Annual Report for the details.

The reduction in luncheon meetings was also meant to free up members time to dedicate to committee activities. Our Committee chairs worked very hard this year to achieve their goals and met with great success. Our Sponsored Youth Projects were particularly successful this year. Memberships in our four Key Clubs doubled over the previous year, which speaks very well for the future of the Kiwanis Family.

Our two Cadet Corps, the Ottawa Kiwanis 211 Air Cadets and the Governor General's Foot Guards Cadets, both had strong years. We were very honoured to have the Chief of the Defence Staff; General Walt Natynczyk as the reviewing officer at the 211's Annual Inspection.

Our fundraising committees each held successful events this year despite the very competitive fundraising environment we face in our Community. Our net results were as follows:

BEDZZZ Race:	\$ 33,019
Bon Appetit Silent Auction:	\$ 21,482
Kiwanis Charity Golf Tournament:	\$ 62,581

Communication in a club with as many activities as ours has always been difficult. This year we examined new ways to deliver information about our fundraisers and service projects both internally to our members and externally throughout our Community. As a first step our web site was rebuilt this year to take advantage of the many changes that have occurred in the internet. This new site allows for interactive communication between our members and better directs non-members visiting the site to learn about our activities. This is the beginning of our efforts to use the tools that social networking technology gives us.

Please refer to the Committee reports later in this Annual Report for the details of each committees' activities.

The Club's financial challenges are well known. Financing our community service projects has required increasing efforts each year, on the part of our members and despite this, we have not been able to grow our fundraising. The costs of running our community service projects continues to increase each year. We have been faced with the inability to properly fund our existing Community Service projects for a number of years and have been running deficits in our Foundation as a result. As you will see later in this Annual Report this year, while we managed to reduce the deficit, it still exists.

Most importantly, without additional financial resources, it is impossible to take on any new projects!

Our solution to this overwhelming challenge is our TV Bingo fundraiser. I am very proud of the way our membership stepped up to support this new fundraising activity throughout its planning stages and now in President Phil's year, its implementation.

I believe we have entered a new era in our Club, with many new and very exciting challenges. We will be able to grow our financial strength and take on new service projects to better serve our community in the years to come. This will help us attract new members and renew our Club.

Thank you all for a fantastic year as your President. It was both exhilarating and exhausting, and I enjoyed every fleeting minute of it. Thank you for the support you gave me and the leadership you gave to our Club and to our community throughout this year.

Remember that each contribution is significant and that truly,
One Can Make a Difference.

Peter Nadeau

Annual General Meeting January 22, 2010

Attendance

Rick Barrigar
Sam Bhargava
Thomas Burnie
John Callan
Lynda Campbell
Allan Castledine
Peter Charboneau
Armelle Chataigner-Guidez
Ross Christensen
Helene Crabb
Dave Donaldson
Robert Fisher
Wayne French
Robert Garrow
Geoff Godding
Bill Gosewitz
Ross Hadwen
Jacquelin Holzman
Alison Hunter
Donald Keyes

Mike Lafontaine
Jan Mansfield
Kanta Marwah
Neil McDonald
Brian McGarry
Steven Moore
Dawn Morewood
Peter Nadeau
George Old
Ian Peddie
George Perrin
Greg Plazek
Phil Rossy
Russ Salo
Robert Sirotek
Tom Spence
Will Thompson
Bron Vasic
Jack Warner
Howard Whittaker

Minutes begin on next page...

ANNUAL GENERAL MEETING, January 22, 2010

MINUTES

President Peter Nadeau declared this to be the Annual General Meeting of the Kiwanis Club of Ottawa, notice of which was given in our eDGE Newsletter of February 6 and February 13, 2010, and advised that **Past President Allan Castledine**, would be acting as Parliamentarian for this meeting. He then indicated that he would chair this portion of the meeting on behalf of **Past President Peter Patafie**, who is on vacation.

President Peter Nadeau presented a summary of **Past President Peter Patafie's** year, as noted in the Annual Report 2008-09.

He called for a motion to accept the **Minutes of the Annual General Meeting** of the Club, held February 20, 2009, which are found on pages 5 -8 in the Annual Report.

MOVED by Tom Pullen and SECONDED by George Perrin Carried

He then called for a motion to accept the **Semi-Annual Meeting Minutes** held on June 12, 2009, found on Page 9-10. MOVED by Helene Crabb and seconded by Wayne French. Carried

He then called for a motion to accept each of the **Committee Reports for 2008-09 submitted by the Committee Chairs**, which are found on pages 11-33 in the Annual Report.

MOVED by Kanta Marwah and seconded by Bernie Shinder. Carried

President Peter Nadeau called on **Honorary Treasurer Bron Vasic** who presented the 2008-09 Financial Statements, for **The Kiwanis Club of Ottawa, Inc – the General Account of the Service Club**

Bron Vasic moved that the **KPMG Auditor's Report** and the **Statement of Changes in Financial Position, Operations, Net Assets, Cash Flows and Notes to the Financial Statements**, starting on Page 34 of the 2008-09 Annual Report, be adopted. SECONDED by Michel Podeszinski. Carried

Bron noted that we are cutting expenses as much as possible. The luncheons had a deficit of \$7289 which is due to the revenue for the luncheons booklets being recognized last year and the expense is in this year. It was noted that the admin recovery is attributable to the work done by the Kiwanis office for the Foundation projects..

Bron Vasic presented the 2008-09 Financial Statements for the **Kiwanis Club of Ottawa Foundation – the Community Services Account of the Club**

Bron Vasic moved that the **KPMG Auditor's Report** and the **Statement of Changes in Financial Position, the Statement of Operations, the Statement of Changes in Net Assets and, the Statement of Cash Flows, and Notes to the Financial Statements, and schedules**, starting on page on Pages 60 be adopted. SECONDED by Dave Donaldson Carried

Bron noted the \$77,000 bequest we received from an anonymous donor, and explained that we will use the funds as we get requests that meet the criteria of “helping disabled children in the City of Ottawa”. Jacquelin Holzman suggested we prepare a strategy to disburse the funds.

Bron Vasic presented the 2008-09 KPMG Auditor’s Report and Financial Statements for the **Kiwanis Club of Ottawa Medical Foundation.**

Bron Vasic moved that the **Auditor’s Report** and the **Financial Statements** for the KMF, be adopted. SECONDED by Allan Castledine. Carried

Bron thanked Allan Castledine at Nesbitt Burns, for managing the KMF Investments, noting the Interest earned this year of \$43,512

Bron turned the meeting back over to President Peter Nadeau.

President Peter called on **Honorary Treasurer Peter Charboneau** to present the **PROPOSED BUDGETS for our 2009-10 year.**

Peter Charboneau moved the acceptance of the **Proposed Budgets for the Kiwanis Club of Ottawa, Inc for 2009-10**, which are found on the Page 73-74 of the **yellow sheets** of your Annual Report. SECONDED by Steve Moore. Carried

Peter Charboneau moved the acceptance of the **Proposed Budgets for the Kiwanis Club of Ottawa Foundation for 2009-10** with amendment to Honorary Dues from \$212 to \$260. SECONDED by Ross Hadwen. Carried

It was noted that the prepaid expense items for TV Bingo will be recognized in 2009-10.

