

Ottawa Independent Living Resource Centre

ANNUAL MEETING 2021 / 2022

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A NOTE FROM THE BOARD

Hello everyone! We hope that you have all had a happy and healthy summer.

There's no doubt about it – this has been another year of triumphs and challenges for the Ottawa Independent Living Resource Centre (OILRC). As your Board members, we are so proud of the way the Centre's members, volunteers, students, and staff have worked together to keep programming and support ongoing as Ottawa moved through the Covid-19 pandemic.

It is due to your efforts and flexibility that round table sessions for members continued and outings and events like the OILRC's Vanier Garage Sale Fundraiser took place. It is because of your enthusiasm that we began working with artist Allyson Luedtke again (Thank you to consumers and family members for painting inspirations!) And it is thanks to your loyalty to the Centre throughout the pandemic that we made it back to in-person programming. It is so nice to see everyone again!

And you did all this and more in the face of significant staff turnover at the OILRC. Allison Lusby took charge of peer support programming when Amy Bradley left the Centre to pursue other career opportunities in May 2021. Direct Funding programming was under the direction of Lisanne Comeau until she left in July of last year and Roberto Guardado took over.

Also, Robin Green took the helm as the OILRC's acting Executive Director from June 2021 to June 2022, after Jessica Ayoub left on maternity leave. Robin, you tackled a steep learning curve and a full plate of tasks with admirable dedication and enthusiasm – the Centre could not have made it through the year without your tireless efforts. Big thanks.

Particularly special mention goes out to the Centre's Board Treasurer and de facto Chief Financial Officer, Daphne Picklyk, who retired after more than 20 years of dedicated service to the OILRC and its members. Over the year, this wonderful woman came to every fundraiser and special event supporting the Centre, including Christmas parties, open house nights, and our Spring Paint Fling. Daphne, you knew and loved everyone at the OILRC and all of us knew and loved you. We thank you and we miss you.

The other personnel changes fall in the 2022-23 reporting period, so for now, we'd just like to thank those who left for their immeasurable contributions to the Centre. We also want to extend a warm welcome to the team's new faces, including Jada Wahabu as the Direct Funding Coordinator, Ximena Rodriguez as the Peer Support Coordinator, and Georgina Varelas-Stapper, who recently assumed the mantle of the OILRC's Executive Director, when Robin left to take on new challenges. Welcome aboard, everyone!

As always, we'd like to thank the OILRC's behind-the-scenes support group, made up of volunteers, community partners, and funders. We are so grateful to Cistel Technology, Service Coordination, Lola Charitable Gaming Association, and the Canadian Career Development Foundation. Much gratitude goes to the Centre's individual donors as well.

We thank you for your support.



Canadian
Career Development
Foundation



Thank you

PROGRAMS

A YEAR IN REVIEW

PEER SUPPORT

The Peer Support Program continues to empower members and provide space for expression, relationship building and recreation. OILRC has offered many programs to a virtual environment to protect everyone's health and safety over the 2021/2022 year, however has begun offering more programs in person and offering a hybrid model.





We were fortunate to be able to meet virtually at Weekly Round Table Discussions, Creative Expression with Art Haven and events like our Halloween party, Christmas party, and going to the Tulip Festival. We have even sent out art and other packages for those that couldn't join us in person.

We are so thankful to our partnership with Service Coordination for their continued support in providing program to fit the needs of our consumers.

CONSUMER SPOTLIGHT

Van Dang

Van has worked very hard in achieving her goals over the years, and we couldn't be prouder of how far she has come. Congratulations!

Van shares her experience below:

"I first started attending the Centre since 2011. I found out about OILRC through a Counsellor. Since starting at the Centre, I attended different events through Peer Support. The main support I have gotten from staff at OILRC is help with employment and volunteering. They also helped me by doing interview prep. In 2012, I was able to get a job with support from the organization and I worked there for almost 2 years. Staff at OILRC helped connect me with the Kitchen Steward Program at Algonquin College & Christian Horizons. I graduated from this program in 2019. It was difficult to find volunteering positions during COVID-19 but OILRC helped me find a full time job and a volunteer at the Food Bank.

I have Autism which sometimes means I find it hard to relate to others and I misunderstand people. I have been bullied before during school but the Centre has helped me to gain more confidence and feel more connected to other people. I didn't feel like I was smart enough but the Centre helped to encourage me to find my strengths and talents outside of education. I realized that hard work matters more than smarts. When I was searching for a job, I was scared of not being able to match up with others in the workplace but the Centre spoke to the staff at my new job so I could get accommodations at work. I was able to get a new job and gain more confidence. My hobbies include making cards for special occasions, cooking, meeting new people and reading." - Van Dang



DIRECT FUNDING

The COVID-19 Pandemic continued to present some challenges for implementation of the Direct Funding program. Interviews continued to mainly be virtual, with the exception with some in person visits. Many Self-Managers experienced staffing challenges.

