



16th Annual General Meeting - Virtual May 18, 2021

Attendees: Pam Patry, Marty Scheer, Stephanie Cooke, Jessi Campbell, Doug Strasser, Mary Michasiw, Catherine Poulton, Tanaka Chakwasha.

Staff: Megan Karchie, Samuel Boucher, Emily Cook, Cori-Lynn Lemaitre

Guests: Renee (L'Arche Sudbury),

Regrets: Barb Nott, Marc Belanger - Baker Tilly SNT LLP

Before the Call to Order, Stephanie welcomed everyone to the 16th Annual General Meeting for Volunteer Sudbury. She then asked that everyone introduce themselves, and do a virtual roundtable in order to know who is with us today.

Doug Strasser: Past Treasurer with Volunteer Sudbury, originally from Australia and moved to Sudbury. Now he is living and working in London, Europe.

Tanaka Chakwasha: VBS Board member for one year and most recently accepted the Treasurer position

Jessi Campbell: VP, Volunteer Sudbury, has been involved with VBS for more than 8 years. Jessi has been in the nonprofit sector in marketing and fundraising and most recently in Health & Safety.

Catherine Poulton: VBS Board member for one year, Advisor for our YEC, she is the Wellness Coordinator and Professor at Cambrian College

Stephanie Cooke: Current President with VBS for the past year. The previous Executive Director of The Human League.



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Barb Nott: has been a Board Member of Volunteer Sudbury since inception. She sits on many boards, and is the Chair of the Senior Advisory Panel with the City of Greater Sudbury.

Marty Scheer: Past Vice-President of the Volunteer Sudbury Board of Directors for a year and a half. Marty will no longer be sitting on the BOD effective May 18, 2021.

Renee : from L'Arche Sudbury, an organization that helps adults with disabilities. She is the Human Resources Coordinator and a member, along with the happy recipient of

volunteers that have come through Volunteer Sudbury.

Pam Patry: President of the Volunteer Sudbury Board of Directors for more than 12 years.

Mary Michasiw has been on the VBS Board for 15 years, retired teacher, on the Seniors Advisory Board, Chairman for the Council of Senior Care as well as the Lockerby Legion.

Megan Karchie: Program Coordinator , has been employed by VBS since January 2021

Samuel Boucher: Membership and Communications Coordinator, Internship through NOHFC, 2021- 2022

Cori-Lynn Lemaitre: Operations Manager, employed with VBS since December 14, 2020

1. Call to Order at 12:06PM by Stephanie Cooke

Stephanie addressed the panel, ZOOM meeting would be recorded and addressed housekeeping for a video conference call.

2. Approval of April 2021 Agenda

Motioner: Pam

Secunder: Jessi

CARRIED

3. Approval of Previous Meeting Minutes - AGM 2020

Motioner: Mary

Secunder: Catherine

CARRIED - VIA ZOOM POLL

4. Presidents Report

AGM 2021

VBS AGM Talking Points

WELCOME -

- Welcome to our AGM

- Before we begin, just letting you all know that today's meeting will be recorded

- Introduce yourself and a little bit about you and your involvement with VBS

CONSIDERATIONS

- Today we will be conducting our AGM, and in accordance to our Constitution, our members in attendance are eligible to 1 vote, if you are unsure of your eligibility to cast a vote throughout our meeting, please let us know.

- We ask that everyone not presenting to keep their microphones muted, unless called on or taking part in the discussion. When you're not talking, please keep yourself muted to ensure that there are no distractions for the speakers

President's Report

- What a Year it's been for VBS

- When I was thinking about what to discuss during the President's Report, all I keep thinking about is COVID and the impact it's had on us this past year.

- I've had an incredible time this year getting to know our staff and working closely with them.

- FIRST - The VBS Team

- Working with Isabella, and getting to know her and Emily, and watching the two of them collaborate, lean on each other, and support VBS was awe-inspiring.

- Fortunately I had the opportunity to work with both of them daily, and I loved supporting them

and encouraging them.

- As we moved into November and December, and began our search for our new leader, I was

confident that we would find the right person - who saw our vision as an organization.

- someone who brought a fresh perspective and new found energy to breathe life back into

VBS and further our reach into the community

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Monday, May 17, 2021

- We found Cori - who is exactly what our organization needs.

- Even though we had some more staffing changes, Cori met the challenge head on - and we

have an amazing team at VBS under her guidance.

- I have enjoyed getting to know and working with Megan and Sam, they bring an amazing

perspective to their roles, and I love seeing the results coming from their collaborations with

everyone at VBS

- So - A HUGE thank you to Cori Lynn, Megan, Samuel, Emily, Melissa and Lynn.

