

**CEREBRAL PALSY PARENT COUNCIL OF TORONTO
PARTICIPATION HOUSE, MARKHAM
ANNUAL GENERAL MEETING
SUNDAY, JUNE 23, 2013, 1:00 PM**

MINUTES

The Chair of the Board of Directors of the Cerebral Palsy Parent Council of Toronto called the Annual General Meeting to order at 1:10 pm

1. VERIFICATION OF NOTICE OF MEETING

It was verified that the Notice of Meeting was mailed to the members of the Cerebral Palsy Parent Council of Toronto on Monday, June 3, 2013.

2. DECLARATION IF QUORUM PRESENT

It was confirmed by the Registration Officer that a quorum was present. Having 79 paid memberships with 18 paid members present and 7 proxies for a total of 25, we have more than the required 15%.

3. GREETINGS

Phil Garment, Chair, 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.

Reviewing sections from Page 1 of the Annual Report, Mr. Garment commented on the achievements of the organization over the past year, and the ongoing progression to expand our services so that we may serve more people in our community. One objective is to seek out and obtain property that will allow us to house our expanded Day Program Services and Head Office.

The Chair conveyed his remarks and extended appreciation to the Executive Director and staff for their dedicated commitment to the residents and clients of Participation House, Markham. He also, in her absence, thanked Margaret Zolnai for all her hard work and wished her well in her retirement earlier this year.

4. CONSIDERATION OF THE AGENDA OF SUNDAY JUNE 23, 2013

MOTION: THAT the agenda of Sunday June 23, 2013 be approved as presented.

Moved by: Wayne King

Seconded by: Harry Miller

Carried

5. CONSIDERATION OF MINUTES OF THE ANNUAL GENERAL MEETING, JUNE 24, 2012.

MOTION: THAT the Minutes of the Annual General Meeting of June 24, 2012 be accepted as presented.

Moved by: Kevin Pritchard

Seconded by: Sean Manley

Carried

6. COMMITTEE REPORTS

6.1 Finance

The Financial Statements were made available to the membership prior to this meeting.

In the absence of Bill Crothers, Treasurer, Sean Manley and Frances DiCarlo presented a review of the Finance Committee and highlights from the audited Financial Statements for the year ended March 31, 2013.

Noteworthy financial achievements this past year include keeping our administrative costs vs. operating costs to 7.29% which represents the lowest in like agencies. We achieved a low expense to revenue ratio for our fundraising events and gained savings through lower staff benefits premium, re-organization of our Food Services department, and a successful negotiation of the Union contract that minimized wage and benefit increases. We also received a donation that covered expenses for the purchase of necessary furniture and equipment.

Reference was made to the charts on Page 21 of the Annual Report that show the breakdown of our revenue and expenditures.

MOTION: THAT the 2012-2013 Audited Financial Statements be accepted as presented.

Moved by: Maureen Barta

Seconded by: Harry Miller

Carried

6.2 Building and Property Committee Annual Report

Committee Chair, Phil Garment, read the Building and Property Committee Annual Report. Highlights included:

Butternut Lane

- Five shower commode chairs were purchased
- Approximately 25% of the pool tiles were re-grouted
- The screen on the gazebo was replaced

- Door guards (protects doors against wheelchair scrapes) were replaced on each resident bedroom door
- The ‘in” door to the kitchen was replaced
- The walk-in fridge shelving was replaced with shelving on wheels. The existing shelving was sent to Henderson House for use in the garage
- The small residential washing machine was replaced
- The ceramics on the fireplace hearth were replaced
- The sheet vinyl was removed in the walk-in fridge and replaced with a non-slip polyurethane mortar finish
- Flooring in the foyer, laundry hallway and in front of orange house was replaced

Henderson House

- A lift was installed in the garage to be used as the main entrance/exit for the residents. The ramp will now only be used as a secondary entrance/exit
- The ceramic tile and sub-floor in the bathroom were removed and replaced with a new sub-floor and non-slip sheet vinyl
- An upright freezer was purchased

Farintosh House

- An upright freezer was purchased

Major Repairs and Renovations

The building at Butternut Lane has been retrofitted with fire sprinklers and a new fire alarm system was installed. This undertaking has greatly increased the safety of all residents, staff and volunteers. This project was partially funded by the Ministry of Community and Social Services in the 2011/2012 year and fully funding in the 2012/2013 year.