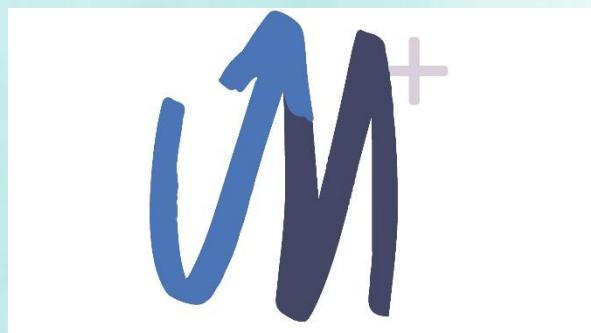
The government of Ontario implemented a Temporary Wage Increase to help incentivize health care workers, and has now been made permanent.

The Ottawa region was able to take on 3 new Direct Funding Participants in 2021/2022, and saw 19 new applications submitted.

IN MOTION AND MOMENTUM+

Through a new partnership with the Canadian Career Development Foundation, OILRC has been given the opportunity to run the In Motion and Momentum+ Program for a second time. This innovative 13 week program focuses on setting participants up for employment success through building confidence, skills and motivation.

Our second round of participants graduated the program in November of 2021. Lisanne Comeau and Amy Bradley facilitated the program.



Treasurer's Report

OILRC - AGM

2021-22

Content

- Summary of Financial Statements 2021-22 (audited)
- Overview- Financial Management
- Financial Audit 2022-23

Summary – Statement of Operations

	2021-22	2020-21
Total Revenue	220,157	178,315
Total Expenses	213,345	168,631
Net Revenue	6,812	9,684

- Ended the year 2021-22 with Net Revenue of \$6,812.
- Compared with 2021-22, expenses increased by \$45,000.
- Revenues increased by \$42,000.
- Increases mainly due to IM&M program

Sources of Revenue

	2021-22	2020-21
Direct Funding	102,618	84,017
ESDC	37,330	38,513
Bingo and SCS	12,553	17,829
Other (CEWS, OCF, Summer studer	10,994	22,094
Motion and Momentum	53,500	13,449
Fundraising and donations	3,161	2,413
Total Revenue	220,156	178,315

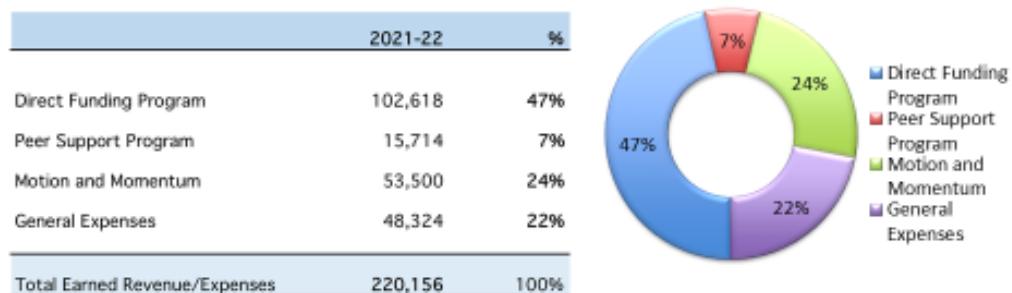
- Sources of revenue:
 - Direct Funding (The Centre for Independent Living Toronto) : \$102,618 (\$84,017 in 2020-21). Increase due to use of deferred revenue from prior years.
 - ESDC: \$37,330 (\$38,513 in 2020-21)
 - Bingo: \$471 (\$8,106 in 2020-21) and SCS \$12,008 (\$9,723 in 2020-21)
 - In Motion and Momentum for 2021-22 only: \$53,500

Main Types of Expenses

	2021-22	2020-21
Salaries and Benefits	156,054	115,328
Rent	30,036	28,063
Supplies, services, insurance and others	27,255	25,240
Total Expenses	213,345	168,631

- Most important types of expenses:
 - Salaries and benefits: \$156,054 (\$115,328 in 2020-21)
 - Rent: \$30,036 (\$28,063 in 2019-20)
 - Supplies, services, insurance and others: \$27,255 (\$25,240 in 2020-21)

Revenues and Expenses by Program



- **Direct Funding Program:**
 - Funding from: Centre for Independent Living Toronto
 - Expenses include salaries, and portion of administrative costs such as rent, supplies, insurance.
- **Peer Support program:**
 - Funding from: Bingo, SCS, fundraising and donations. Decrease compared to prior years, due to temporary shutdown of bingo and delivery of IM&M program.
 - Expenses include: salaries, supplies for peer support activities, professional services and small portion of administrative costs such as rent, supplies, insurance.
- **General expenses/revenue:**
 - Funding from: ESDC, summer student
 - Expenses include: salary, and portion of administrative costs such as rent, supplies, insurance.

