



# ELIZABETH FRY SOCIETY OF OTTAWA

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## Elizabeth Fry Society of Ottawa Annual General Meeting 2019

### DRAFT MINUTES

17 October 2019, 6 p.m.

Mac Hall, Bronson Centre

#### **1. Call to Order and Welcome: Board President, Sylvia Cesaratto (18.09)**

Sylvia Cesaratto opened the meeting and welcomed everyone. She acknowledged that we are meeting on traditional Algonquin territory. She thanked staff, volunteers, current and incoming board members, and community members for attending.

#### **2. Approval of Agenda (18.10)**

Moved by Diana and seconded by Lynn that the agenda be approved. **Carried.**

#### **3. Approval of 2018 Minutes (18.11)**

Moved by Karen and seconded by Nicole that the 2018 AGM minutes be approved. **Carried.**

#### **4. Board President and Executive Director's Report (18.12)**

This report covers the period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019. At last year's AGM we unveiled our 5 year strategic plan following extensive engagement with stakeholders. This year we have been solidifying our action plan to support our strategic priorities. We are supporting our core services and remain connected to the women we serve. Our Executive Director Sarah Davis widened our circle of partners to advance our goals. We have reached out to our representatives in politics: City Counsellor Catherine McKenney and MPP Joel Harden. We were grateful to be the recipients of donations from the Shoebox Project at Christmas time. We have partnered with Cahdco, a nonprofit that helps other nonprofits find/develop suitable housing, to establish the best plan to get us into new premises. We said goodbye to several longstanding staff members and have welcomed many new staff. We recognize April Bissonnette who has achieved 10 years of service and who has made an immense contribution to EFry over this time. This year we had excellent Board stability with 12 positions filled, and we solidified our committee structure to support Fundraising, Advocacy, HR, Finance, and Relocation. We

initiated a donor newsletter, created by Allana Haist. It has been a great year for a great organization with dedicated staff, volunteers, and board.

## **6. Treasurer's Report (1818)**

Craig Mracek, Finance Committee member, gave the Treasurer's Report on behalf of Cara Harder, Treasurer. He recognized Michelle Lawrence, Manager of Accounting, for her diligence and accuracy in financial reporting. The Finance Committee welcomes questions here or any time throughout the year.

We are switching to new bank to make staff and client transactions more convenient. We have already invested \$57K in the Ottawa Community Foundation and next year more will be invested in that fund for our new space. The second line on Page 3 of the Financial Report indicates this \$57K investment. There is also a drop in internally restricted funds for JFN of \$30K for to pay for the Cahdco proposal for our relocation/development. Page 5 indicates excess of revenue of \$40K this year compared to \$114K last year. We are spending more money on employee salaries and benefits.

There were no questions on the financial report.

Moved by Karen and seconded by Diana to accept the audited report. **Carried.**

## **7. Auditor's Report: The Frouin Group (1825)**

The Frouin Group was asked to audit the financial statements, and have issued a clean audited opinion. There are no areas of issue. Records are well maintained and all requested information was made available.

All the talking points have been covered by Craig (see above). Assets have increased significantly due to the short term investments discussed. Accounts Payable include regular organizational expenses paid after year end. On Page 5 the statement of revenue and expenditure indicates that revenue is comparable to last year. Expenses have increased due to increased salaries and benefits, but there is still a surplus.

Page 6 provides the statement of cash flows, which is how the organization used cash during the year.

The notes provide further information. There were no questions for the auditor.

Moved by Craig and seconded by Lynn that the Frouin Group be appointed as auditors for 2019/2020. **Carried.**

## **5. Family Space Announcement: Tania Hasbani (1826)**

Tania Hasbani announced that as a result of success in several grant applications by Sarah Davis, Shawna Holmes, Allana Haist, and Ayan Alas, we will be opening a Family Space in the Bronson Centre which will allow women to spend time with their children in a safe and comfortable environment. Tania recognized Diana Majury, Board member for 12 years, who is leaving EFry Ottawa this year. In honour of Diana's work with the agency, the family space will be named Diana's Place: Child and Family Centre.

## **8. Volunteer Award: Presented by Coordinator of Volunteers, Marie-Josée Marion (1830)**

This year, we recognize the work of two volunteers: Ann Barrett and Kathryn McKinley. MJ described and thanked them for their contributions to JFN, the prison visiting program, facilitating programs, and organizing the client holiday party.

## **9. Staff Award: Presented by Manager of Community Engagement, Shawna Holmes (1835)**

Shawna Holmes presented the Staff MVP award to Marie-Josee Marion, Coordinator of Volunteers and Court Support. She recognized MJ's years of warm and dedicated service to EFry clients and fellow staff.

## **10. Election of the Board of Directors (1837)**

Sylvia recognized outgoing Directors Diana Majury, Cara Harder (Treasurer), and Susan Hempinstall, who oversaw our move to a new website, IT service provider and board software. She thanked them for their contribution and wished them well.

Please see the Slate of Directors in the AGM package for biographical sketches of nominated Directors Allana Haist, Kamal Ubhi, Laura Crich, Jan Ditchfield, SM Leduc, and Nancy Richard. Each nominated board member gave a brief statement on their motivations for joining the board.

Moved by Diana and seconded by Craig that the nominated slate of Directors be approved.  
**Carried.**

**\*BREAK\***

## **11. Keynote Speaker: Samantha MacAleese, PhD Candidate, Carleton University (1900) "Identifying and Navigating the Collateral Consequences of Punishment in Ottawa"**

Samantha described her research based on interviews with front line community staff on the barriers faced by clients and staff due to the Criminal Records Act, which has made it more difficult for clients to receive a pardon. She emphasized the role of structural stigma inherent in institutions and policies. Housing emerged as the most important and difficult factor for staff to

navigate for clients with a criminal record. Front line workers are largely doing advocacy work for their clients.

**12. Adjournment (1939)**

Sylvia extended good wishes to Sarah Davis who has just started her maternity leave, and welcomed our Interim ED Cathy Robinson. Sarah Tait, AGM Committee, thanked Jill Armstrong, Office Manager, for her work in organizing this AGM.