

GRACE HOUSE INC.
ANNUAL GENERAL MEETING
TUESDAY JUNE 23, 2009

AGENDA

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES, JUNE 2008
3. DIRECTOR'S REPORT
4. CHAIRMAN'S REPORT
5. PRESENTATION OF AUDITED FINANCIAL STATEMENTS 2008/2009
6. APPOINTMENT OF AUDITORS FOR 2009/2010
7. PRESENTATION OF SLATE OF MEMBERS OF BOARD OF DIRECTORS
8. ELECTION OF BOARD MEMBERS
9. ADJOURNMENT

GRACE HOUSE INC.
33rd ANNUAL GENERAL MEETING
TUESDAY JUNE 23, 2009

DIRECTOR'S REPORT

2008/2009

Now in its 35th year of operations, Grace House Inc. continues to successfully offer its supportive services to disadvantaged adults, through both its flagship group home facility and community case management. This year our client portfolio, considering all program aspects and methods of contact, numbered 20 on site and 27 through community support, with a total of 36 unique individuals being served.

RESIDENTS

The attached statistics are for the period April 1, 2008 to March 31, 2009. Despite having a larger number of challenging residents this year, we managed to achieve an occupancy level of 89.2%. Our overall rate of success, where a measurable level was achieved (*Moderate to Very*), as determined by having established evaluative criteria applied to discharges, was 63.6%. See *Schedule 1*.

SPECIAL EVENTS

This year saw a number of special events involving both staff and residents. Included in these events were the usual traditional celebrations (incl. special meals, treats, gifts) at Valentine's, Thanksgiving, Christmas, New Year's and Easter. The Christmas trip to *Tuckers Marketplace*, complete with gift exchange, always seems to be the highlight of the year for our guys.

A number of outings were again organized. Numerous walks, trips to *Tim Hortons* and *Dairy Queen*, picnics, a *Blue Jays* game, a Susan Aglukark performance, *Coronation Park*, bowling and movies were attended by a number of staff and residents. Expenses were managed from *AMC* ticket sales, and on a cost-shared basis.

Again, the big event of the past year was the 7th annual *Grace House/Summit House* baseball challenge and bbq dinner in September, hosted by us. The bad news was *Summit* took home the trophy, but we still have one more trophy than them! All had a terrific evening, and got to socialize with some new and old friends. Many thanks are due to the staff, for their hard work in voluntarily contributing to such a successful event.

As in previous years, a number of our staff helped out at this year's multi-agency Christmas party, on December 11th, for participating mental health clients across the *Halton Region*.

STAFFING

Staffing again remained stable this year, except for an initial tightening up of p/t hours due to *United Way* funding cutbacks. F/t staff achieved a length of service with the *Grace House* program of 16 to 29 years, and regular p/t 9 to 10 years. A plaque and an engraved ornament were presented to Lori, at our Christmas party, in appreciation of her 10 years of service. Sharon continued to facilitate our community case management. We continued to train and utilize the services of a *Sheridan*, a *George Brown* and a summer student (funded by a *Service Canada* grant).

An extensive review of human resource policies by Dave, Gary & staff representation, in addition to external legal consultation, resulted in the tightening up of disciplinary procedures and documentation, including the implementation of annual staff evaluations

Only 7.75 sick days in total (3 shifts) were required by two of the f/t staff in 2008/09, which follows the normative pattern.

A number of our staff continued to volunteer their time to compliment the *Grace House* program this year - in direct service, including *Sheridan* and *George Brown* students, and in facility upkeep.

LHIN

This was the second full year that *Grace House* has been directly dealing with the local *Mississauga Halton LHIN*.

For 2008/09, *Grace House* again received a 2.25% "stabilization increase" to base funding for salaries. These adjustments aid us in meeting our annual pay equity obligations, but the future of these increases remains unknown (no word to date on the current year).

Our new *Service Accountability Agreement* with the LHIN was reviewed and signed by the board, except for the forced accreditation component in order to protect our cost and human resource constraint objectives. It involves the implementation of new board governance and client survey initiatives.

UNITED WAYS

For 2008/09, full funding was received from the *United Way of Milton*, and a 12% reduced rate from Oakville. This, in turn, led to a reduction in services to our residents and an increase in their R&B rate in order to compensate for the difference. Over the year, *Grace House* worked closely with the *Oakville United Way* on meeting their administrative expectations, and it was subsequently announced that full funding has been restored for the current year.

We were able to have some painting done on our facility, thanks to the *Milton United Ways Day of Caring*.

We applied for, and were granted \$2,000 in *Category C* funding from the *Oakville United Way*, to be put toward a new front loading washer and dryer - the balance was covered by one of our regular contributors, Lynda Elliott.

Thanks again to the combination of our group home and case management services, *Grace House* was able to provide support this year to clients from both *United Way* funded areas of Halton.

COMMUNITY NETWORKING

Dave continues on as an active participant with the local *Community Information Team*, the *Milton Community Support & Treatment Team*, the *Halton Mental Health & Addictions Partners*, and the *Sheridan College Social Service Worker Program Advisory Committee*.

Dave represented *Grace House* at the "Giving Tree" service at *Munns United Church*, to promote the awareness of our program to those donating gifts to our residents @ Xmas time.

FUNDRAISING/DONATIONS

Sales of *AMC* tickets, and renting a parking spot, continued to supplement resident activities.

Grace House continued to receive donor choice donations through the *United Ways* of Oakville, Brant, and the GTA.