A new fire safety plan was written by LRI consultants. The new plan reflects all of the new safety equipment in the building. This was also funded by the Ministry of Community and Social Services.

On-going Programs

State electric continues to provide our heating and air conditioning systems. M.L. Fire Alarm Co. provided service on all fire safety equipment. In the coming year, this will change to Forest City Fire Protection.

Fire Safety

Fire drills are conducted monthly on a planned basis and rotate on all shifts.

Future Directions

We are in the process of trying to obtain funding to retrofit Henderson House with fire sprinklers and a new fire alarm panel.

6.3 Admissions/Discharge Committee Annual Report

The Admission & Discharge Committee met on numerous occasions under the direction of Stephen Seon and Linda Hawco. On behalf of the Committee Co-Chairs, the Executive Director presented the Admissions & Discharge Committee Annual Report.

Frances DiCarlo explained that the process of admissions to our Group Living facilities is based on submissions for potential candidates from Developmental Services Ontario and the Ministry of Community and Social Services. Once received, the Committee reviews the candidates' file and states the reasons why, if any, the person may be rejected based on their service needs; if rejected i.e., we are unable to adequately provide for their needs, we identify the required funding in order to accept the referred person. If funding is available at the Ministry level, they will inform us and then we may move forward with accepting the person into our Group Living facility.

For our Supportive Housing, or "Apartment type living" facilities, we are moving toward receiving referrals from CCAC / DSO.

Frances DiCarlo reviewed some of our success stories from Page 5 of the Annual Report including accounts where clients are able to move from one level of service to another. It was noted that we provide a "circle of care of services available to the people we serve".

6.4 Fundraising Committee Annual Report

Committee Chair, Garry Lander, was pleased to review the fundraising activities of the past year as presented in the Annual Report on Pages 14-15.

Overall, our two major fundraising events brought in net proceeds of just over \$49,000 that support our Adult Literacy Program (Students Helping Students Music Concert) and Physiotherapy Program (Golf Tournament).

We gratefully acknowledge and thank the generous donations from our Individual, Corporate and Community Supporters whose ongoing commitment to help us achieve our mission is essential in allowing us to continue to offer these life-changing programs.

In closing, the Committee Chair thanked the committee members: Andrew Baldwin, Matt Nutson, Peggy Robinson, Board Chair, Phil Garment, the Executive Director and the Executive Assistant/Events Coordinator for their support over this past year.

6.5 Council Affairs Annual Report

Meetings of the Council Affairs Committee occur through the year in order to keep the lines of communication open between members of the Cerebral Palsy Parent Council of Toronto, the Board of Directors and in turn, the Directors of the corporation. The Council Affairs Committee Chair is Wayne King, 1st Vice-Chair of the Board of Directors.

6.6 Program & Planning Committee Annual Report

In the absence of Committee Chair, Peggy Robinson, Frances DiCarlo was pleased to review the highlights of the Program & Planning Committee Annual Report:

- The Individual Service Plans (ISPs) have been completed for 2012
- The 2013 ISPs are being started
- The phone directory cards provided to resident guardians are appreciated
- Our Physiotherapy program is going very well
- We are looking to expand the program to offer more gym and pool time
- Expanding our Day Program services is essential with 671 persons waiting
- The Resident Council suggests that meetings be held Spring and Fall or as needed
- We will perform a Satisfaction Survey for Butternut Lane this Fall
- The 2013 leases are complete
- Four Policies were reviewed and approved

6.7 Human Resources Committee Annual Report

Bill Cain has retired from the Board of Directors; Phil Garment expressed gratitude to Bill for his years of service, and welcomed Garry Lander who has joined the committee.

Committee Chair, Harry Miller, was pleased to present the highlights of the Human Resources Committee Annual Report. These included:

Health and Safety

- Crisis Prevention In-Service Training, Health and Safety Policies Review, Fire Safety, WHMIS, Emergency Training, N95 Mask Fit Testing and HR policy review has been planned for all staff providing direct care.
- All active staff has completed their First Aid Training for 2012.
- The Joint Health and Safety Committee have joined the Safety Group of the Public Services Health & Safety Association for 2013 and we have received a rebate cheque for 2012.
- Health & Safety week was a success with staff participation in education and fun sessions such as healthy snack lunch demo, sun safety & heat stress, fire smoke trailer demo, Zumba, fashion show displaying personal protective equipment and Wellness workshop.
- Fire Drills are currently being run every month at Butternut, Farintosh & Henderson House.

