



**ANNUAL
GENERAL
MEETING**



RISE
Resource Centre for
Independent Living

116 – 70 Isabella St
Parry Sound, ON P2A 1M6

At 2:00 pm



**June
2019**

AGM 2019

Tab 1

IN THIS SECTION:

- Letter from Board Chair
- Letter from
Secretary/Treasurer
- Letter from Executive Director

Letter from Board Chair

2018 - 2019 was a productive year. The Board and RISE staff worked extremely hard to positively advance our financial position.

The Board Executive Committee has been working on RISE's new policy manual, ensuring it aligns with changes to government policies and industry best practices.

We had the opportunity to move within our current location to an office that is much larger and has an open concept. This will help RISE to advance client services and better meet their needs without incurring any additional cost. We take our hats off to our staff and volunteers, who accomplished the move within a very tight timeframe and without any technical or logistic problems.

RISE introduced Community Canvas Paint Night last year and since then it has grown and flourished by leaps and bounds. It now has an attendance of approximately 25 people on a regular basis and is known within the broader community as a fun and enjoyable night out. Not only have the attendees supported this event but many of them continue to show their support by becoming RISE members.

Coffee Break newsletter is in its 11th year and continues to provide a bi-monthly outreach to the community. It has become a very welcomed communication piece within the Parry Sound area. We consistently receive positive feedback regarding the content and how much our recipients anticipate receiving each addition.

We look forward to continued growth and the advancement of Independent Living throughout the Parry Sound and Muskoka Districts.

Naireen Lowe



Letter from Secretary/Treasurer

I have been the Secretary/Treasurer of RISE for 3 years. This past year has been a stressful time not knowing whether federal funding was going to come through for RISE. IL Canada approved funding for a part of the fiscal year; Apr. 1/18 – Sept. 30/18. In the latter part of the fall, they announced funding for the balance of the year; Oct. 1/18 – Mar. 31/19. Our Executive Director, Tammy Gould, submitted a Letter of Support to IL Canada for additional funding. Although our CORE funding from the federal government has decreased this year, IL Canada was able to secure the CORE funding for the next 3 years; 2019 – 2022.



The Direct Funding Program did not see an expansion this year; 2019-2020 due to lack of provincial funding. But, CILT did increase the incentive funding for the number of people who started on the Direct Funding Program, so even with these changes to the funding we are still able to continue with our operations. With the decrease in funding we have been looking at new ways of creating resources for keeping our cash flow up. As a team, the Executive Director, Bookkeeper and the Board collectively managed to get through our troubled year.

We are into our 11th year now of the Coffee Break Newsletters. Feedback has been wonderful with people expressing interest and enjoyment from reading these newsletters. We have been securing more ads and renewing existing ones which benefits RISE and its programs.

The Community Canvas event is in its second year now and is a big hit in the community as more people are coming out and bringing family and friends. In January 2019, RISE went in a different direction in that instead of a \$15 ticket, prices changed to \$15 for a member or \$25 for a non-member. January's Community Canvas as cancelled due to inclement weather. Everyone who had prepaid for January used those funds for February. By March, we saw a significant change. RISE acquired 14 new memberships.

We also have a few more fundraising events scheduled for the upcoming year. We are looking forward to the Parking Meter Initiative from the Town of Parry Sound. Last year, RISE was approved to receive the funds raised in the parking meters around town. The Downtown Business Association presented RISE with a cheque for \$192.10 for the time period of Jan. 1/18 – Mar. 31/18. The DBA has changed the time frame this year to allow for more businesses to become involved. RISE has been lucky this year; we are designated the time period of July 1 – 31, 2019; the height of tourist season.

Gingrich and Harris are our auditors again. They provided us a draft when the audit was completed after last year's AGM. The Audit Summary is available at the office if you wish a copy. Please contact Tammy and let her know and she will get one off to you. Gingrich has been acquired for the next 2 fiscal years; April 1, 2018 - March 31, 2019 and April 1, 2019 – March 31, 2020 to conduct an Engagement Review. The cost of this Review will be significantly lower than an audit which will benefit RISE in the future.

Once again everyone is encouraged to renew their memberships to be able to vote at the AGM. Membership applications are available.

Laura Munn

Letter from Executive Director



2018 has been a very tough year, financially, for RISE. With everyone at the helm working diligently on the issue, we have streamlined our expenses and very slowly started seeing a comeback.

I was off for a short period of time recouping from a right knee replacement.

