

THE CEREBRAL PALSY PARENT COUNCIL OF TORONTO
PARTICIPATION HOUSE, MARKHAM
ANNUAL GENERAL MEETING
SUNDAY, JUNE 24, 2018 AT 1:00 P.M.
PARTICIPATION HOUSE, MARKHAM | 9 BUTTERNUT LANE | ACTIVITY & RESOURCE CENTRE
MINUTES

The Chair of the Board of Directors of the Cerebral Palsy Parent Council of Toronto called the Annual General Meeting to order at 1:04 p.m.

1. Verification of Notice of Meeting

It was verified that the Notice of the Meeting was mailed to 66 members of the Cerebral Palsy Parent Council of Toronto on May 27, 2018

2. Declaration if Quorum Present

It was confirmed by the Registration Officer that a quorum was present. Having 66 paid memberships with 16 paid members present and 3 proxies for a total of 19, we have more than 15%. (*required for a 2018 quorum = 11 people present*).

3. Greetings

Peggy Robinson, Chairman, C.P.P.C. of Toronto, Board of Directors extended a warm welcome to the Directors of the Board and the Members of the Cerebral Palsy Parent Council of Toronto and thanked them for taking the time to attend the Annual General Meeting. The Board of Directors follows the bylaws ensuring due diligence and compliance measures are adhered to.

Peggy acknowledged that this year had been a very busy year, the Executive Director, Frances DiCarlo retired and in honour of Frances' dedication to Participation House, the Henderson House residential home was renamed the Frances DiCarlo House. A plaque will be purchased in the near future recognizing Frances and the new name.

Peggy introduced Shelley Brillinger, the new Executive Director, to the members, letting them know that the board was working with Shelley in exploring new ideas and invited the members to introduce themselves to her, if they hadn't already met.

Peggy extended her heartfelt thanks to the Board of Directors, the dedicated staff and amazing volunteers for their ongoing support for Participation House and the residents, and to the Executive Director, Shelley Brillinger, for the support and guidance in managing the day to day operations at PH. She noted that with a team such as this, PH would continue to be the best home it can be and hoped for an exciting year ahead.

At this time, it was noted that there would be an addition to the agenda, as #6 Anne-Marie Mori, Director of Residential Services was to do a presentation on the Physical Exercise Program.

Peggy Robinson indicated that Board members and Committee chairs would be highlighting the various business and departmental reports printed in the 2018 – 2019. Annual report and copies were distributed to all in attendance at registration.

4. Consideration of the Agenda of Sunday, June 24, 2018.

Motion: THAT the agenda of Sunday June 24, 2018 be approved as presented.

Moved by: Wayne King

Seconded by: Janet Mountney

Carried

5. Consideration of the Minutes of the Annual General Meeting, June 25, 2017.

Motion: THAT the Minutes of the Annual General Meeting of Sunday June 25, 2017 be approved as presented.

Moved by: Bill Crothers

Seconded by: Peggy Cavender

Carried

6. Committee Reports

6.1 Finance (16 – 17 Audited Statements)

The Financial Statements were made available to the membership prior to this meeting and the link was included in the AGM notice sent through Canada Post on May 27, 2018 (sixty-six packages). In addition, this was posted to the www.participationhouse.net site. Bill Crothers was welcomed to the podium by Peggy. Bill Crothers remarked that the annual financial statements were different in one very significant respect from previous years.

Effective April 1, 2016, Participation House, Markham adopted Canadian accounting standards for not-for-profit organizations 4431 Tangible capital assets held by not-for-profit organizations (the “Standard”) on a retrospective basis. The Standard establishes criteria to determine the amount at which to recognize tangible capital assets and the related amortization.

This change greatly affected the numbers presented in the Statement of Operations. The audited statements indicated a total amount of \$46,016.00 surplus. This is only because of the new standard that had been adopted. In actual fact, there was no surplus.

Mr. Crothers, on behalf of board and the Finance Committee, thanked the staff for everything they do for the residents, and particularly Nancy Diltz and her staff for their hard work and dedication.

Motion: THAT the 2018-2019 Audited Financial Statements be accepted as presented.

Moved by: Peggy Robinson

Seconded by: Wayne King

Carried

6.2 Fundraising

Garry Lander, Fundraising Committee Chair, began by mentioning the two major fundraisers of the year, Fashionable and the Annual Golf Tournament. Special thanks to all of our donors for their commitment to supporting Participation House, Markham's 3rd Annual FashionAble Gala held on May 9, 2018. Fashionable and the associated Van Campaign collectively raised \$30,000.00 of the \$75,000.00 that is desperately needed for the Build-A-Van campaign. This Van will be used to take residents on outings and to their day programs. The second major fundraising event is the 26th Annual Golf Tournament. The venue has been changed to Emerald Hills Golf Club in Stouffville and will be held on Thursday September 20th, 2018. This year's fundraiser will raise much needed dollars for the Physical Exercise and Gym Program. Last year's golf tournament raised over \$25,000.00. This money is not enough to carry the program on a year-to-year basis and that requirement is \$46,000.00 dollars. The golf brochure was presented to the members, with an overview of the golf tournament.

On behalf of the Fundraising Committee, Garry Lander, thanked the members for their continued support.