President Peter Nadeau expressed a vote of thanks to KPMG who has once again copied, collated, and stapled our Annual Reports, at no charge.

President Peter asked for a motion to **approve KPMG** as our Club Auditors for the Kiwanis Club of Ottawa Inc (the General Account), the Kiwanis Club of Ottawa Foundation (our Community Services Account), and the Kiwanis Medical Foundation Accounts for the year 2009-10. MOVED by Wayne French and SECONDED by Sam Bhargava Carried

President Peter said a few words on the club plans for the new year 2009-10. He mentioned that there was a good return with 117 replies for the members’ survey. The two main comments were about time commitment and the cost. Reducing to 2 luncheons per month will reduce cost and allow members more time to commit to our service projects. Communications are improving with the new features on our website and with more members accessing the site.

The TV Bingo - moving forward we’ll need all members to assist with this fundraiser in order for it to be successful. The Kiwanis Club of Hamilton has only 40 members and they raise \$400K every year.

President Peter Nadeau declared the formal part of the Annual General Meeting terminated. He then opened the floor for questions from the members explaining that we would answer them to the best of our ability today, or will them at a future Board of Directors’ meeting.

Special Membership Meeting – Semi-Annual

Thursday, June 17, 2010, St. Anthony's Soccer Club, Ottawa

Welcome by President Peter Nadeau, Chair of the meeting

1. Finance Report – Honorary Treasurer Peter Charboneau

a) Kiwanis Club of Ottawa Foundation - Peter indicated this is where we produce revenue from our fundraisers and provide community financial support. This year's fundraisers to date:
Bed Race - Budgeted Net Revenue \$26,000 /Actual Net Revenue \$32,800
Bon Appetit Silent Auction- Budgeted \$31,000/Actual Net Revenue \$24,000

We had budgeted \$30,000 for a new fundraiser - The Scavenger Hunt - which will not proceed this year. This will have an effect on our budget however; some of the committee expenses have also come in under budget. The TV Bingo will only be recognized next year as the first bingo is scheduled for November 8, 2010, and we have spent about \$2,000 in expenses this year which are prepaid expenses. The Charity Golf Tournament is being held on August 16th and we anticipate they will meet their budget.

b) Kiwanis Club of Ottawa General Account – the operations of our service club is maintained in this account and we will be within our budget for a break-even year. Includes Kiwanis Membership Dues, and Conventions, as well as the Operating Committees – Program, Membership, and Interclub - as well as the office costs for rent, salary, website and supplies. Cash Projections to the end of our fiscal year September 30/10 indicate a small cash balance. Costs to run the office are being met by our Membership Dues and budgeted Admin Recovery from the Foundation for the support and resources provided to our fundraising and service committees.

c) Membership Dues for 2010-11 due October 1, 2010 – Kiwanis International will be billing all clubs for their Kiwanis Membership Dues payable on **October 1, 2010**, instead of the historical billing based on a club's anniversary date (ours was December).

At our May Board meeting, it was approved that we send out the invoice or notice of our Club's Annual Membership Dues on August 1, 2010, and inform members that "if we have your credit card on file, we will be charging your account for the Dues on September 15, 2010". The Dues will be increased to \$355.00 to include the HST (Currently \$314.29 + GST of \$15.71 = \$330. New \$314.29 + HST \$40.86 = 355.15)

d) Prepaid Luncheons quarterly payment – This method of payment provides members with a discount if the Quarterly luncheons for 3 months are prepaid. If you choose this method and attend all of the luncheons it is a cost saving to you of \$26.00
- The Fairmont Chateau Laurier cost is \$30.22. With the HST effective July 1st we are required to remit HST to the government and this cost must be passed on to our membership. At the Board meeting on Monday we approved an increase of \$2.00 to the Prepaid Luncheon cost of \$26.00 - therefore Prepaid Luncheon costs will increase to \$28.00 as of July 1, 2010. The luncheon cost for those who Pay at the Door will remain at \$33.00.

2. Motion 1 - Meeting schedule – President Peter Nadeau

As you have all been aware our Club's regular meetings were reduced to two meetings per month at the beginning of last November 2009. This was done to reduce the cost to our members in both time and money, and in response to many comments made in our Members' survey. Since the inception of this trial schedule your Board has received many comments in support of this new schedule. We believe that our members have benefited from this reduced schedule and support its adoption as the official meeting schedule for the Club.

IT WAS MOVED by **Rick Barrigar** and seconded by **Ross Christensen** that the Kiwanis Club of Ottawa elect to have a minimum of 2 meeting per month instead of once a week.

Motion Carried

Barry Weatherdon noted that we could also choose to have another meeting if the need arises or if we have an opportunity for an excellent guest speaker. We are hosting Justin Trudeau on Monday, October 25, 2010.

Helene Crabb indicated that attendance has not increased or decreased since we reduced to 2 meetings per month.

Derek Finley stated that the reduced luncheons may interfere with Corporate Membership and the process of introducing new members as well as reducing the amount of time to meet potential members.

Stephen Tanner is one member who prefers that we have weekly meetings as his schedule at Staples is done monthly and he must coordinate his staff to accommodate his attendance at the luncheons.

Ross Christensen noted that out of 110 responses received on the feedback forms, the members all indicated they were going to increase their attendance. The average attendance is currently 33% and the intention by members is to increase their attendance to 55%.

3. Motion 2 - Bylaw No. 1 - President Peter Nadeau indicated that the Bylaws have not been revised since 1990 when the club was in excess of 250 members. A full copy of the revised By-law No 1 was sent to all members. Much of the document remains as it was in the previous version, except for minor revisions to clarify or modernize the language. There are three major revisions, a) Membership Categories, b) Election process, c) Size of the Board of Directors. Thank you to **David Daubney** and **Bernie Shinder** for their reply and suggestions to the email.

a) The first major revision is found in **Article 3, MEMBERSHIP AND CLASSIFICATION**. The proposal is to reclassify our membership into four categories: Individual, Corporate (and their Representatives), Honorary and Life members. The Individual Member category replaces the Active and Senior categories. The Corporate Membership category and the Representative Member category brings this exciting new membership opportunity into our by-laws and defines the Representative members. The Life and Honorary member classifications come from the Kiwanis International guidelines, but some of the wording has been altered to provide better consistency and readability.

Senior Membership no longer has any significance, since there is no longer a requirement to attend weekly meetings. Privileged membership has not been in effect since 1961.

b) The second major revision is found in **Section 7.1, NUMBER OF DIRECTORS**.

Our present Board of Directors is comprised of 6 executive members (the roles of Secretary and Treasurer are presently combined in one office) and 9 directors. A board of 15 members

occupies a large resource that may otherwise be available to the Club for other activities. However, over the past few years our Board has evolved from an operating model to a governance model with the responsibilities for the operations of the Club falling to the executive members and the governance oversight being the responsibility of the entire board. The number of executive members needs to be maintained to spread the workload out effectively. For the governance model to function correctly the number of directors needs to be greater than the number of executive members of the Board. Section 7.1 attempts to accomplish this.

c) The third major revision is found in **Article 12, NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**. You will all have noticed that our election process has become increasingly difficult to operate each year. This process was designed to function in a club with many more active members than we now have. A number of proposals have been considered over the last few years and your Board has chosen to propose a version of the nominating committee process that is used by most corporations and is in the Kiwanis International model by-laws. We believe that this process will allow for an orderly and more successful recruitment of candidates for the officers and directors of the Club. Currently a primary ballot listing all members is sent out followed by a final ballot. Finding members to stand for the final ballot has been difficult. It is proposed that we move from a 2-ballot system to a Nominating Committee each year, which recruits a slate of candidates for each office.

