



Resource Centre for Independent Living
 6 Albert St, Parry Sound, ON
 October 20, 2016 @ 2 pm

Research, Information, Support, Empowerment

Name	Status	Name	Status
Chair – Naireen Lowe	P	Al Martin	P
Vice Chair – Darrell Smith	P	Andrew Gustafson	A
Secretary/Treasurer – Laura Munn	P	Dan Thompson	A
		Janice Lehman	A

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

AGENDA ITEMS	ACTIONS
1. Acceptance of Agenda	Motion was made to accept the Agenda as presented. Moved: Naireen Second: Al Approved.
2. Declaration of Conflicts	No
3. Approval of Last Month's Minutes <ul style="list-style-type: none"> ○ Sept 15/16 (no quorum; no meeting) ○ Aug 18/16 (see attached) 	Motion was made to accept Last Month's Minutes. Moved: Darrell Second: Al Approved.
4. Financial Report (presented by Chair) <ul style="list-style-type: none"> ○ Oct. 20/16 ○ Sept 15/16 (see attached) 	Motion was made to accept Financial report. Moved: Laura Second: Darrell Approved.
5. Chair's Report <ul style="list-style-type: none"> ○ Oct 20/16 (see attached). - Discussion surrounding the bank balance took place with the possibility of investing some of the money into a GIC or any other investment opportunity. APPROVED. 	Motion was made to accept Chair's report. Moved: Laura Second: Al Approved. Naireen will follow through with investing some of RISE's money.
6. Executive Director's Report: <ul style="list-style-type: none"> ○ Oct 20/16 (see attached) ○ Sept 15/16 (see attached) 	Motion was made to accept ED's report. Moved: Naireen Second: Darrell Approved.
7. Committee Reports <ul style="list-style-type: none"> ○ Fundraising / Promotions <ul style="list-style-type: none"> ➤ Aug 30/16 (see attached) 	Motion was made to accept Committee report. Moved: Laura Second: Darrell Approved. Next committee meeting: No date established.



Research, Information, Support, Empowerment

<p>8. New Business:</p> <p>A. Annual Raises for Bookkeeper and ED/DF Program Coordinator (based on STATS CAN 2016 projection – 2.5%).</p> <p>B. Change Dates for Board Meetings as some members are not able to regularly attend due to personal commitments.</p>	<p>Recommendations/ Actions:</p> <p>Discussion took place as to whether performance reviews have been done. This has not been the practice for the past 2 years but will be conducted annually on a go-forward basis effective Nov 2016.</p> <p>A. Motion was made to approve annual wage increases for Bookkeeper and ED/DF Coordinator at 2.5% effective Nov. 1/16. Moved: Naireen Second: Darrell Approved.</p> <p>Discussion surrounding dates for monthly board meetings took place in addition to having the AGM scheduled for no later than June of each year, and taking a summer break (no meetings for July or August). Board Meetings would recommence in September.</p> <p>B. Motion was made to accept the changes: – Monthly Board Meetings held every 3rd Wednesday, – AGM held in June each year, – No board meetings in July or August Moved: Darrell Second: Laura Approved.</p>
<p>9. Meeting Adjourned:</p>	<p>Motion was made to adjourn meeting. Time: 3:00 pm. Moved: Naireen Second: Al Approved.</p>
<p>10. Next Meeting:</p>	<p>NOVEMBER 16, 2016 @ 2:00 PM</p>

 Chair or Vice Chair

 Secretary/Treasurer

FINANCIAL REPORT

October 20, 2016

Bookkeeper's Report

Cash flow is good at the moment. We will be receiving the adjustment from CORE funding this month of \$8000, \$2000 for the months of April, May, June and July. We will receive the remainder in November for August, September, and October, November's will be added to the regular deposit. We will be spending a lot with the move to the new office during the end of this month and the beginning of next month.

Coffee Breaks – Still putting it out into the community. We do need someone who can work on getting new ads and delivery, we will possibly have to pay someone to do this.

Buttons – No new orders.

Attached: Sept. Monthly Reconciliation
October's Cash Flow

Tabitha Stapleton
Bookkeeper

CASH FLOW Oct. 20/16

Bank Balance Oct. 20/16 \$ 53,591.34

Outstanding Cheques

4420 \$ 24.58

4424 \$ 400.00

\$ -

\$ -

\$ -

\$ -

\$ -

\$ 424.58

\$ 53,166.76

CHECK BOOK BALANCE

\$ 53,166.76

\$ -

\$ -

Difference of

\$ 53,166.76

-\$ 0.00

Chair Report

October 20th 2016

IL Canada Conference / AGM

- Attended the IL Canada Conference representing RISE.
- New National Manager presented his goals for the coming year.
 - Looking into building much stronger government relations.
 - Building stronger relations with other like organizations where fundraising may present a joint opportunity.