- SECOND - VBS as an Organization

- With COVID, everything was changed for our organization

- Our programs were put on hold, our member organizations needs changed, and most of them were unable to accept volunteers

- We were put into a situation to reinvent ourselves and our approach to volunteering

- This is where the Youth Engagement Council happened....while researching options for a potential fundraising event, we found a tab on another local Volunteer Centre referencing a Youth Council...

- Once I got the idea, I kind of pushed Isabella and Emily into researching about it here for Greater Sudbury

- I know they were reluctant at first, but once they wrapped their heads around the possibility, it took off

- I am extremely proud of the work that came from them - they were creative, innovative and thoughtful. What they were able to develop, has been incredible. I hope that both Isabella and Emily are extremely proud of the program they put together - for youth, by youth.

- Since working with Catherine, Melissa, and Cori, the YEC has had an amazing Pilot year. I thank them all so much for breathing life into a new face of VBS, and an important program to fill the gap that was so desperately needed. I wish them all the best as they move forward - the YEC will continue to evolve and grow, and its' impact within our community will be

lifelong.

- Engaged youth become engaged adults.

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Monday, May 17, 2021

- THIRD - the Board of Directors

- I want to take a minute to say thank you to the BOD for their support over the past year.

- To Marty and Doug, as VP and Treasurer when I first came to the Executive Committee, I

learned a great deal from you both. Thank you for that.

- To Jessi and Tanaka, thank you for your willingness to step up and help as interim VP and

Treasurer. While it's only been a short time, I have enjoyed getting to know you both and have

enjoyed working with you both. I wish you all the best for this coming year, the first of your

terms in your new roles.

- To the BOD, thank you. Thank you for welcoming me into your team, and thank you for

guiding me and working with me to support VBS and our staff. I have enjoyed working with

you all, and I will miss our monthly interactions.

- FOURTH - Saying good-bye sucks

- As you know, I have tendered my resignation to both Jessi and Tanaka on May 5, 2021.

- Due to a conflict with another initiative that I'm working on, my involvement has the potential to interfere with the VBS Charity Registration, which prompted this unfortunate and difficult decision.

- Thank you for my amazing time with VBS, 2 as a director and this past year as your President. I

have thoroughly enjoyed it and will miss working with you all.

All the best in the coming years :)

- CLOSING -

- Congratulations to Jessi and Tanaka, and to the VBS Staff for this coming year.

- Thank you for joining us today, we look forward to working with you this coming year.

- Stay Safe

5. Operation Managers Report

Thank you for the kind words and validating the work we have accomplished as a team over the last 4 months. Thank you for taking a chance on me, believing I have the leadership qualities to lead this team of talented youth. I obviously cannot speak to 2020, but it takes a strong history to impact a positive future.

We have embraced this time as an opportunity to reimagine VBS for our community, taking from the rich history and success of this organization and how we can continue the momentum for 2021 and beyond. This pandemic has affected

everyone in one way or another, even with a global tragedy there are positive outcomes. Through our networking and community outreach we have engaged many people who are eager to volunteer, make a difference, want to fill a need but need guidance, many want to be a part of something that makes them feel good, the love and passion for our community is ever so strong.

It is a rare opportunity to have TIME to review and update policies and procedures, implement new communications, build a new team, take time to train and explore our own strengths while implementing new programs. We are in the process of renewing the website to reflect our new team and new programs. These updates will provide a positive experience for our members and volunteers. If the pandemic has taught us anything it is to be resilient, be vulnerable, make time for others, see the positive in change.

We continue to network within our community building relationships and partnerships which will guide and support our new vision and strategic plan. It is imperative we stand together as the BOD and our team to re-establish ourselves as the professionals in volunteer recruitment, management, and community partner.

Our strategic plan will include our reimagined VBS mission and vision along with the importance of strong inclusive community relations with all agencies, groups, and organizations. Being proactive with our strategic plan and programs, and grant applications so we can continue to build a team with stability and retention. To have constant turnover inhibits growth and community relations. It is imperative we plan and create programs which include permanent staffing to build on their talent, skills and goals and intern have a positive impact on our programs, the community and our team.

We have a responsibility to our community to provide professional services which will enable our volunteers and members to thrive and engage in the community with fulfilling and valuable experiences.

Thank you again for this career opportunity, it has been like no other, and I say that with excitement and fear, they say the butterflies I feel when I acknowledge what I have taken on is only excitement.

I want to take a moment to thank the board for all their support during my first few months, everyone has been gracious and patient with their time and willing to share their knowledge. It has been a pleasure. We are losing a great leader who has been so passionate, Stephanie has been amazing, training and guiding me with such patience and enthusiasm. It has been a wonderful experience; it has had its challenges, but she has been a strong supporter every step of the way. I would not be able to lead our team without her support, and for that I am forever grateful. I wish you well in your new career and your political campaign.