Significant donations came from a wide variety of sources, such as through Jeff Newhouse, A. Archer, E. Weiler, *St. Jude's ACW*, R. Pogany, N. MacRae, L. Elliott, G. Buchan-Terrell, R. Pennett, L. Ford, D. Gallaway, through Caroline, *Prizelawn*, *Tupperware* (gifts-in-kind) and a turkey from an ex-resident. We continue to receive weekly food donations from *Food For Life*, and *Grace Lutheran* church and the *Church of the Epiphany* at Thanksgiving. Further, we found a volunteer to update our website, received pro bono legal consultation from Grant B.-Terrell, and had about 40 *Appleby* students and their teachers complete a landscape project of our grounds in the fall.

REPAIRS/MAINTENANCE/PURCHASES

There were a large number of significant purchases this year, related to the *Repairs/Maintenance* aspect of the house. These included annual and semiannual fire equipment inspection/replacement, range hood inspection, snow removal, lawn sprinkler opening/closing, fire alarm panel batteries, oven and plumbing parts, gas dryer hookup, furnace tune-up, contracted recycling collection, a revamping of the office and the ladies' lounge, resident computer virus repair, and \$1,000 in lighting upgrades by *Ontario Hydro* at no charge. As usual, a significant number of repair and maintenance items continue to be completed by *Grace House* staff on a volunteer basis.

Other item purchases included a second industrial garbage pail, office computer monitor and printer, gas trimmer, resident mattress, carpet shampooer, telephone stool, office desk, funeral flowers and 10 resident bedroom linens/furnishings sets.

FINANCES

Our annual *T3010* submission to *Revenue Canada* was very kindly completed on a pro bono basis by Jeff Newhouse and associates for the first time this year, saving us about \$500.

Our 2008/2009 audit was conducted in May of 2009 by *Glenn, Graydon, & Wright*, and shows the following:

	<i>Operating:</i>	<i>Overall Program:</i>
Total Revenue	\$ 327,027	\$ 330,704
Total Expenditures	\$ <u>327,185</u>	\$ <u>334,072*</u>
Surplus/ (Deficit)	\$ (158)	\$ (3,368)* unrealized

From where I sit, it was another terrific year for the *Grace House* program. Despite an initial hit to our income, we were able to overcome that hurdle and present a final budget balance. It was a year of ups and downs leading to stability - in our net economic worth, our staffing, our board, our program and our resident success stories. Our newer initiatives, such as the continuation of community case management, internet communication/financial submissions and agency networking, have helped to further entrench our involvement and reputation throughout the community.

Thanks all, for your obvious support. From Gary as President, down through the 9 other valued board members and our financial donors, there is strength in numbers. I am truly proud when I stand back and look at the positive results of this program, as facilitated by our staff, and the life capabilities acquired by the most important pieces in the *Grace House* puzzle - our residents.

Respectfully submitted,

David Klarer

Executive Director

GRACE HOUSE INC.
ANNUAL GENERAL MEETING
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PRESIDENT'S REPORT

Welcome board members, members of Grace House Inc., visitors & guests, to our 2009 Annual General Meeting!

As you may or may not know, our board meets on the 4th Tuesday of every month, except for the summer and December.

This year, there were a few changes in membership:

New: Caroline Krupica, Joe Henry, Oliver Groves

Retired: Jeff Newhouse (Treasurer), Michelle Lockhart (Secretary, VP), Diana Gallaway, Michelle Holmes

Deceased (after y/e): Lynda Elliott, sadly missed, a valued contributor with a dry sense of humour, involved in many philanthropic activities for the benefit of the Grace House residents and staff

2008/09 Board Highlights:

June: Officers elected: Gary (President), Michelle L. (VP), Jeff (Treasurer), Lynda (Secretary)

Sept.: Board approved amended investment policy, at request of auditor

Dave informed board of legal advice obtained, and policy implementation, concerning various staffing challenges

Oct.: Jeff resigned as member and Treasurer due to alternative commitments

Jeff and Dave amended GH investment policy - Dave continues to monitor investments on a weekly basis

Jan.: Lack of Quorum - business tabled

Feb.: Resignation of Michelle Lockhart as member and VP due to alternative commitments, leaving 2 officer vacancies

Mar.: Dave will continue to indicate his ongoing research and lobbying the LHIN concerning accreditation and its impact on Grace House

Apr.: Search continues for replacement board members

Dave reports early estimate of approx. \$8,000 for accreditation process, n/incl. ongoing expenses

Once again, many thanks are due to all Grace House staff and board members who supported me in my duties in my 10th year as President and, through their contributions, facilitated yet another successful year for the program.

Gary Robinson

President

Grace House Inc.

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SLATE OF MEMBERS OF BOARD OF DIRECTORS

2009/2010

- *ARDIE ARCHER*
- *LOIS FORD*
- *OLIVER GROVES*
- *JOE HENRY*
- *MIKE KLINCK*
- *CAROLINE KRUPICA*
- *MARGARET MERCER*
- *RINA PENNETT*
- *GARY ROBINSON*
- *URSZULA SZYCHOWSKA*

GRACE HOUSE INC.
BOARD OF DIRECTORS

MEETING SCHEDULE

2009/2010

- *Tuesday September 22, 2009*
- *Tuesday October 27, 2009*
- *Tuesday November 24, 2009*

CHRISTMAS BREAK

- *Tuesday January 26, 2010*
- *Tuesday February 23, 2010*
- *Tuesday March 23, 2010*
- *Tuesday April 27, 2010*
- *Tuesday May 25, 2010*
- *Tuesday June 22, 2010* ANNUAL GENERAL MEETING (7:00 p.m.)

SUMMER BREAK

All meetings will be held at GRACE LUTHERAN CHURCH (BASEMENT, OR FRONT FOYER), 304 Spruce Street, Oakville, Ontario. Time: 7:30 p.m..

Please convey regrets to Grace House staff, at (905) 844-4772, A.S.A.P..