Benefits and Insurance

Medavie Blue Cross Insurance was renewed in February 2013 with a decrease of 5% representing \$15000 per year.

Awards and Presentations

The 2012 Caswell, Annable, Frank Smith bursary was awarded to Sharon Gayle, PSW at Hagerman Corners to further her education.

Labour Relations

The Collective Agreement was ratified on June 22nd 2012 and the effective date of the new contract is July 1, 2011 to June 30th, 2014. The Labour Management Committee continues to meet bi-monthly to discuss and resolve contract issues.

Policy Development and Updates

Our Policy and Procedure Manual is currently being structured by Lough Barnes Consulting Group.

The Years of Service Recognition Award was expanded to include 40 years. The Retirement Reward Policy has been dissolved.

Personnel

An Employee Job Satisfaction Survey was distributed to all employees, the results of which will be reviewed by the HR Committee.

All new hires and current PSW's must be registered with the PSW Registry of Ontario and we are 90% in compliance.

In closing, I acknowledge and thank the members of the Human Resources Committee, Stephen Seon and Garry Lander, and staff members, Frances DiCarlo, Chuck Johnston, Lucy Lehman and Ann Ball.

6.8 Resident Council Report

No report was presented; as noted in the Programs & Planning Committee report, the Resident Council plans on meeting on an as-needed basis in the future.

6.9 Medical Advisor's Annual Report

Dr. Fung has taken ill and needs to convalesce. We are fortunate to have Dr. Chakkalackal as his replacement. The Executive Director reviewed the Annual Report of Dr. Mary Chakkalackal, Medical Advisor, Butternut Lane Residence and the following highlights were noted:

Dr. Chakkalackal was pleased to report that the general medical health of our residents is stable and progressing satisfactorily. She sees 10-12 of our Group Home residents from Butternut Lane, Farintosh House and Henderson House every week. Visits include regular checkups and annual physical examinations. Dr. Chakkalackal reports that working with the staff, she is very happy to see the love and care they bring to their work, and noted that there is a lot of team work evident. She welcomes and invites

conversations with family members and is willing to work together to find solutions and assist care for the residents.

Frances DiCarlo was happy to report that Markham-Stouffville Hospital has re-opened since undergoing major renovations. She reported that she met with the hospital's president and is keeping up to date on health issues. One initiative is in developing Health Links "hubs" within our region, which work toward delivering the right type of service at the right time.

Penny asked about getting Dr. Chakkalackal's contact information; Frances DiCarlo said that she would ensure that the doctor's number is added to the contact list.

6.10 Executive Committee Report

The Board Chair advised that the Executive Committee will schedule a meeting to be held in July, 2013.

7. EXECUTIVE DIRECTOR'S REPORT

The Executive Director was pleased to present the following information:

We are excited to present the new format of our Annual Report; please join me in thanking Lucy Lehman for her time and effort into compiling and designing it for us.

Please review our Organization Chart on Page 8, which shows the restructuring of our Directors and services, as well as our service providers.

I would like to acknowledge the time commitment and skills that the members of our Board of Directors provide for us on a voluntary basis. Our residents and clients have a great relationship with our Board Members. We will be capturing pictures from each member to add a profile to the website.

We acknowledge and thank Bill Cain for his many years of service on our Board of Directors. Bill retired from the Board earlier this year; and David Wallace is retiring as of today after nine years of service. Frances DiCarlo presented David Wallace with a gift and thanks. David Wallace made remarks to the group regarding his relationship with Participation House, Markham, and thanked everyone.

Looking at some of the "numbers" that represent our accomplishments through the year (Page 17 of the Annual Report), we continue to serve a diverse population of people with developmental and physical disabilities.

One of our success stories in our Adult Literacy Program was the development of communication tools for ten of our clients (Pages 18-19). By successfully obtaining a government grant, our Head Teacher, Madelene Levy, was able to create picture books that have allowed our clients to "use their own voice" to express themselves in

conversation, state their wants and make their own choices and decisions. Feedback from the parents and youth workers has been very positive with noticeable differences observed in the clients. This type of programming and creativity brings a new level of comfort and independence to our clients not only in communication, but also in feeling included, accepted and heard in the community.