The Chair of the Nominating Committee would be the Immediate Past President. Where possible the majority of the nominating committee would be Past Presidents. The Nominating Committee would present a slate of candidates to the Annual General Meeting. The Nominating Committee would only nominate one candidate for each position.

Wayne Beudoin noted that all qualified nominees should be provided the chance to be elected. Also, the illusion may be that a small group is choosing the slate and provided the following amendment:

AMENDMENT - Moved that Bylaw 12.2 be amended by adding the sentence, “ At least two weeks prior to submitting the proposed slate of nominees to the Board of Directors, the Nominating Committee will call for seconded nominations for the positions of officers and directors from the general membership. All qualified names submitted are to be on the proposed ballot”

This would require that :

Item 12.2 (d)(ii) read – nominee(s) etc – a minimum of one

Item 12.2 (d) (iii) read – nominee(s)etc – a minimum of two

Item 12.2 (d) (iv) read – nominee(s) etc – a minimum of seven

IT WAS MOVED by Sam Bhargava and seconded by Peter Charboneau that we adopt and approve the revised Bylaw No 1 as presented, with noted amendments

Motion Carried

Discussion

Barry Weatherdon questioned whether the slate would be for 7 or 9 Directors. He was concerned the reduction wouldn't offer enough room for interested members to join the Board.

Ross Christensen reiterated that the membership will be asked by the Nominating Committee for any proposals. The democratic opportunity currently has not been taken by the membership. **Derek Finley** stated that he was surprised that the past presidents were not consulted on this. He also feels that leaders may not come forward until they are identified by the other members in the club. He doesn't feel the nominating committee can provide for this.

John Callan suggested the members who are interested should inform the nominating committee, instead of the nominating committee getting a list from those Directors to be elected, by the executive.

Tom Burnie stated that as a newer member he has seen very little change on the Board of Directors. No process is in place for a defined limit of time on the Board. President Peter agreed turnover on the Board of Directors has been very low. This year the process has changed only because of the succession.

Everyone gets a chance to vote at the AGM. You must be in attendance to vote. If you are not there you don't get a vote.

David Daubney confirmed that the new Bylaw would continue the practice of the President-Designate appointing the Honorary Secretary/Treasurer. AGM is to be held no earlier than the first meeting in March and no later than the last meeting in April. He noted that this is within 6 months of our year-end. He agrees with John Callan's suggestion, and feels we could do that as a trial. Consider the members and don't change the Bylaw now.

Ross Christensen is in favor of the proposed changes to the Bylaws. The model is what most organizations are doing, including all of Kiwanis International. This process would be an improvement to our current procedure.

There will be a written ballot for 7 Directors and you could have more than 7 nominees recommended by the members. If there are only 7 on the list then they are voted in
1 Past President / 1 President / 1 President-Elect / 2 Vice-Presidents / 7 Directors
(and Honorary Secretary/Treasurer is appointed)

Ian Hendry stressed that the membership needs to feel comfortable with the process and offered 2 points. - the Nominating Committee should set in place a list of members who want to stand
- the opportunity should be made available to the membership at large

He is also concerned that the slate being announced at the AGM may not work and feels there should be a mail-in ballot. Members need to be aware of the expected commitment if they want to be President of the Club, as it takes at least 3 years with being President-Designate, then President, then Past-President. Ian Hendry proposed that they provide for a mail-in ballot.

Seconded by Tom Beveridge.

2 opposed – **Carried**

Tom Burnie noted that for the size of the Board it states 'between 6 and 8' which equates to 7. It should read "range of 6 to 8".

President Peter reiterated that the aim is to reduce the Directors to 1 more than the Executive. The Nominating Committee would gain counsel from the membership to develop a slate of candidates.

Rob Thompson confirmed that if there is a call to the membership anyone can recommend a member to the slate of candidates. Nominating Committee will base their slate on the recommended candidates. The meeting was adjourned.

General Membership Vote - September 10, 2010
– Luncheon at Fairmont Chateau Laurier, Ottawa

President Peter Nadeau indicated that this is a General Meeting of the Club, notice of which was given on August 23 and August 27, 2010

1) Bylaws – The amendments to the Revised By-law No.1 made at our Special Members’ meeting on June 17, 2010, required many additional amendments be made to the document to keep the processes described in the by-law functional. For example, the addition of the mail-in ballot meant that we could not have officer and director nominations from the floor at the Annual General Meeting, because those nominated at the meeting would not be part of the mail-in ballot.

All of the changes have now been made and the fully amended by-law is now ready for approval

Approved by the Membership

Carried



Committee Reports

**October 1, 2009 to
September 30, 2010**

Bed Race Committee 2009-2010

To: The Kiwanis Club of Ottawa President, Board of Directors, and Members

The 2010 edition of the Winterlude Bedzzz Race was a very successful event. This was the 8th year that the club has organized and run this event. The race took place on February 6th during the first week of Winterlude festivities. The mandate of this committee is to raise funds for the Kiwanis Club of Ottawa, to provide an event that is fun and exciting for teams participating and provide value for each of our sponsors.

To increase the number of teams in the 2010 Bedzzz Race, the committee once again formed a bed building team to engage in the building of beds for sale to teams that wanted to participate but were unable to build their own bed. Nineteen new beds were built. Although this task was labor intensive, it ensured the success of the race, drawing new teams to the event.

Special thanks go to Geoff Godding who once again secured an ideal warehouse space allowing the beds to be constructed, painted and stored. Thanks also to Mike Zanon who willingly coordinated the warehouse arrangements with Geoff.

Bedzzz and Allstream returned as primary sponsors. The committee also secured several new sponsors. Our final net numbers were **\$33,019** for the Kiwanis Club of Ottawa, and we managed to field an impressive 33 teams and this ensured the success of the event. We will commence soliciting new teams earlier in 2010/2011 and hope to grow this event and team participation every year.

On race day 35 supportive and willing volunteers showed up. As always, their cheerful participation helped make the event a success.

The feedback we received from participating teams was very positive and most teams advised that they plan to return for the 2011 race.

Corporate sponsors included:

Bedzzz, Allstream, OPL, Lone Star Texas Grill, CD Creative, Ottawa Citizen, Capital Stamp, McDaniel's Y.I.G., Lac Leamy Casino, CJOH, and Canus Plastics

For their dedication and time commitment, we thank each Bed Race committee member and all of the Kiwanis Club of Ottawa members who stepped up and helped to make the 2010 event happen, their participation helped ensure the success that was achieved.