The Self-Managed Attendant Services - Direct Funding Program continues to be our flagship program for RISE. I was out of the office quite a bit with DF presentations, health fairs, information forums, and community presentations in bringing awareness to the community. As the Direct Funding Program Coordinator, I assist consumers with completing their applications, review their daily schedules, assist with interview preparation, panel interviews, assist with advertisements for attendants, hiring process, provide support to self-mangers, assist with budget increase requests, and so much more!

Trying to manage this around the daily office routines can be challenging but the rewards are awesome!

Independent Living Across Canada Day was celebrated on June 4, 2018.

RISE was awarded their 5-year accreditation certificate at the September 2018 IL Canada AGM in Ottawa.

RISE was incorporated in 1998 thus marking it's 20-year anniversary. To celebrate 20 years of service to the community, we coincided this with International Day of Disabled Persons on December 3, 2018 with an Open House. Guests and consumers attended and enjoyed the refreshments!

We continue to come up with different fundraising ideas. Some of the ideas that came to fruition or continue to flourish include: The Shoe Drive, StopGap Parry Sound, Parking Meter Initiative, Community Canvas Paint Night, and Sit & Get Fit Adaptive/Inclusive Yoga.

RISE consistently looks for ways to seek and obtain ongoing funding by broadening our revenue base and exploring new initiatives, increasing awareness of programs and services, evaluating services and what makes them unique from other organizations, and increasing the overall knowledge base and personal growth through development opportunities such as self-improvement programs, workshops, training, and networking with other agencies.

I would like to take this opportunity to thank Tabitha Stapleton, Bookkeeper/Admin Support. She is the backbone of RISE and for me. She looks after our financials and is very knowledgeable with community agencies, the general public, past events, fundraising, and the day-to-day operations of the organization.

And a big "thank you" to the Board of Directors who have really stepped up this year and supported RISE.

Tammy Gould

AGM 2019

IN THIS SECTION:

- AGM Agenda; June 20, 2019
- AGM Agenda / Minutes; June 15, 2018

Tab 2

AGM Agenda; June 20, 2019

Name	Status	Name	Status
Chair – Naireen Lowe	P	Board Member - Alyre (Al) Martin	P
Vice Chair – VACANT		Board Member - Andrew Gustafson	P
Secretary/Treasurer – Laura Munn	P	RISE Member - Leona Kennedy	P
Member-at-Large – Darrell Smith	P		

Invited Guest(s): Non-Board Members	Status
Tabitha Stapleton (Bookkeeper)	P
Tammy Gould (Executive Director & Direct Funding Program Coordinator)	p

QUORUM: Yes No

AGENDA ITEMS	ACTIONS
1. Acceptance of Agenda	<p>Meeting Called to Order: 2:05 pm</p> <p>Motion was made to accept the Agenda as presented.</p> <p>Moved: Andrew Second: Laura Carried: Yes</p>
2. Declaration of Conflicts	No
3. Approval of AGM Minutes dated June 15, 2018 (see attached):	<p>Errors or Omissions: No</p> <p>Motion was made to accept AGM Minutes dated June 15, 2018.</p> <p>Moved: Darrell Second: Laura Carried: Yes</p>
<p>4. Business Arising from AGM Minutes dated June 15, 2018:</p> <p>No motion was made to appoint Gingrich & Harris, Chartered Professional Accounts as RISE's auditors for the fiscal year 2018-2019, at this time.</p> <p>Motion deferred until Financial audit is available.</p>	<p>Discussions / Actions: Quote from Gingrich & Harris for an Engagement Review came in at \$2000 + HST. ED contacted Chair on May 6/19 who agreed this is a comparable price and verbally authorized RISE to go ahead and attain Gingrich for the next 2 years.</p> <p>Motion was made, on May 16/19, to appoint Gingrich & Harris, as RISE's auditors for the fiscal years; 2018 – 2019 and 2019 – 2020.</p> <p>Moved: Darrell Second: Laura Carried: Yes</p>