Summary – Financial Position

	2021-22	2020-21
Total Assets - Current Assets	36,270	46,628
Current Liabilities	4,520	3,075
Deferred Revenue	6,674	25,289
<u>Total Liabilities</u>	<u>11,194</u>	<u>28,364</u>
Net assets	25,076	18,264
Total Liabilities plus Net Assets	36,270	46,628

- Total Assets include:
 - Cash (\$21,090)
 - Accounts receivable (HST receivable, SCS revenue receivable, final payment IM&M) (\$8,150)
 - Prepaid expenses, consisting mostly of the prepaid last month's rent (\$3,134)
- Total Liabilities includes:
 - Accrued audit fees
 - Deferred revenues consist of revenues collected but not yet spent (Bingo revenue).

Overview – Financial Management

- Suspension of in-person activities and of Bingo operations in March 2020 resulted in a decrease in Peer Support revenues and expenses.
- In Motion and Momentum program contributed to increase in revenue and new program, which ended March 2022.
- The Centre continues to manage its finances and cash flow closely through monthly reports to the board.

Financial Audit

- Frouin Group conducted the audit of the Centre's 2021-22 Financial Statements.
- The financial information in this report is a summary of the audited financial statements.
- Report from Auditors:
 - Opinion: the financial statements present fairly the financial position as at March 31, 2022 and statement of operations for the year ending March 31, 2022.
 - Opinion is qualified: cannot verify the completeness of revenues earned through fundraising activities, which is common for many not for profit organizations.
 - Despite this, sufficient evidence to provide a qualified audit opinion.
 - Outlines responsibilities of Management and responsibilities of the Auditors.

Close Out

- Questions?
- Motion to approve the Treasurer's Report
- Motion to appoint Frouin Group as Auditors for 2022-23 fiscal year

OILRC 2021 AGM – September 23rd, 2021

Meeting Held Via Zoom

Attendance: Jean Bray, Allison Lusby, Kim, Madhu, Erin Naef, Rick Berger, Daphne Picklyk, Emily Rahm, Robin Green, Anne-Marie Joanisse, April Reid

Welcoming Words

- Started with introductions: Name and involvement with OILRC.
- Meeting called to order by Erin at 7:09PM.
- Erin explained to the group the definition of a motion.
- Meeting agenda approved. Seconded by Daphne.
- 2020 AGM minutes approved. Seconded by Jean Bray.

Message from the Board

- Thanked everyone for their resiliency and ability to adjust to the circumstances related to COVID-19.
- Despite the circumstances, we were able to start the In Motion and Momentum+ program.
 - o Participants have found the program to be very helpful.
- Message from the board approved. Jean and Kim seconded the motion.

Program Updates

- Peer support – have been doing Round Tables and Art Haven programming
- AMI Special: Staying Home and Staying Connected – Fern and Carol were featured on the show and talked about the Creative Expressions program.
- Consumer Spotlight – Kim has enjoyed the summer outings.
- Staffing in Direct Funding was a bit of a challenge due to the pandemic.
 - o Decrease in self-managers.
 - o 3 new managers, 14 new applicants.

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- IM&M – 6 graduates from the program. Led by Lisanne Comeau.
- Program updates approved. Seconded by April and Kim.

Treasurer's Report

- Report from April 2020 to March 2021.
- Statement of operations – Total revenue was \$178,315. Total expense was \$168,631.
- Sources of funding:
 - o Direct Funding
 - o ESDC
 - o Bingo
 - Bingo not running during COVID-19.
 - o SCS
 - o New program revenue from IM&M+.
- Main expenses – salary, rent, and supplies/insurance/services/other.
- Peer support revenue decreased.
- Treasurer's report approved. Seconded by Erin and April.
- Motion to appoint Frouin Group as next year's auditor approved. Seconded by Jean.

Board Re-Elections

- Erin Naef – re-elected
- Daphne Picklyk – re-elected
- Anne-Marie Joanisse – re-elected
- Emily Rahn – re-elected
- Jacques Quesnel – leaving the board

Other Business

- Erin Naef – So many staff changes lately. Special thank you to Robin Green for filling in the position of Executive Director.

Adjournment

- Erin Naef called the meeting adjourned at 7:51PM.