Yours in Kiwanis,
Gary Flockton, 2010 Bedzzz Race Chair

Committee Members

Chair: Gary Flockton
Vice Chair: Alison Hunter
Director: Dave Donaldson
Jamie Johnson
Greg Plazek

Mike Zanon
Steve Moore
Alan Macintyre
Dawn Morewood
Tyler McCabe

Bon Appetit Ottawa, Kiwanis Silent Auction 2009-10

To: The President, Board of Directors and Members of the Kiwanis Club of Ottawa

This was the 12th year of our club's participation in this major fundraiser. The event occurred on Tuesday, May 4, 2010 at the Aberdeen Pavilion, Lansdowne Park, Ottawa. The event was very successful, given the difficult economic times during the past year. Our goal was to raise \$31,000 net, and we raised a net income of \$21,482 with gross earnings of \$32,054

This year we ended up with over 140 items on display including estate jewellery donated by a club benefactor, and many certificates donated by the Restaurants who were on display.

Once again Steve Tanner's crew from Staples was on hand to lend us a hand by providing table security and cash handling using an electronic charge system for debit and credit cards. Most payments were made that evening and some items were taken home that evening after the purchase was finalized. Because many high bidders were not aware they had won the item, many items were brought back to the Kiwanis office for follow-up and payment processing.

Dave Donaldson represented us on the Bon Appetit Committee and advocated strongly on our behalf. As a result, we received many quality restaurant gift certificates and some were bundled with hotel packages while others stood alone and brought much interest from the buying public.

As well, our returning committee members, such as Bruno Di Chiara, Tom Spence, Tom Burnie, Steve Tanner, Francois Cronier, Kanta Marwah, and many others including Tom Beveridge as our Marshall, contributed to our success by putting in many hours dedicated to the Silent Auction. Special mention once again goes to Bob Alyea who appraised the donated jewelry and monitored the display at the event.

Our committee meetings were frequent and productive and well attended by the group. In addition, as always, Rita Harper, our Administrative Manager, stepped up to the plate and gave us many hours of diligent follow up prior to and immediately after the event to ensure that final collections were made and accounts finalized.

Special mention to those members who approached their business associates for items, even though they could not be part of the Committee.

Thank you to all the Kiwanis members who took the time to obtain items on the club's behalf and in supporting this fine KCO event!!

Yours in Kiwanis,
Dave Donaldson, Co-Chair

Bruno Di Chiara, Co-Chair

Cadet Committee Annual Report – 2009-10

To: The Kiwanis Club of Ottawa President, Board of Directors, and Members

GGFG Cadets' Training Year

This year's training program has been more successful in terms of engaging the cadets as we have seen a much lower recruit dropout rate than in past years.

The highlight of the year was visit exchange with a cadet unit in Barbados in April. Thirteen of our cadets and a few staff flew to Barbados for a week. Activities included joint exercises, visiting a submarine, touring the island and meeting many people from a different culture.

We reciprocated in August hosting the Barbadian unit here in Ottawa and showed off our beautiful city and much of Canada's rich military history.

November was again a very busy month with the Unit being involved in eight Remembrance Day activities. In addition to this, the Unit had very successful poppy sales and a tag day for Barbados fund raising. I was very pleased with the cadets' participation in the Kiwanis Club of Ottawa's Remembrance Day Luncheon this year.

December marked the one year anniversary of Major Silver Buckler taking command. He has distinguished himself by fostering strong leadership through the transfer of more and more responsibility for the execution of the day-to-day training programs to the Senior Cadets and Staff. Morale is high among the Cadets and the Unit continues to distinguish itself at competitions and through receiving awards and camp placements from the League.

I am pleased to report that over 30 of our cadets attended Summer Training this year, participating in various advanced courses, international exchanges and staff cadet summer employment programs.

The Unit's Annual Ceremonial Review was held at the Cartier Drill Hall on Wednesday, June 10th and the Kiwanis Club was represented by President Peter Patafie and Guy Milne.

Without the generous and dedicated support of the Kiwanis Club of Ottawa, this valuable program and the life experiences benefiting the children of our community would not be possible. On behalf of the cadets, staff and parents, thank you very much.

Respectfully submitted,
Guy Milne, Chair, Kiwanis Club of Ottawa GGFG Army Cadet Sponsorship Committee.

Cadet Committee Annual Report , continued....

211 Ottawa Kiwanis Royal Canadian Air Cadet Squadron – 2009-10

The squadron enjoyed an excellent training year.

There was an increase in the number of new recruits. The increase in numbers allowed the squadron to expand the programs offered.

Trillium Ontario provided the squadron with a \$10,000 grant. The grant was used to purchase instruments for the band. A year's end the band had 16 active musicians.

The squadron attended a number of parades including the Battle of Britain Parade and the Battle of The Atlantic.

Over 25 cadets attended summer camps. Two cadets qualified as power pilots.

The highlight of the year was the attendance of the Chief of the Defence Staff, General Walt Natynczyk at the Annual Inspection. General Natynczk was the reviewing officer.

In September the Kiwanis Club of Ottawa adhered to the Air Cadet League mandated structure for sponsoring bodies. Each squadron now has a sponsor in our case the Kiwanis Club of Ottawa. The sponsor and squadron are supported by an elected Squadron Support Committee (SSC). Any individual with an interest in joining the committee can allow their name to stand for election.

The day to day operations and fiscal responsibility has been transferred from the Sponsor to the SSC. The SSC has been registered as a charity.

Respectfully submitted,

Ken Miller
Chair Cadet Committee

Circle K Committee 2009-10

To: The Board of Directors, and the Members of the Kiwanis Club of Ottawa

The Carleton and University of Ottawa Circle K Clubs

The Carleton University club has engaged the support of many university students. The University of Ottawa club was active as well. Acting as a group they have accomplished far more than they could have otherwise done as individuals.

Circle K Luncheon

Our Circle K luncheon was held on February 19, 2010. Our speaker was Alex Munter, President of the Youth Services Bureau. The University of Ottawa Club was the lead club for this luncheon.

Bed Race

Both of our Circle K clubs supported the 2010 bed race.

Circle K Club Activities

In addition to the Bed Race our two clubs at Carleton and the University of Ottawa participated in a wide variety of events which included:

- Volunteering for various charitable organizations;
- Attending the Eastern Canada Circle K convention;
- Organizing fund raising activities to raise funds for Haiti earthquake relief.

Last, but not least, I had a terrific committee of members who shouldered most of the burden this year. To all of them, many thanks.

Anthony McGlynn
2010 Circle K Committee Chair

Committee Members

Bruno DiChiara
David Daubney
Ian Hendry
Howard Lithwick
Stephen Smye
David Urie

Communications Committee 2009-2010

To: The President of the Kiwanis Club of Ottawa, the Board of Directors, and Members

The Committee took on three major tactics for the year:

- To create a committee with an appropriate set of skills.
- Clarify the message for the Kiwanis Club of Ottawa, and build internal tools.
- Clarify the message for the Club and build external tools.

The committee took the following steps:

1. The committee took advantage of space in the Ottawa Citizen to run ads for the Bed Race, Bon Appetit, the Music Festival, Key Clubs, Reunion and the Golf tournament.
2. Web site activity: A whole new web site was created, moving over 4,000 pages of history to a new site that allows for connection to social media, integrated photo galleries, and a private members section.
3. During the year, 170 new pages were created, and 190 updated pages, and the site served about 50,000 pages.

Respectfully submitted,

Jamie Johnson, Chair

Chair:	Jamie Johnson
Vice President:	Phil Rossy
Director:	Alison Hunter

Community Services Committee Report 2009-2010

To: The President, Board of Directors and members of The Kiwanis Club of Ottawa.

