

2016/2017
ANNUAL GENERAL MEETING
Thursday, October 6, 2016 - 6:30 p.m.
Activity Centre, 1091 Wellington Street
Sarnia, Ontario

Pre-Annual Meeting Agenda Items:

a) Refreshments

- Earle Kilner welcomed all guests to the meeting and informed them that they could help themselves to refreshments.

b) Update Information Cards/Membership Review-Approval

- Guests were informed that Update Information Cards are available in the entrance hallway to update one's email, phone and address information and to improve our database and correspondence with members.
- According to the current Bylaws, members must be approved by the Board; as such, the Executive Committee acting on behalf of the Board reviewed and approved the following applications prior to the meeting commencing:
 - New Memberships Approved
 - Mariea Strangway
 - Peter Last
 - Kevin Schenk
 - Valerie Hickey
 - Renewal Memberships approved
 - John Millholland
 - Hazel Millholland
 - Cary Meyer
 - Alvin Rowe
 - Joanne Rowe
 - Connie Zilliges
 - Christine Huctwith
 - Glenyce Huctwith
 - Theresa Huctwith
 - Sue Cowan

MOVED by Wilma Arthurs and **SECONDED** by Lisa Veenendaal "That the memberships be approved as presented."

CARRIED.

BUSINESS AGENDA

1. Opening Remarks and Review of Agenda

- Earle Kilner welcomed and thanked everyone for attending the meeting.
- The Executive Committee Officers, on behalf of the Board, has approved all renewed and new members, hereby enabling all members to vote (using their Red Vote Card), as required by our new By-Laws. All membership applications that were submitted for the term 2017-2018 will be approved at the October 27, 2016 Board Meeting.
- The agenda was reviewed and no additions or amendments were noted.
- Board Members present: Diane Plug, Wilma Arthurs, Sue Anderson, Heather Collins, Earle Kilner, Rob Tuer
- Members of the Kiwanis Club, and Mary Harper from MCSS were present.

MOVED by Kevin Schenk and **SECONDED** by Lisa Veenendaal, "That the Agenda be approved by the Membership as presented."

CARRIED.

2 Minutes of Annual General Meeting of Oct. 8, 2015

- The Minutes of the AGM held on October 8, 2015 were reviewed.

MOVED by Heather Collins and **SECONDED** by Kevin Schenk, "That the minutes of the Annual General Meeting of Oct. 8, 2015 be approved by the Membership as presented."

CARRIED.

◆ BUSINESS ARISING?

- Nothing new

3 By-Law 2013-1 Amendments (Two Amendments - see A and B)

- The following By-law amendments were reviewed:

A "That By-Law 2013-1, Article 8.5 Termination, be amended by amending clause (b) as follows (in ***bold italicized*** letters): and was previously approved at the March 31, 2016 Board Meeting.

(b) Absenteeism

FROM:

The absence of a Director from three (3) consecutive regular Board meetings shall be deemed to be a resignation of the said Director from the Board.

TO:

The absence of a Director from three (3) consecutive regular Board meetings shall be deemed to be a resignation of the said Director from the Board, ***unless determined otherwise by a resolution of the Board upon written request for such consideration by the said Director.***

- B** “That By-Law 2013-1, Article 8.3 Term of Office, be amended by adding clause (c) as follows: previously approved at the September 29, 2016 Board Meeting. This amendment will enable one Board member who has completed her five (5) two year terms and has been asked to remain on the Board for an additional two year term. This is beneficial due CLSL’s outstanding Human Rights Case, as it will provide continuity on the Board during this difficult period of time. Miller Thomson the association’s lawyer has thoroughly reviewed the By-Law and we are very comfortable. Robert Rowe asked if this is just applying for this two year term, and if so would it be a good idea to extend this for a further period of time, John stated that the reasoning behind the one extension is so that the board can continue with its original thought of having new faces on the Board.

ADDITIONAL CLAUSE:

- (c) *For the Term of Office of Board Director for 2016-2018, a Director who is in his/her last full two (2) year term may continue to stand for election as a Director for an additional term of two (2) years, subject to approval by the Board prior to the next Annual Meeting.***”

Reference: By-Law 2013-1 re “Article 14: Passing and Amendments to By-Laws”

14.3 Effective Date

Subject to section 14.4 below, a By-Law or amendment to a By-Law passed by the Board has full force and effect:

- (a) from the time the motion was passed; or
(b) from such future time as may be specified in the motion.*

14.4 Approval by Members

- (a) By-Law or amendment to a By-Law passed by the Board shall be presented for confirmation at the next Annual Meeting or to General Meeting called for that purpose. The notice of such Annual Meeting or General Meeting shall refer to the By-Laws or amendment to be considered.
(b) The Members at the Annual Meeting or at a General Meeting may confirm the By-Law or amended By-Law as presented or reject or amend it and, if rejected, it thereupon ceases to have effect and if amended, it takes effect as amended.*

14.5 Effect of Rejection. Etc.

In any case of rejection, amendment, or refusal to approve a By-Law or part of a By-Law in force and effect in accordance with any part of this Article 14, no act

done or right acquired under any such By-Law is prejudicially affected by any such rejection, amendment or refusal to approve.