We would like to thank our collaborators including the City of Markham, Mayor Frank Scarpitti Personal Foundation, who provided a photocopier for the Education Program to enlarge documents, Tony Wong Place, York Region District School Board for Adult Literacy Program Teacher Salary, our Directors for serving on other committees with gains in personal development. We appreciate the support from the Ministries; we had to push back when they wanted us to cut down our operating budget however, they were erroneously comparing us to other agencies. Since our needs are greater, we were successful in keeping the allotted funding. The newly announced government budget of \$41 Million toward developmental disabilities is yet to be determined as to how the funds will be dispersed.

I would like to publically thank Margaret Zolnai for all of her work; she and I maintain a personal relationship since her retirement. I also want to thank our Directors, Volunteers and Staff and offer a special welcome to Lucy Lehman.

Our future directions include expansion of our Day Program Services to reach a wider number of clients. As a member of the Central Community Support Service Network, and sitting on various committees, we stay engaged at Ministry level. With 1828 people with disabilities in our region waiting for a place to call home, and 671 people with disabilities waiting for day program services, we will strive to fill these gaps with the knowledge and experience our 41 years of successful programming has provided us.

8. MOTIONS

Motion: To accept as presented the changes to the General By-Law 2013-1 of the Cerebral Palsy Parent Council of Toronto.

Moved by: Wayne King

Seconded by: Susan Manley

Carried

Motion: 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 Meeting of Members.

Moved by: Linda Hawco

Seconded by: Maureen Barta

Carried

Motion: To appoint Auditors Grant Thornton for the fiscal year 2013-2014

Moved by: Garry Lander

Seconded by: David Wallace

Carried

Motion: To defer to the Board of Directors to set the remuneration for the Audit fees for the fiscal year for 2013-2014.

Moved by: Wayne King

Seconded by: Wayne Barta

Carried

9. OTHER BUSINESS

There was no other business at this time.

10. QUESTION PERIOD

Maureen Barta: The Ministry of Health is revamping the physiotherapy program; how will the residents be affected?

Frances DiCarlo responded that we probably will be affected as the residents are allotted a number of visits per month paid for by OHIP. Our fundraising makes up the difference between what OHIP covers and the fee for services submitted by the physiotherapist. Anne-Marie Mori, Director of Resident Care is working with the clinic owner and Brenda Lobraico, Physiotherapist to obtain the services in the most cost-effective way. The ministry is offering coverage for "exercise classes" however, there are many restrictions.

Maureen Barta: When did it change that it is a combination of OHIP and fundraising?

Frances DiCarlo responded that this occurred before her time as Executive Director and commented that it is in our best interest to help the clinic maintain their license so that we may use OHIP dollars.

11. NOMINATING COMMITTEE REPORT

Nominating Chair, Ann Low, presented the Nominating Committee report. There are five persons who are up for either election or re-election. Please stand when I say your name so that we may acknowledge you:

Community Members

At this time there is one vacancy for a Community Member as David Wallace has retired from the Board of Directors effective today.

There is one Community Member up for election:

1. Kevin Pritchard

There are two Community Members up for re-election:

1. William Crothers

2. Andrew Baldwin

Family / Guardian Members

There is one Family/Guardian Member up for election.

1. Sean Manley

There is one Family/Guardian Members up for re-election:

1. Harry Miller

The Committee Chair asked if there are nominations from the floor. No nominations were forthcoming.

MOTION: THAT the nominations be closed.

Moved by: Wayne King

Seconded by: Linda Hawco

Carried

Member to be elected:

Community Member: Kevin Pritchard

Family/Guardian Member: Sean Manley

Members to be re-elected:

Community Member: William Crothers

Community Member: Andrew Baldwin

Family/Guardian Member: Harry Miller

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

The Nominating Chair called upon the Chair (Phil Garment) to the meeting.

12. ADJOURNMENT

Motion: THAT the Board move to adjourn the Annual General Meeting of the Cerebral Palsy Parent Council of Toronto (Participation House, Markham) June 23, 2013 at 2:08 p.m.

Moved by: Garry Lander

Seconded by: Wayne King

Carried

Chair, Philip Garment

Secretary, Frances DiCarlo