This Committee is responsible for the Direct Assistance Funding, Hands-On Committee, Seniors Committee, Kiwanis Music Festival, and Aktion Club.

The Annual Budget for these Committees was \$35,000, which was divided as follows:

Direct Assistance Funding \$20,000
Seniors/Hands On Committee \$5,000
Kiwanis Music Festival \$10,000
The Aktion Club is self-sufficient.

Seniors Committee

As the Clubs primary focus is youth, this Committee held one very successful event, engaging members, their family and our sponsored youth. The Christmas Dinner/luncheon for isolated Seniors was held at The Good Companions Centre.

Kiwanis Music Festival

The Kiwanis Music Festival has been part of our Club for over 65 Years. It's success would not be possible without the participation of 3,500 performers and the dedication of 400 volunteers. Our Club should be very proud of this first class annual event.

The Kiwanis Music Festival held it's first gala event, "ENCORE" at the new Shenkman Arts Centre on October 2, 2010 in celebration of the new Kiwanis year (turnover) and the Festival's 65th anniversary. ENCORE was hosted by comedian, Jessica Holmes and featured alumni from the Festival including Julie Nesrallah (Opera), Steffi D (Music Theatre), Bryan Wagorn (Piano), and Anita Pari (Piano, Composition). Three hundred attendees enjoyed a Silent Auction, organized entirely by Lynda Campbell, which raised over \$14,800 for the Festival. Many thanks to the members of many Kiwanis Clubs and the Festival Board who gave of their time to make the event happen. A special thanks to our lead sponsors, the Leacross Foundation and Designed Food Systems Inc. and to everyone who supported the event by attending. Barb Perrin would like to express her gratitude to the Ottawa Club members for their loyal support of this event. Once again, our members have gone beyond the call of duty.

Hands-On Committee Under the leadership of Bob Horlick the Committee has been involved with two very successful events.

1. The Citizenship Court, welcoming new Canadian as citizens.
2. The Committee under the leadership of Ian Peddie in partnership with Secure-It ran a very successful fundraiser in support of our Christmas food Hamper project. This year we delivered over 120 food hampers.

Aktion Club

The activities of the Aktion Club have been managed by Harold Moore, with assistance from Dave Trigger. Since the Club's inception, Harold has been working with two groups of developmentally disadvantaged adults. The Club has become self-sufficient primarily through funds raised from a bingo every Thursday.

Direct Assistance Funding

There were many requests for funding this year which included Camperships, organization and individual requests. Requests were fully investigated by committee members and in keeping with our mandate, "to assist those who have fallen between the cracks". Listed below are some of the requests we have supported:

- Centennial Public School- books for a reading program \$900
- Moving Expenses for a lady on social assistance \$596
- Peace Tower Church- Christmas Dinner- \$500
- Staples School Drive - \$600
- Ramp For a disabled individual \$500
- Stove for a disable individual \$552
- Dovercourt Rec Centre – Campership for needy children \$1,000
- Just Kidding Theatre \$1,000
- Learning Disabilities Association – Sunshine Day Camp - \$1,000
- Mattress for a lady with spinda bifida- \$798
- Air Conditioner for a elderly man with asthma - \$366
- Helped a lady disability on social assistance continue a upgrading course - \$800
- Queen Mary Street Public School – Hockey equipment - \$\$600
- Citizenship Court – Provided for refreshments - \$497

I would like to personally thank all the members of the Committee for all the work and support throughout the year.

Respectfully submitted
Neil McDonald

Committee:

Chair	Neil McDonald
Vice President	Martin Diegel
Director	Barb Perrin

Members

Harold Moore	Jack Warner	Mike Lafontaine
Greg Plazek	Bob Horlick	Ian Peddie
Kanta Marwah	Bill Gosewitz	Mark Max
George Old	Wadah Al-Goshen	William Thompson

**The 13th Annual Kiwanis “One Can Make a Difference” Charity Golf
Tournament 2009-2010**

To: The President, Board of Directors and members of The Kiwanis Club of Ottawa.

It is indeed a pleasure to provide this report to the Board and to our General Membership. As it has so many times in the past, the dedication and commitment of the members of the Golf Tournament Committee, paid off, with a resoundingly successful tournament, on August 16, 2010 at the Ottawa Hunt and Golf Club. The event was attended by 132 Golfers and about 14 Kiwanis volunteers. The weather again smiled on our tournament and a great day was enjoyed by all.

I am very pleased to report, on behalf of all our committee members, that the tournament generated net revenues in the amount of **\$64,395**, one of the most successful tournaments ever.

We were able to replace many of the sponsorships, that could not be filled last year with a number of new sponsors and many of these have indicated their desire to return in future years. A very positive building block.

I would be remiss if I did not point out the excellent work of all our committee members, but particularly the work of Clive Woolley on obtaining sponsorships and Sheri Farahani for chairing the Silent Auction subcommittee. I also want to recognize the hard work of Lynda Campbell who each year presides over golfer registration and looks after the set up and carrying out of the Silent Auction. We would be lost without her.

This year we were able to improve on our bottom line by finding significant efficiencies in a number of areas, such as food and beverage, signage and moving costs. This resulted in a reduction of overall expenditures from previous years and therefore a better Net Revenue. We also learned a great deal about how to improve the logistics of administering the tournament, including, invoicing, payment tracking and contact management. These lessons will greatly assist future committees.

No tournament like this could be successful without the overall support of our membership. We thank all of you who gave generously of your time and resources to help us achieve this success.

Sincerely,
Pat Charbonneau 2009/10 Committee Chair

2010 Committee

Pat Charbonneau
Peter Nadeau
Bill Gosewitz
Clive Woolley
Patrick McGarry

Jeremy Moore
Mike Moore
Tom Spence
Geoff Godding
Sheri Farahani

Harold Feder
Tom Pullen
Will Thompson
Lynda Campbell

Interclub, Sports and Social Committee 2009-2010

To: Kiwanis Club of Ottawa President, Board of Directors, and members.

Events during 2009-2010

Christmas Party

This event was held at the home of Bill and Joanne Gosewitz. It was an enjoyable, informal drop in event from 7 to 10 pm with catered hors oeuvres and one of our few events that did not require meal preparation by our ISS committee members. We sold 46 tickets and approximately 40 attendees.

Lasagna Dinner at the home of Tom Beveridge and his wife Kim

This was an informal, enjoyable event, with ample opportunities to socialize before, during and after dinner. Unfortunately, only 16 people attended. Special thanks to Dawn Morewood and those who slaved over the lasagna.

July 8th BBQ, at the home of Mike and Carol Lundy

For this event we were faced with an unusually hot and humid evening and the need to be able to accommodate people inside in the event of rain. The event proved to be very popular and we expected more attendees than the hosts thought we could accommodate. Even with some last minute cancellations our attendance was 46 people, including Celtic band members. Special thanks to Dawn Morewood again for taking over the organization of this event. Total paid attendance was 40.

Financial Report

Our ISS Committee expenses for 2009-2010 totaled approximately \$480.00 just short of the \$500.00 amount authorized by the board for the current year. Included in the expenses was the purchase of 50 sets of: knives forks and spoons, reusable plastic dinner and small plates, plus serving tongs and pie servers.” The expense incurred in buying these items will reduce our party supply rental costs for future events.