<p>5. Proposed Budget; 2019 – 20120</p>	<p>Discussions / Actions: Nil although Chair made a comment that we need to continue to stay within a positive budget; no deficits.</p> <p>Motion was made to accept the Proposed Budget for 2019 – 2020.</p> <p>Moved: Andrew Second: Al Carried: Yes</p>
<p>6. Accountants / Auditors:</p>	<p>See #4 – Motion approved and Carried.</p> <p>Motion to accept the Engagement Review for 2018 – 2019 as provided by RISE’s auditor, Gingrich & Harris, Chartered Professional Accountants.</p> <p>Moved: Leona Second: Andrew Carried: Yes</p>
<p>7. Board of Directors Business:</p>	<p>Motion was made to accept all business performed by the Board of Directors for the fiscal year; 2018 – 2019.</p> <p>Moved: Laura Second: Leona Carried: Yes</p>
<p>8. New Business:</p>	<p>Nil.</p>
<p>9. Nominations & Elections: Chair: Naireen Lowe Vice-Chair: Darrell Smith Secretary: VACANT Treasurer: Laura Munn New Board Members: Monika Reinecke Lacosse Term Renewals: Naireen, Darrell, Laura Resignations: Nil.</p>	<p>Motion was made to divide the Secretary/Treasurer position into 2 separate positions.</p> <p>Moved: Darrell Second: Andrew Carried: Yes</p> <p>Motion was made to accept the election of Naireen Lowe to the position of CHAIR.</p> <p>Moved: Laura Second: Andrew Carried: Yes</p>

	<p>Motion was made to accept the election of Darrell Smith to the position of VICE-CHAIR.</p> <p>Moved: Andrew Second: Laura Carried: Yes</p> <p>As there was no one interested in the SECRETARY position, ED will continue to take minutes of Board / AGM minutes.</p> <p>Motion was made to accept the election of Laura Munn to the position of Treasurer.</p> <p>Moved: Darrell Second: Andrew Carried: Yes</p> <p>Motion was made to accept Monika Reinecke Lacosse as a NEW BOARD MEMBER.</p> <p>Moved: Andrew Second: Laura Carried: Yes</p>
<p>10. Meeting Adjourned:</p>	<p>Meeting Adjourned: 2:27 pm.</p>
<p>11. NEXT AGM</p>	<p>Thursday, June 18, 2020 @ 2:00 pm</p>

Chair or Vice Chair

Secretary / Treasurer

AGM Minutes; June 15, 2018

Name	Status	Name	Status
Chair: Naireen Lowe	P	Member-At-Large: Darrell Smith	P
Vice-Chair: Maureen Cubberley	P	Alyre (Al) Martin	A
Secretary / Treasurer: Laura Munn	P	Andrew Gustafson	P

Invited Guest(s): Non-Board Members	Status
Tabitha Stapleton (Bookkeeper)	P
Tammy Gould (ED & DF Program Coordinator)	P
Mary Clair Cairns – invited guest (potential new member)	P

QUORUM: YES NO

ITEM	ACTIONS
1. Acceptance of Agenda	<p>Motion was made to accept the Agenda as presented.</p> <p>Moved: Maureen Second: Andrew Approved: Yes</p>
2. Acceptance of AGM Minutes dated July 15, 2017 (see attached)	<p>Motion was made to accept the 2016 AGM Minutes.</p> <p>Moved: Laura Second: Naireen Approved: Yes</p>
3. Acceptance of Last Month's Board Meeting Minutes dated May 17, 2018 (see attached)	<p>Motion was made to accept Minutes of May 17, 2018.</p> <p>Moved: Darrell Second: Maureen Approved: Yes</p>
4. Declaration of Conflicts	No. Discussion: Nil.
5. Business Arising from Minutes	No. Discussion: Nil.
<p>6. Treasurer's Report (see attached):</p> <ul style="list-style-type: none"> ○ Financial Report; June 21/18 ○ Bank Reconciliation; April 2018 ○ Bank Reconciliation; May 2018 ○ Cash Flow; June 7, 2018 ○ Outstanding Expenses; June 21/18 ○ Monthly Spreadsheet (Final); April 2017 – Mach 2018 	<p>Motion was made to accept Treasurer's report.</p> <p>Moved: Laura Second: Andrew Approved: Yes</p> <p>Second motion was made to accept Monthly Spreadsheet (final); 2017-2018.</p>