6.3 Gym Program Presentation by Anne-Marie Mori

Anne-Marie Mori presented a slideshow that highlighted the need for more funds for the gym program. Anne-Marie spoke to the need to continue this program, which is essential to the well-being of the residents. Members were invited to ask questions after the presentation.

Peggy thanked Anne-Marie for the slide presentation. An overview of the Scotiabank Waterfront Charity Challenge on October 21st was also presented by Peggy Robinson, noting that members were invited to donate and register for the walk. Registration is \$40.00 per person and it was pointed out that Participation House would be the recipient of 100% of the profits raised, with donations directed to Participation House, Markham.

6.4 Building & Property

Wayne King welcomed everyone to the meeting, with special thanks to member, Frances DiCarlo. Members were asked to refer to page #10 and #11 in the AGM booklet which outlined the improvements made with respect to buildings and properties. An overview of some of the 2017-2018 improvements, which included the ductless air conditioning for the kitchen, HVAC for the school, 7 ½ ton heat cool for the pool, all of the rooms have new sliding pocket doors, new beds and lifts for all of the rooms, LED lighting on the exterior and in the courtyard, a new pergola in the courtyard and parking lines completed. Upgrades and updates at the other facilities are noted in the AGM booklet. Wayne reiterated that it has been a busy year and was happy with the progress made.

6.5 Programs & Planning

Kevin Pritchard reported on the Programs and Planning report from page 19 of the 2017-2018 Annual Report. Kevin thanked everyone for coming out to the meeting. Mentioning that he was new to the chair, as was Shelley Brillinger and felt that this worked out well for both of them, as they were able to get a good idea of what they were doing and how they are doing it. He was working with staff and managers to advocate for the betterment of all the programs. He remarked on last year's AGM noting that communication was noted as an area for improvement. We are starting to explore and study what is required and finding out what is out there for our residents and looking for improvements and enhancements to existing programs. There is a lot of positive energy about being the best we can be, increasing the relevance of our day programs and making sure that the residents are getting what they need out of these programs by making them robust. Kevin indicated that there will be work ahead to allow Participation House to operate new programs or enhance the ones already in place. Over the next few years, there will be changes to the physical space which is a positive for programs. In closing, Kevin thanked Frances for providing direction, Shelley and staff and management for providing outstanding services to our clients and our residents.

6.6 Executive Committee:

Peggy spoke to the Executive Committee about the upcoming August meeting noting that one of the primary responsibilities of this Committee is to annually review the work of the Quality of Service Committee of the agency, who submits a report itemizing formal complaints and serious occurrences.

7. Other reports

None

8. Executive Director's Report

Shelley Brillinger welcomed everyone to the AGM by offering highlights she had participated in since coming in September last year and remarked that it has been a busy year as the incoming Executive Director. She was truly honoured to join such a marvelous team, from the staff to our residents, Board Members to our volunteers. She spoke about the sense of heart that is felt when opening the doors of PH and reflected on the busy, yet productive year of Participation House and the 45th Anniversary, the golf tournament and the new head office location. Reports on Participation House, Markham were mentioned, with funding both by the Ministry of Community and Social Services and the Ministry of Health and Long-Term Care via the Central LINH. List of reporting structure and reports are in the AGM booklet.

Shelley Brillinger thanked the families, residents, staff, all friends of PH, volunteers for pulling together and giving PH the heart that it does. Shelley also thanked all the members for coming to the meeting and for continuing their on-going support and stated she was privileged to be working with such an incredible team.

9. **Motion:** Three motions were combined

1. to ratify and confirm all by-laws, resolutions, contracts, acts and proceedings of the board of directors of the corporation enacted, made done or taken since the last annual general meeting of the members
2. To appoint the auditors Deloitte for the fiscal year 2018 - 2019.
3. To defer to the Board of Directors to set the remuneration of the audit fees for the fiscal year 2018 - 2019.

Moved by: Bill Crothers

Seconded by: Peggy Cavender

Carried

10. Other Business

There was no other business.

11. Question Period

There were no questions from the floor.

12. Nominating Committee Report- Election of Directors

Nominating Chair, Sean Manley , presented the Nominating Committee report. Our Board is made up of Community Members and Family Members.

Motion: That Leea Nutson is elected to the Board of Directors, effective June 24, 2018.

Moved by: Sean Manley

Seconded by: Vivienne Arkeveld

Carried

The following members are up for re election as Board of Directors at this time:

1. **Peggy Robinson**
2. **Wayne King**

The following members who are the Community Representatives:

1. **Garry Lander**
2. **Kevin Pritchard**

Motion: That the following Members, Peggy Robinson, Wayne King, Garry Lander, and Kevin Pritchard are re-elected to the Board of Directors effective June 24, 2018, as noted.

Moved by: Brian Lynch

Seconded by: Vivienne Arkeveld

Carried

All members in favour of election and re election of the above noted members.

13. ADJOURNMENT

Motion: That the Membership move to adjourn the Annual General Meeting of the Cerebral Palsy Parent Council of Toronto (Participation House, Markham) June 24, 2018 at 2:02 p.m.

Moved by: Garry Lander

Seconded by: Kevin Pritchard

Carried

Chairman, Peggy Robinson

Secretary, Shelley Brillinger