Interclub, Sports and Social Committee Members

Thanks to each of the following Kiwanians who contributed to the combination of socializing and team work that made for such a great year this committee: Allan Castledine, Dawn Morewood, Barb Perrin, (Director), Kathleen Holst, David Daubney, Michael Lafontaine, Bill Gosewitz, Cathy James Zelney, Tom Burrow

Respectfully Submitted

Robert Garrow, Chair Interclub Sports and Social Committee

Key Club Committee 2009-10

To: The President and Board of Directors of the Kiwanis Club of Ottawa

Our Club continues to support active Key Clubs at Sir Robert Borden High School, Nepean High School, Lisgar and Glebe Collegiate. They range in size from 15-95 members, which represented a significant increase in membership from the previous year. Each Club held many events throughout the year.

Sir Robert Borden

Over this past year the Sir Robert Borden Key Club held many successful events including a Heart for Haiti Cupcakes campaign that raised \$1,000 and a very successful Toonie Drive that raised over \$2,500. We are also very proud of our Thanksgiving Food Drive and we participated in the Waffle Breakfast for the Canada National Institute for the Blind. In addition to that the Club has been busy creating awareness for Free the Children through various campaigns such as a 24 hour Vow of Silence (during which students do not speak, e-mail or text to raise awareness for child poverty.)

Other activities included:

- Toy Mountain – an incredible success – its goal to raise \$2500 for Christmas gifts for needy children actually raised \$4,500.
- Dinner/theatre Night – the School's drama department put on a play every year. The Club provides food and beverages as a fundraising initiative, with part of the proceeds going back to the school to help pay for the needy projects.
- Key Club Convention – four Club members went to the convention in Waterloo. They found team –building exercises of value and in general found it to be a very social event. More emphasis will be placed on sending grade 9 and 10 students next year.
- Participation in the Kiwanis Club of Ottawa Citizenship Scholarship – the second annual Citizenship award was given by the KCO to a Key Club member showing a well-rounded effort to help the community. The award will be used as a recruitment tool in the future. The recipient was Melina Rymberg.
- Kiwanis Luncheon – A dozen students plus the KC Teacher advisor attended the Key Club luncheon at the Chateau Laurier in April.

The Club has been very busy during 2009/2010 clocking in over 300 volunteer hours as a club.

Special thanks to the Teacher advisor – Eugene Zubryn

Glebe Collegiate

The Glebe Key Club continues to struggle. Competition from other clubs at the school is fierce. Nevertheless, the Club had a successful year under the strong leadership of its President, who also chaired the April Kiwanis /Key Club luncheon.

The list of accomplishments for the Club touched both the local and global community. This year we were part of the “Glebe Gives a Goat” fundraiser for Plan Canada. We supported groups such as the Cancer Society, Amnesty International, Sleeping Children around the World, and Glebe Goes Global. The Club can proudly say we sold the most tickets to the Kiwanis Shred-a-thon. Finally we have collected toys for Toy Mountain, held numerous bake sales and plan to sponsor a child in Guyana in the upcoming year.

Special thanks to the Teacher Advisor – Ruth Kagan

Nepean High School

The Nepean Key Club continues to be a strong club. We were busy at work both volunteering in our local community and fundraising for various groups. This year the Club held its 10th Annual Spaghetti Dinner and are proud to report we raised a record breaking \$3,000 during that one night (this is double the profits than ever before) and had over 300 guests in attendance. This year’s proceeds were given to Cambridge Elementary School for their efforts to build a play structure for their primary students. In addition to that, the Club spearheaded a winter clothing campaign for the Ottawa Mission and several other shelters that collected 5,000 items of winter clothing, including 50 children’s snowsuits for new families to Canada. Finally the Club has been volunteering across Ottawa in dozens of projects and events. This year’s members have clocked over 1000 hours!!!

Special thanks to the teacher advisor – Tracy Friendship.

Lisgar Collegiate

This year the Lisgar Key Club was hard at work. We held several successful bake sales. As well as our annual Spaghetti Dinner Event, a jellybean-guessing contest and we organized an Eastergram event. In total we raised an impressive \$790. Lisgar’s Key Club has been promoting the importance of giving back to our community throughout the school.

Special thank you to teacher advisor – Andrea Hook

The Key Club experience is amazing for both the students and the Kiwanis members. These young people have an abundance of dynamic energy and drive. They have the ability to get us out of our chairs and involved. Our future is their future; we should continue to encourage their participation in as many events as possible.

Thank you to all the committee members who are so conscientious about their work with the Key Clubs and the students. It is the participation, encouragement, dedication of the following members that help make the activities listed above a success.

A special thanks goes out to Guy Bourbonniere for use of his office boardroom for our monthly committee meetings.

Respectfully submitted,

Robert F. Sirotek

Vice President – Martin Diegel

Director – Guy Bourbonniere

Members – Guy Bourbonniere, Howard Lithwick, Robert Sirotek,
Bruno Di Chiara, Rocco D'Angelo, Buck Madden, Sam Bhargava, Thomas Burnie,
Bill Gosewitz

Kiwanis Club of Ottawa Medical Foundation 2009-10

To: The President, Board of Directors and Members of the Kiwanis Club of Ottawa

The Kiwanis Club of Ottawa Medical Foundation was created in 1980, with a generous grant from Dr. Lorne MacLachlan. The initial fund was \$125,000 and with generous donations, many from the members of the Kiwanis Club of Ottawa and the fund raising efforts lead by the Medical Foundation Committee over the years and, of course, the very capable administration by the Trustees of the Foundation

The object of the Foundation is "the advancement of medical treatment and research". In practice the Foundation has restricted its mandate to the support of medical treatment and research within the Ottawa area, in keeping with the geographical concentration of the Ottawa Kiwanis Club. The Foundation considers requests for funding sent to them each year and provides grants in consideration of its objects, its mandate and the funds available at the time of the request.

The Foundation is administered by its Trustees, who this year were:

Don Blakslee	Allan Castledine
Dominic Ferrarotto	Victor Ferreira
Bob Fisher	Wayne French
Dr. Kanta Marwah	George Perrin

The Trustees sit on the Committee of the Medical Foundation with other members of the Ottawa Kiwanis Club who this year included:

David Daubney, Neil McDonald and Armelle Chataigner-Guidez

Summary of Activities for 2009/2010

In 2008 the Foundation set up a scholarship called the *Kiwanis Club of Ottawa Medical Foundation and Dr. Kanta Marwah Scholarship in Medical Physics*. Dr. Claire Footit was awarded the first Inaugural Scholarship and this past year for her PhD thesis, was awarded a Senate Medal for Outstanding Academic Achievement.

The Foundation pledged an amount of \$45,000 to Carleton University over the next three (3) years. An amount of \$15,000/year for three years is to support Carleton's assistive and rehabilitation devices research group.

The Foundation granted an amount of \$15,000 to the University of Ottawa for the Parkinsons Research Consortium fund. We have been a long time supporter of the Parkinson's Society of Ottawa that started back in 2003-04 when our own member Past President Larry Haffner and others came to us for support and the Foundation gave \$50,000 and in 2005-06 \$25,000. To date we have given the Parkinsons Research Consortium fund a total of \$85,000.