I would also like to welcome our new leader; I am excited for what is yet to come under Jessi leadership along with our new executive. Post pandemic is going to be one for the record books.

6. Financial Statements

Presented by Stephanie, Marc Belanger from Baker Tilly had sent his regrets, however provided a draft of the financial statement.

Revenue	2020	2019
Government assistance (note 5)		
	<u>\$ 28,171</u>	<u>\$ -</u>
Grants - Provincial	25,300	98,705
Grants - City of Greater Sudbury	10,000	10,769
Donations and other public support	10,072	10,343
Registration fees	1,110	3,495
Grants - Federal	1,554	12,933
Grants - Other	<u>-</u>	<u>1,000</u>
	<u>76,207</u>	<u>137,245</u>

EXPENDITURES

Advertising and promotion	366	2,659
Insurance	2,240	1,611
Office and general	7,959	15,140
Professional fees	6,628	15,109
Rent	7,350	7,350
Telephone and utilities	3,860	5,873

Wages and benefits	<u>57,710</u>	<u>80,513</u>
	<u>86,113</u>	<u>128,255</u>

Excess of revenue over expenditures (expenditures over revenue)	(9,906)	8,990
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Net assets, beginning of year	<u>27,352</u>	<u>18,362</u>
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Net assets, end of year	\$ <u>17,446</u>	\$ 27,352
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Comments from Baker Tilly

- Marc provided us with an Independent review engagement report from Baker Tilly. This gives us limited assurance up to 5k which is awesome

- The feedback from Marc was that there were no significant items to report for the year 2020 and there were no difficulties during the review. He is happy with how everything looks and didn't raise any concerns.

- In terms of where we stand in reporting from a profit and loss standpoint we had an overall loss of the year of about 9k (Refer to page 2 on financial statement). However this was expected with COVID and everything on hold. Most of that was for payroll as OTF was suspended in April and CEWS covered up to 75% of wages so the remainder came from pocket.

- Overall there wasn't much activity in 2020 and our books are in alignment. We remain in a positive and healthy financial position. This is good as we will need an audit for the remainder of OTF, potentially CEWS if they require an audit for the wage subsidy and confidence with our books for future grants we apply for.

Doug Strasser: Inquired whether the final numbers included all CEWS reimbursements for 2020.

Stephanie responded : some deposits were likely made in 2021.

Cori-Lynn confirmed that there were deposits made in March, no total was provided.

(** after meeting: 5 cheques were received for the CEWS reimbursement : \$11,121.06 Deposited April 8, 2021)

Pam: Draft of Financials would have to be reviewed and approved by Board and executive. Board will have to review the "constitution" for clarification.

NO Motion

8. Election of Board of Directors

Stephanie explained that we are nearing the end of our Annual General Meeting. Start with our Members at Large. There were no new members.

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MOTION: To approve of the following individuals as Members at Large on the VBS Board of Directors for 2021-2022:

Mary Michasiw, Barb Nott, Pamela Patry, Doug Strasser

Motion: Pam

Second: Jessi

CARRIED - VIA ZOOM POLL

The next election, Stephanie explained, was for the Board of Directors Treasurer. She thanked Doug for his past dedication to the role and Motioned to approve Tanaka Chakwasha as the incoming Treasurer.

MOTION:

To approve of the following individual as Treasurer of the VBS Board of Directors for 2021-2022:

Tanaka Chakwasha

Motion: Pam
Second: Doug

CARRIED - VIA ZOOM POLL

The next election, Stephanie explained, is for the Vice-President of the Board of Directors.

MOTION: To approve of the following individual as Vice-President of the Executive Committee, and the VBS Board of Directors for 2020-2021:

Catherine Poulton

Motion: Jessi
Second: Marty

CARRIED - VIA ZOOM POLL

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Stephanie explained that as she is the outgoing President at this time, the final election is for the President of the Board of Directors.

MOTION: To approve of the following individual as President of the Executive Committee, and the VBS Board of Directors for 2020-2021:

Jessi Campbell

Motion: Pam
Second: Marty

CARRIED - VIA ZOOM POLL

Stephanie congratulated Jessi for being elected President, and becoming a member of the Executive.

Stephanie: Next meeting Monday June 21, 2021 @ 1:00pm VIRTUAL

To be confirmed by newly elected Executive Board members.

Pam thanked Stephanie for her tenure as President and welcomed our new incoming Vice-President , Treasurer and President to the executive board.

Stephnie and Pam wish Marty well, the board appreciated his contributions to the board and VBS.

Thank you to our guests for attending the Annual VBS General Meeting.

9. Motion to Adjourn

Meeting was adjourned by Pam at 12:47pm.

Second: Jessi