Presentation from Global Public relations, who will work with IL Canada, and develop a government and agency PR program ...*I have worked with this organization in the past for two of my clients. Their efforts were quite successfully.*

Several Centres presented their fund/friend raising ideas

- Modified yoga
- Art classes (multi media)
- Monster Bingo
- Curling

Service Revenues

- Entrepreneurs with disability
- Employment Centres (Sudbury, Thunder Bay, Kapuskasing)
- Accessibility Consultation

I volunteered to participate on the IL Canada communication committee. The company who helps IL Canada with their communications will provide various templates for fundraising efforts that all the Centres can use. (These templates are designed to assist with building a stronger branded image across the country.)

Overall, this was an extremely interesting and informative conference. I gained a better insight of the IL Canada brand, and an understanding of other Centres and their goals.

RISE

Strategic Plan

I would like to do a strategic planning session in the Spring. This plan provides a road map of overall goals for the next 3 to five years. These are not operational goals but a framework and a benchmark for the board. This is a key document used by successful organizations.

Board Member Recruitment

We need to recruit additional board members. It would also be nice to include members from the business communities. Can each member make some enquiries to secure additional members? To be discussed next meeting.

Independent Living Day

Date to be confirmed (June 5); we need to participate in this event across our region. Will develop team in New Year.
Board to discuss ways of building awareness though Independent Living Day

Finance

RISE continues to have a healthy bank balance. With increased funding commencing this month and no significant expense increase we should be able to maintain our current balance and potentially build upon it. However, these monies currently sit in a chequing account. I would like to recommend that a percentage be held as a safety net in chequing and the balance be invested in some form of interest bearing account. Although interest is small it is still better than nothing.

Other

This move provides a great opportunity for RISE. Thanks to Tammy and Tabitha for getting this done. Website will be completed for Nov. Text is completed; editing being done now.

Executive Director / Direct Funding Report

Board Meeting, October 20, 2016

Executive Director:

- IL Canada hosted their annual AGM at The Albert at Bay Hotel, in Ottawa ON, on Friday, Sept 30th and Saturday, Oct. 1st. In my absence, Board Chair, Naireen Lowe, attended. Her report is included in the minutes.
- Received word from the Director of Finance at WPSHC indicating they had no office space available for RISE. Three other departments were vying for the same 2 office spaces they showed us. Subsequently, Tabitha and I researched and viewed other options within the community, and were able to obtain 1300 square feet of office space at the old Isabella school in Parry Sound which coincidentally was RISE's previous location. We signed the lease effective November 1, 2016 which gives us a reception area big enough for 2 desks (reception and possibly volunteer desk) along with a separate office for Tabitha and I to share, a board room (table and chairs already included – oddly enough were RISE's previously), and a storage/work room/ kitchen area. CILT, IL Canada, IL Canada Board of Directors, RISE Board Members, Self-Managers, and all other agencies that RISE deals with on a daily basis have been notified of the new address change. New address: 70 Isabella St, Unit 117, Parry Sound, ON P32A 1M6. Rent is: \$625.00 + Common Costs (heat, hydro, water) \$406.25 + HST \$134.00 totalling \$1165.25 per month.
- Phone lines & fax line have to be separated from the WPSHC which is being taken care of by the hospital and Bell will subsequently install our numbers into to the new location. Cogeco has been contacted and they will be setting up the internet and basic cable in the new office (the cable is needed for the OTN). Carpet cleaners have been arranged to clean the carpets and the upholstered chairs. Movers have been arranged. Painters have been in and freshened up the entire office with new paint.
- Combination desktop folding machine/inserter was purchased through Kempenfelt Imaging Systems. Price was \$4995.00 + HST \$649.35 totalling \$5644.35. This machine allows us to fold the Coffee Break newsletters (1000 copies every 2 weeks) with ease as well as insert envelopes for any fundraising or promotions we may do in the future. It will be delivered to the new office location on October 28, 2016. In the meantime, Tabitha and myself continue to fold and distribute the Coffee Break newsletters.
- Thus far, there are 2 board members (Al & Janice) who still need to submit their bio's for the website. We are aiming for November 1st to go live with the new website.
- Outstanding forms by the following board members are still required:
 - Membership forms (Darrell, Andrew, and Janice)
 - Signed Job Descriptions (Darrell, Andrew, Janice, Laura, and Al)
 - Police Checks (Darrell, Naireen, Al, Andrew, and Janice)

Direct Funding:

- It's official; CILT has received the funding letter from the LHIN; the Direct Funding Program will be expanding by another \$5,000,000.00! They just received the official letter on October 6, 2016. Therefore, we will be doing as

many interviews as we possibly can between now and the end of Mar 2017 (end of fiscal year). CILT is fixed on reaching their target (20 new starters to fill the vacancies left from terminations, deaths, voluntary withdrawals, etc. plus an additional 140 for a total of 160 new starters across the province before March 31, 2017.

- One panel interview in Sept for which consumer was deemed eligible. He is still waiting for his contracts from CILT before he can start hiring.
- Working on a Budget Increase Request (BIR) from consumer in Gravenhurst.
- Working with 3 consumers helping them prepare for interviews. Two should be ready for interviews before December. Third one may be ready sometime into the new year.
- Received updated Applicants/Participants List from CILT; there are 4 new applications which I can start working with in the new year.