The Foundation completed its pledge of \$25,000 to support The Elizabeth Bruyere Research Institute on pressure sensitive mats with the second and final payment of \$10,000.

Since its inception the Kiwanis Medical Foundation has donated \$1,050,547.65 for the advancement of medical treatment and research within the Ottawa area.

The KMF is very hopeful of receiving funds from the TV Bingo revenue to help fund future research projects in the Ottawa area.

The Foundation also considered a number of requests that it determined were not within its mandate. Mostly these were requests from other organizations for grants to their fundraising activities. The Foundation restricts its support to actual research and treatment projects.

I would like to thank all my committee members for your attendance at meetings and your very open discussions and views. A special thank you to Dominic for the use of his boardroom and his excellent minute taking. Also, I would like to thank Allan for the great job he does investing our monies during these very difficult times.

I would like to thank President Peter and the Board of Directors for supporting our efforts and of those going forward. Also, thank you to the general membership for your support and your ideas.

It was my pleasure to serve as your chair

Wayne French,
Chairman of the KCO Medical Foundation

Membership Committee 2009-2010

To: Kiwanis Club of Ottawa President, Board of Directors, and members.

This was a successful year for membership growth. After many years of losing ground we ended the year with more members than we started with. Included in these numbers were two new Corporate Members, which is a very promising trend. Our Club's revision to its By-law has updated the membership categories and incorporated our innovative Corporate Membership criteria.

We introduced **9 new Individual Members** this year:

Armelle Chataigner-Guidez	Tom Burrow	Tyler McCabe
Elaine Wagman	Wadah Al-Ghosen	Deidre Powell
Grant Yusak	James Taylor	Paul Arnold

We introduced **4 new Corporate Members** this year:

Ottawa Senators Hockey Club with - Bill Courchaine and Jim Orban
Canadian War Museum with - Mark O'Neill and Claude Drouin

We introduced **1 new Honorary Chaplain** - Reverend Pieter Heerema

We had **10 Resignations** since October 1, 2009:

Frank Hegyi	Pawan Gupta
Bob Littlemore	Lee Storm
Bob Vergette	Angela Cummings
Ted Parsons	Ed Mulkins (deceased)
Janet Dodds	Darren Fleming

We were pleased to end the year with 155 Active members and 8 Honorary for a total of **163 members**.

Financial Report

2010 Budget	\$5,440
- Membership supplies (Legion / New Mbrs frames, Legion Pensets, Mansfield printing, Roses for Turnover Day)	\$1,200
- Guests Luncheons (includes Prospects lunch)	\$1,605
- New Members' Reception	<u>675</u>
Total Expense	\$3,480

Volunteer Subcommittee

Dawn has assumed responsibility to secure volunteers for all committees on request. By focusing the call for volunteers on newer members and members who have not been engaged, we have been able to improve engagement. We have set up a dedicated email address for volunteers - volunteer@ottawakiwanis.org
I recommend this process continue as a sub-committee of Membership.

Engagement, Recruitment and Retention Campaign (see report on following page) Thank you to Chair Allan Castledine and Vice-Chair Ross Christensen

Respectfully Submitted

Dawn Morewood

Committee Members:

Dawn Morewood (Chair)
Lynda Campbell, (Director),
Ross Christensen,
Don Blakslee,
Jan Mansfield,
Will Thompson,
Mike Lundy,
Tom Burrow,

KIWANIS CLUB OF OTTAWA

ENGAGEMENT, RETENTION AND RECRUITMENT CAMPAIGN

RESULTS AND RECOMMENDATIONS

09 April 2010

1. SUMMARY

- a. The Campaign represents an effort to be proactive and systematic in reaching out to members both to enhance individual experience as well as the Club's performance. Led by Past President Allan Castledine, the Campaign was organized into 24 teams of two members; each team selected three to five members who they undertook to contact to discuss their involvement in KCO.
- b. Results
 - The Campaign contacted 110 of the targeted group of 137 members, representing an 80% success rate
 - The response by members to the initiative was universally positive
 - On average, the 110 members were attending 33% of luncheon meetings in 2008-9, i.e., 36. With the move to semi-monthly meetings, they expected to attend an average of 55% of meetings during 2009-10, i.e., 60.
 - Actual average 2009-10 attendance for the first nine meetings is 49, but for the total membership of the Club.
 - There were a total of 172 existing assignments to committees. Members indicated they would undertake 32 additional assignments and a few others said they would respond if asked directly, a potential 19% increase in members available for committee work. However, there remain 19 of the 110 (17%) who have no committee responsibilities.

- Forty-two members indicated that they were either working on or would attempt to deliver 53 prospects by the end of the current Kiwanis year. This represents a significant opportunity for the Club's future.

c. Comments and Conclusions

An extensive range of comments were received from members that can be found at Annex E. While conclusions and recommendations have been based primarily on comments and data derived from the members' feedback forms, the authors have incorporated inputs from Campaign Teams as well personal perspectives developed during the course of the Campaign.

d. Recommendations

The following are highly abbreviated and presented without context. The complete recommendations and conclusions sections should be read to gain a full understanding of the proposed actions.

- i. Develop an ongoing "Buddy" or "KCO MemberLink" system comprised of self-supporting groups of four to six members.
- ii. Remind members of the role and importance of the Club's luncheon meetings and call for increased attendance as most members undertook to do in responding to the Campaign query.
- iii. Contact the 50 members not contacted through the Engagement, Retention and Recruitment Campaign
- iv. Follow-up on the undertakings of the 42 members to identify 53 prospective members as well as the 25 corporate members being developed by the Corporate Membership Committee
- v. Identify replacement sponsors for members without them.
- vi. Re-establish a mentor program

- vii. Adopt the schema detailed at Annex E, as the “Policy and Process for Membership Progression in KCO”, from prospect to seasoned member.
- viii. Develop a “KCO Members Handbook”.
- ix. Create the “Friends of Kiwanis” as a pool of volunteers.
- x. Strengthen the role, selection and preparation of committee chairs.
- xi. Create a “Committee Handbook” for each committee that includes mandates, objectives, priorities and organization of tasks and procedures.
- xii. Call for more committee involvement and modify the committee selection process so that it is essentially completed by the end of June, prior to the next Kiwanis year.
- xiii. Update / develop communications to include: re-articulating the Club’s raison d’être; regular and consistent messaging to our members and to the community about who we are, what we do and the personal commitment that this requires; and identifying and celebrating all aspects of member and volunteer commitment .

Membership Stats with percentages included on hard copy

Program Committee 2009-10

To: The President, Board of Directors and members of the Kiwanis Club of Ottawa

The mandate of the Program committee is to manage the program at our regular luncheon meetings to provide opportunities for fellowship and to ensure that speakers at our meetings are entertaining, enlightening and reflecting the many interests of our members and guests.

This year the Board adopted a new Friday meeting schedule. Starting with the first meeting in November and on a trial basis, the club met twice a month instead of every Friday as had been the custom since 1917. The membership adopted this new schedule permanently at the semi-annual meeting in June 2010.

As a result, we held 26 meetings, including four in October, compared to 48 or 50 in past years. Members save both time and money and voted overwhelmingly in favour of this change in schedule.