<ul style="list-style-type: none"> ○ Proposed Budget; 2018-2019 ○ Project Budgets; 2018-2019 ○ Auditor’s Financials; 2017-2018 (not available) ** 	<p>Moved: Darrell Second: Naireen Approved: Yes</p> <p>** Auditor’s Financials deferred to Sept 26/18 as they are not available for AGM today.</p>
<p>7. Chair’s Report (verbal):</p>	<p>Discussion/Action: Chair reported the formation of 4 committees:</p> <ul style="list-style-type: none"> ✓ Governance/Board Recruitment ✓ Risk Management ✓ Volunteer ✓ Finance <p>Regular meetings will be held, and reports will follow at regular meetings.</p> <p>Motion was made to accept Chair’s report.</p> <p>Moved: Andrew Second: Laura Approved: Yes</p>
<p>8. Executive Director’s Report (see attached):</p>	<p>Motion was made to accept ED’s report.</p> <p>Moved: Andrew Second: Maureen Approved: Yes</p>
<p>9. Committee Reports:</p> <ul style="list-style-type: none"> ○ Finance Committee: headed by Naireen & Laura; will be working with Bookkeeper & ED to balance books ○ Risk Management Committee: headed by Maureen. ○ Governance/Board Recruitment: 4 board members needed ○ Volunteer Committee: headed by Al. 	<p>Motion was made to accept Committee Reports.</p> <p>Moved: Darrell Second: Andrew Approved: Yes</p>
<p>10. Board of Directors Business:</p>	<p>Motion to accept all business performed by the Board of Directors for the fiscal year 2017-2018.</p> <p>Moved: Andrew Second: Laura Approved: Yes</p>
<p>11. Accountants / Auditors:</p>	<p>No motion was made to appoint Gingrich & Harris, Chartered Professional Accounts as RISE’s auditors for the fiscal year 2018-2019, at this time.</p>

	<p>Chair is looking into alternatives and will be speaking with Diane Krueger of IL Canada.</p> <p>***Motion deferred until Sept 26/18. Financial audit should be available at that time.</p>
<p>12. New Business:</p>	<p>Discussion:</p> <ul style="list-style-type: none"> ○ Bookkeeper reported receiving new buttons order for Municipal Elections. ○ Website to include links for peer support, donations, Coffee Break donations, Board section with minutes of meetings and other pertinent documents – will speak with Bianca to update website with these suggestions. ○ Mary Clair enquired about Direct Funding. Chair and ED explained very briefly what DF is. ED will speak with Mary Claire at greater length about this program and how it will benefit the Bracebridge area, and possibly arranging a presentation for the Bracebridge Hospital.
<p>13. Nominations & Elections:</p> <ul style="list-style-type: none"> ● Chair: Naireen Lowe ● Vice-Chair: Maureen Cubberley ● Secretary/Treasurer: Laura Munn ● New Board Members: Nil ● 3rd Year Term Renewals: Darrell Smith (member-at-large) ● Resignations: Nil 	<p>Motion was made to accept all elections, new board members, and 3rd year term renewals.</p> <p>Moved: Andrew Second: Maureen Approved: Yes</p>
<p>14. Meeting Adjourned:</p>	<p>Meeting Adjourned. Time: 4:30 pm.</p>
<p>15. Next Regular Monthly Board Meeting:</p>	<p>September 26, 2018 @ 3:30 pm</p>

Chair or Vice Chair

Secretary/Treasurer

AGM 2019

IN THIS SECTION:

- Proposed Budget: 2019 – 2020

Proposed Budget; 2019 – 2020

CONFIRMED REVENUES				
IL Canada - CORE Funding		\$ 40,053		
CILT - Direct Funding		\$ 60,827		
CILT - Incentives		\$ 5,920		
SUBTOTAL				
			\$ 106,800	
EXPECTED REVENUES				
Memberships		\$ 500		
GST/HST Rebate		\$ 4,000		
Donations		\$ 500		
Coffee Break*		\$ 1,300		
Community Canvas**		\$ 2,000		
Button Sales		\$ 100		
SUBTOTAL				
			\$ 8,400	
TOTAL				
			\$ 115,200	
IN KIND SUPPORTS				
Volunteer			estimated	\$ 12,788
Professional Space			estimated	\$ 2,800
Professional Hours			estimated	\$ 588
TOTAL				
				\$ 16,176
PROJECTED EXPENSES				
SALARIES/CONTRACTS				\$ 47,679
TRANSLATION/INTERPRETATION				\$ -
TRAVEL				\$ 4,520
COMMUNICATIONS				\$ 5,210
PROMOTIONS				\$ 5,000
RENT				\$ 14,408
OTHER				\$ 38,383
TOTALS				
			\$ 115,200	\$ 115,200

**AGM
2019**

IN THIS SECTION:

- Auditor's Engagement Review;
2018 - 2019

Tab 4

AGM

2019

IN THIS SECTION:

- Photos; 2018 – 2019



Paint Night



Candidates Luncheon with Doug Ford, Gary Froude (SM), and Tammy Gould



RISE's 20th Anniversary & International Day of Disabled Persons – Open House; December 3, 2018



Sit & Get Fit Yoga