Note: Upon adoption of the new amendments and their inclusion in CLSL's By-law, By-Law 2013-01 will be changed to read as By-Law No. 2016-01, to reflect the year in which these two amendments were enacted and when CLSL's By-law was updated.

MOVED by Robert Rowe and **SECONDED** by Kevin Schenk "That By-Law Amendments to 'Article 14 - Passing and Amendments to By-Laws', 'Article 8.3 Term of Office', and 'Article 8.5 Termination', be approved by the Membership as presented."

CARRIED.

4. **Nomination Committee Report / Election**

- The slate of Nominees for the Office of Director for the Board term 2016-2018, all of whom are incumbents, were:

Susan Anderson, Chris King, Diane Plug and Rob Tuer

MOVED by Heather Collins and **SECONDED** by Wilma Arthurs, "That the Membership accept and elect the full slate of nominees as presented for the Office of Director for the term 2016-2018.

CARRIED.

MOVED by Heather Collins and **SECONDED** by Wilma Arthurs, "That the Nominations Report be accept and elect the full slate of nominees as presented for the Office of Director for the term 2016-2018.

CARRIED.

- ◆ Luellen Charron was unable to attend the meeting but John shared that the Board has appreciated her support and dedication during her two years with the Board.

5. **Treasurer's Resource Committee Report, Independent Auditor's Report and Financial Statements**

5.1 **TREASURER'S RESOURCE COMMITTEE REPORT**

- This Financial Statements were distributed to the Membership and made available at the Annual Meeting. The Reports were briefly discussed and projected on the screen for review.
- As of March 31, 2016 our combined operating deficit with the Ministry of Community and Social Services (MCSS) and the Ministry of Children and Youth Services (MCYS) is \$7,485 and the Dedicated Supportive Housing project has a deficit of \$40, for a total operating deficit of \$7,525. The approved grants for these activities total \$8.753 million, therefore the operating deficit is .086% of grant revenues.

- We received \$176,800 in one-time grants for minor capital projects. The approved projects include upgrades to five of our sites. Included amongst the projects are replacements for aging heating/cooling equipment, roof replacement and the installation of sprinkler systems.
- In June of 2015, we sold the property and home that had been donated to us in July 2014. The proceeds of the sale are currently being held in cash for future needs.
- After a nine month break in funding from April 2014 to January 2015, Service Canada renewed our "jobStart" program to cover employment workshops from January 2015 to January 2016. In August of 2015, we submitted our proposal to continue the workshops from January 2016. After a six month break in funding, Service Canada renewed the proposal that would allow the services to begin again in August 2016 for another twelve months
- We renewed six mortgages during the year, totaling \$1.67m. Five mortgages were renewed for one-year terms. In November 2015, with five-year mortgage rates at an all-time low, we chose to renew the mortgage for the Activity Center on Wellington Road for a five-year term at 3.73%.
- In March of 2016, we diversified our Investment Portfolio by investing just fewer than 11% of the portfolio in four separate "Exchange Traded Funds" that are tied to the index activity in Canadian, United States, and Emerging Market and International exchanges.
- The Charts were briefly reviewed that reflect the breakdown of revenues and expenditures for 2015/2016:

MOVED by Rob Tuer and **SECONDED** by Kevin Schenk, "That the Membership accept and adopt the Treasurer's Resource Committee Report"

CARRIED.

5.2 INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS

- The Auditor's and Financial Reports were distributed to the Membership and made available at the Annual Meeting. The Reports were briefly discussed and projected on the screen for review.

MOVED by Rob Tuer and **SECONDED** by Lisa Veenendaal, "That the Membership accept and adopt the Independent Auditor's Report and Financial Statements"

CARRIED.

6. Appointment of Auditors

MOVED by Hazel Millholland and **SECONDED** by Carrie Myer, "That the Members approve that the firm of BDO Dunwoody be appointed auditors for the 2016 - 2017 financial year."

CARRIED.

7. Annual President's, Executive Director's & Support Services Reports

7.1 President and Executive Directors Reports

◆ PRESIDENTS REPORT / COMMENTS

- Earle announced that he will not continue as President of the Board, and will take on the seat as Past President. He shared his past history as a teacher and involvement in the Real People Program. He further shared that he and John originally approached the Grace United Church regarding renting the Grace Manse home. He stated that the Board has a good slate of Directors who work well together, and thanked the Board Members, administration staff and everyone involved for their good working relationship.