Fewer meetings presented a new challenge for the Committee. The Club's committee chairs and sponsored youth groups use our meetings as an opportunity to present their committee projects. This combined with regular Club business made for some very busy luncheon agendas. No perfect solution has yet been found, but the process is evolving. Members are making better use of other opportunities, including the new Club website, to communicate their announcements.

Many interesting speakers addressed the club this year, notably Max Keeping attended by 92 members and guests and Senator Mike Duffy which drew 85.

On average, 66 attended luncheons, 50 of whom were members or roughly 33% of our membership. At several of its monthly meetings, the committee reaffirmed its earlier decision that the Fairmont Château Laurier was our venue of choice and that relocating would not improve attendance; furthermore, everyone agreed that it is difficult to find a venue that would be able to accommodate our fluctuating numbers at meetings depending on the event, the time of year and the interest of members in the various topics being presented. Generally, members attend meetings that concern their committees directly or at which the speaker is well-known or discusses a topic of interest to them.

Our committee meetings were warm and well attended. Members took turns hosting meetings in their homes, and I thank each one of them for their hospitality and support:

Director Lynda Campbell
Don Blakslee
John Callan
Wayne French
Barb Perrin
Lorne Usher

Secretary Wayne Beaudoin
Scott Bradford
Ross Christensen
George Old
Bernie Shinder

Respectfully submitted,

Hélène Crabb
Chair, Program Committee

Program Stats included on hard copy

TV Bingo Project Report - 2009-10

To: The President, Board of Directors and Members of the Kiwanis Club of Ottawa

In response to a Club need for seeking a new fundraiser that will support our various community service activities, an earlier Feasibility Study concluded that a TV Bingo concept, based on the Kiwanis Club of Hamilton East model, was achievable. Therefore, a project team formed to develop a TV Bingo model and, on a limited trial basis, demonstrate the potential of this activity as a major fundraiser.

The project scope was to:

- Develop a sales distribution network;
- Develop a TV Bingo program operating model;
- Procure the minimum essential operating and support materials; and
- Conduct a successful trial program over a limited season (Nov 8, 2010 to Jun 29, 2011).

An initial project planning team comprised of Phil Rossy, Steven Moore, Guy Bourbonnière and Tom Burnie visited the Hamilton club and gained valuable insight into their TV Bingo operations along with some of the ongoing lessons learned. Subsequently, the planning team prepared a Project Charter, Marketing Strategy and a Project Management Plan. Those efforts resulted in establishing partnerships with Quickie Stores, as the basis for the sales distribution network, and with Rogers Television for producing the weekly program. In addition, several retirement homes complemented the vendor mix.

On March 26th, 2010, the club membership approved a funding investment of up to \$100,000 (over 2 years) as start-up capital and operating costs. The preliminary expectation was that the project would clear about \$72,000 in its trial-operating period. See next year's report for the exciting results.

Both formal and informal TV Project team meetings were a frequent part of team life with a continuum of dynamic decision making necessary to reach the goal of first program start on November 8th, 2010. Coupled with team meetings, the Board of Directors received monthly briefings and reports so there was a full awareness of progress and risks. The project team, under the leadership of President-Elect Phil Rossy, comprised of Tom Burnie (Project Manager), Steven Moore (Sales & Distribution Team Leader), Deidre Powell (legal counsel and TV Production

Leader), Gary Flockton (Operations Support Leader), Guy Bourbonnière (Board representative), Geoff Godding (Sales) and Warren Gencher (Marketing). As the deadline for program launch loomed, the team blossomed into about 80 volunteers organized by Dawn Morewood. In addition, John Bathurst joined the team as the Bingo manager with Tom Beveridge providing comptroller advice.

In conclusion, this exciting fundraising activity appears headed toward attaining its intent of providing substantial support to the Club's community service activities. Success will depend upon the continuing enthusiasm demonstrated to date by Club members.

Yours in Kiwanis,
T.J.I. (Tom) Burnie, Project Manager

Young Children's Projects Committee 2009/10

To: The President, Board of Directors and members of the Kiwanis Club of Ottawa

In 2009/10 the YCPO Committee managed a number of projects that touched the lives of thousands of children and families not just in our community, but across Canada, the USA and Caribbean. The following is an overview of our programs:

Kiwanis Read-a-thon

Our primary project this year was the Read-A-Thon, which for many years was championed by Howard Whittaker and Lee Scott. This year Laura Johnson stepped in to assume the role of Program Coordinator to replace Lee and did an excellent job in her first year managing the many different aspects of this project.

We would also like to recognize the great work done by our webmaster Jamie Johnson, for getting all the registration materials and program information online so they would be accessible through the Kiwanis Club of Ottawa website. This has really helped to streamline the administration of the program and potentially extend our reach globally through the internet.

This year the Read-a-thon had

- 34 schools registered involving 11,169 students
- 20 schools in Ottawa (12 Beacon Schools – economically disadvantaged)
- 6 schools in other Canadian cities
- 8 international schools

The main challenge this year and going forward will be the limited budget available for administering the project. The three year endowment from the Lea Cross Foundation has now expired, and funding from one of our major partners, Canada Post, was suspended indefinitely this year due to budget constraints.

We were able to scrape by this year with a minimal budget, but next year will require additional funding in order to cover the costs of the Coordinator as well as replacing many of the program's collateral and promotional materials (such as the book markers, participant certificates and school posters).

Reading is Fundamental Program – Connaught Public School

Ross Hadwen continues to champion this program, leading and scheduling a group of volunteers in many hours of one-on-one reading to students at Connaught Public School. Through his tireless efforts, Ross and his volunteers have improved the lives of many disadvantaged children at this school. As well as reading they have assisted by:

- Collecting and donating books to the school library
- Collecting winter clothes for children in need
- Being available to help the school in other projects, as required

“Never Shake a Baby” and “Precious Minds” Videos

These two educational videos continue to provide important information not just to people in our community, but to many others. We continue to get requests for these throughout North America and beyond.

Although their content has remained the same, these videos have evolved over time from their initial format as VHS cassettes to now being available as a DVD. They continue to be in demand and represent a continued source of revenue to the Committee and Club.

With the ongoing evolution of our Kiwanis Club website, these videos can now be ordered online and hopefully will one day be available in a “downloadable” format or “streaming video”.

Chess for Kids – trial project

This year Eric Cosgrove brought forward a proposal for the Committee to participate in a trial program that would teach chess to children in primary school.

Eric had already taken the initiative and partnered with the Mathematics Society and Ottawa Chess Masters to develop a pilot project in one school, with good success. So upon review, the Committee agreed this was in line with our mandate to encourage early learning and intellectual development and should support a broader trial.

Unfortunately this never happened; as Eric was unable to reach a suitable working arrangement with the Chess Masters and Mathematics Society, or raise sufficient interest from other members to assist as champions.

It was therefore decided to put this concept on hold, but to hopefully revisit it again at another time.

It has been a good, but challenging year for the YCPO Committee and I would like to thank the committee members, our Read-a-thon Coordinator, Laura Johnson, webmaster Jamie Johnson and other volunteers for all their support and hard work over the past year.

Sincerely,

David Urie, Chair

Committee members:

Martin Diegel (VP), Helene Crabb (Director),
Eric Cosgrove, Ross Christensen, Ross Hadwen, Jackie Holzman, Michelle Hutchinson, Warren Gencher, Ian Sterling, Jack Warner, Rev. Peter Heerema