◆ EXECUTIVE DIRECTOR'S REPORT / COMMENTS

- John thanked Earle for his role as the President.
 - Human Rights Case update
 - CLSL has a human rights allegation that it should be paying minimum wage to all Wawanosh participants. The Human Rights Tribunal meeting was adjourned to March 2017. Due to the fact that it has been adjourned, CLSL is not in a position to share further information at this time.

The Wawanosh Report stated that CLSL will not lose its funding for Wawanosh and that CLSL will strive to come up with progressive different support options so that no one is left behind.

- Video PowerPoint
 - The Banks Family Fundraiser – total donation to CLSL was \$16k, with the beer fridge alone having raised \$4k. This will help fund an accessible van. The Banks family joined us for dinner at the Sept. Board meeting, and announced that they will again be donating the money to CLSL in 2017 at their Labor Day Banks Family Fundraiser.
 - Lowes Fundraiser (Euphemia Home) Hero Development Fund – donated and built a shed and flower beds at CLSL's Euphemia Home. Laura Stokley from our Employment Transitions Program and Peter Last were key in this project.
 - Scholarships – (4) \$500 awards for College students, (1) \$500 award for a Student that has a parent employed by CLSL, (1) \$500 award for a Summer Student employed at CLSL, and (7) \$100 awards for High School Students.
- Announce Commercials
 - Fundscrip – total donations has gone towards an accessible van.
 - 4Friends Plus Mittens – Wilma Arthurs and Karen King, both current Board Members, are members of the '4 Friends.' All proceeds to CLSL will go to purchase an accessible van.
 - Dollars and Sense Books has raised a fair amount of money, which too will go towards an accessible van..

7.2 SUPPORT SERVICES REPORTS

- The Service Reports are included in the AGM package; they are completed by the Management as an opportunity to share what goes on their respective program areas throughout the year.
 - ◆ Respite Services, 2015-2016
 - ◆ Vocational Services, 2015-2016
 - Employment Transitions
 - COMMUNITY PARTICIPATION & DAY OPTIONS
 - ◆ Community Involvement Program, 2015-2016
 - ◆ Housing Support Services, 2015-2016

7.3 Comments and Questions

- The floor was opened up to questions and comments, none were noted.

- ◆ **MOVED** by Kevin Schenk and **SECONDED** by Wilma Arthurs, “That the Membership approves the President’s, Executive Director’s and the Support Services Reports.”

CARRIED.

8. Strategic Planning Report

- A brief outline of CLSL’s Strategic Plan was shared, how it went through two stages of meetings; 1st with Storyboard in 2015 and then, 2nd, with Tom Little Consulting which processed a comprehensive strategic plan and published a comprehensive strategic plan document. Storyboard then create a graphic Strategic Plan pamphlet that was handed out this evening.
- CLSL is in need new of numerous accessible and regular vans.
- CLSL implemented new software called AIMS – it is an online Client database system, which will help us with our Quality Assurance Measures (QAM) in 2017.
- CLSL will endeavor to hire new supervisory staff in the next 6 months, including a senior management position and an HR Director.
- The website will also be updated in the next six months.

9. Motion for Adjournment Business Meeting

MOVED by Kevin Schenk and **SECONDED** by Sue Anderson, “That the Membership approve that the 2016 Annual General Meeting be adjourned”

CARRIED.

Recording Secretary
Tammy Langis

~ Aktion Club Presentation ~

- Norma Hills introduced the Committee and played a PowerPoint presentation.
- The Aktion Club did a presentation and shared an overview of its program. It recently presented in Stratford. They have held BBQ fundraisers, assisted at the Kids Fun Fest, and collected cans for the Inn of the Good Shepherd. They have a good partnership with the Golden K.
- Mike Shimmy and Dick Felton, members of the Kinsmen and the Aktion club are dedicated to changing the community one person and one community at a time. It is a worldwide organization with 1200 members. There are Aktion clubs in both Sarnia and Chatham and work well together. To date, it has completed 9200 volunteer hours.

~ Service Awards Presentation to follow ~

2016 Participants' Years of Service Awards

Terry and Norma

5 Years

Kelly Timperley

25 Years

Paul Rowe

Lisa Strangway

40 Years

David Stebbins

10 Years

Rick Martin

30 Years

Pasquale Setola

15 Years

Casey Marshall

35 Years

Paul Millholland

2016 Employees' Years of Service Awards

John and Kevin

10 Years

Tammy Bygrove

Travis Callander

Jennifer Cinelli

Jennifer Core

Cindy Haas

Luanne Johnston

Fay Osinde

Sheila Piggott

Krista Scott

15 Years

Pam Atkinson

Don Ellenor

Kendra Menzies

25 Years

Brian Biggers

30 Years

Becky Boersma

40 Years

Terry Bain

~ SET/SYA Presentation ~