



BIG BROTHERS & BIG SISTERS OF PORTAGE LA PRAIRIE

ANNUAL GENERAL MEETING
APRIL 9th, 2018
6:00 pm
15 Tupper St. S

Vision Statement:

Striving to provide a caring relationship through friendship and mentoring.

Mission Statement:

To provide friendship and mentoring to children through the companionship of approved mentors.





**BIG BROTHERS & BIG SISTERS OF PORTAGE LA PRAIRIE
ANNUAL GENERAL MEETING - AGENDA**

APRIL 9, 2018 6:00 PM

15 Tupper St. S Portage la Prairie

1. Call to Order – Welcome Cathy Pedden
2. Callie & Tayce are a Big Sister Little Sister match and have come to tell us a bit about their match.
3. Motion: To accept the Minutes of April 10, 2017 Annual General Meeting.
4. Financial Report – Treasurer
 - a. Financial Report - Santhus
 - b. Motion to adopt Meyers Norris Penny as our Accounting Firm - Santhus
 - c. Presentation of 2018 budget - Santhus
5. President’s Report – Cathy Pedden
6. Executive Director’s Report – Dawn Froese
7. Committee Reports:
 - a. Organizational Committee - Auna-Marie Brown
 - b. Finance Committee – Santhus Vithanage
8. Officers for 2018-2019:

Co-President : Auna-Marie Brown and Cathy Pedden
Vice-President - Dennis Brownlee
Secretary – Jan Halmarson
Treasurer – Santhus Vithanage
9. Motion to accept the following amendments to the Constitution and ByLaws:

-To replace “: ~~The purpose of the Agency is to provide friendship to children in essentially one-parent families through the companionship of one or more significant adults.—~~ *with*

The purpose is to provide friendship and mentoring to children through the companionship of approved mentors.

and

The Agency area shall be the City of Portage la Prairie and a ~~radius of twenty (20) miles around the city.~~

With **Surrounding area**
10. Adjournment



**BIG BROTHERS AND BIG SISTERS OF PORTAGE la PRAIRIE
ANNUAL GENERAL MEETING**

April 10, 2017

Present:	Auna-Marie Brown	Co-President
	Cathy Pedden	Co-President
	Michelle Bencharski	Board Member
	Kyle Lopez	Board Member
	Santhus Vithanage	Board Member, Treasurer
	Karen Wohlgemuth	Board Member, Secretary
Regrets:	Dennis Brownlee	Board Member
Guests:	Dan McArthur	United Way
	Mayuri Patel	Future Board Member
	Wylee	Big Brother
Attendance:	Dawn Froese	Executive Director

ITEM	DISCUSSION	ACTION
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I. CALL TO ORDER

1. Co-President Cathy Pedden welcomed guests and called the meeting to order at 6:02 PM.

II. REPORT FROM BIG BROTHER LITTLE BROTHER MATCH

2. Big Brother Wylee reported on the activities he shared with his Little Brother Cale over the past year. Executive Director Dawn Froese advised Wylee and Cale were spokespeople for the organization the past year, and gave them kudos for an amazing job.



III. APPROVAL OF MINUTES

3. Co-President Cathy Pedden requested a motion to accept the minutes for the April 11, 2016 Annual General meeting.

MOTION: Auna-Marie Brown moved to accept the minutes of the April 11th, 2016 Annual General Meeting. Seconded by Michelle Bencharski.

CARRIED

IV. FINANCIAL COMMITTEE REPORTS

- 4.1 Treasurer Santhus Vithanage reviewed the year-end statements.

MOTION: Cathy Pedden moved to accepted the 2016 financial statements prepared by Meyers Norris Penney. Seconded by Michelle Bencharski.

CARRIED

- 4.2 The Treasurer made a motion to adopt Meyer Norris Penney as the accounting firm for BBBS for the next fiscal year.

MOTION: Michelle Bencharski moved to retain Meyers Norris Penney as the accounting firm for BBBS for 2017/18. Seconded by Santhus Vithanage.

CARRIED

- 4.2.1 The Treasurer reviewed the 2017/18 Budget, which was forwarded with the agenda.

V. PRESIDENT'S REPORT

- 5.1 Co-President Auna-Marie Brown reviewed the President's report, which was included in the Annual Report. Positive aspects of the year were shared, as well as challenges the organization faced. Appreciation was extended to Executive Director Dawn Froese for her exceptional work and leadership.

VI. EXECUTIVE DIRECTOR'S REPORT

- 6.1 Executive Director Dawn Froese reviewed her report included in the Annual Report. Despite a difficult year, she remained positive about the future and the children being mentored.



VII. COMMITTEE REPORTS

7.1 Organizational Committee

Co-President Cathy Pedden presented the Organizational Committee Report. Items reported included Board evaluation, Board training and the acquiring of two new board members.

7.2 Finance Committee

Treasurer Santhus Vithanage reviewed the Finance Committee report. Grants received and funding received from fundraisers, funders and other donations were highlighted in the report.

7.3 Program Report

Executive Director Dawn Froese reviewed 2016 statistics for the different programs offered by BBBS.

VIII. OFFICERS FOR 2017-2018

8.1 The following officers have agreed to fill positions for 2017-2018:

Co-Presidents:	Auna-Marie Brown and Cathy Pedden
Vice-President:	Dennis Brownlee
Secretary:	Vacant – needs to be filled.
Treasurer:	Santhus Vithanage

XI. NEW BOARD MEMBERS

9.1 MOTION: Auna-Marie Brown moved to accept Jan Halmarson and Mayuri Patel as Board members. Seconded by Santhus Vithanage.

XI. ADJOURNMENT

10.1 The meeting was adjourned the meeting at 6:30 p.m.



Big Brothers Big Sisters of Portage la Prairie
Budget 2018

Income

Healthy Child MB	13,700
United Way	26,290
Fundraisers	46,949
Donations	10,000
Grants	10,000
Interest	200

Total Income **107,139**

Expense

Accounting	3,500
Activity	2,000
Advertising	1,000
Bank Charges	100
Board	250
Fundraising	4,000
Insurance	3,300
Licensing Fees	442
Memberships	2,585
Office Supplies	2,612
Rent	7,800
Staff Training/Travel	1,000
Telephone/Internet	1,800
Volunteer Recognition	200
Wages	76,550

Total Expense **107,139**



CO-PRESIDENT'S REPORT – Auna Brown and Cathy Pedden

Another busy year came to a close with smiles as we were able to break even with our financial obligations in 2017. It was accomplished through a great deal of hard work from our staff, board members and contributions from the community. We tried some new fundraisers and continued to work on our established ones.

January saw our first “Quiz Night”. The questions and competition were tough but it was lots of fun and a good start to our year of fundraising efforts. We also held the kick off for Bowl for Kids, which was generously sponsored by Canad Inns.

February saw another first when we offered “Paint Night”. While some of us recognized that we lacked talent in this area it was an evening of fun, learning and laughter.

Bowl for Kids in March was a huge success. We exceeded our goal, raising over \$16,000. The theme of Dr. Seuss was very popular and there were lots of great costumes.

Kal Tire held a customer BBQ and donated all the profits to BBBS. Portage Mutual made a generous donation as well. We had continued support from United Way and Healthy Child.

The board continues to look for members, and in 2017 we welcomed back Cindy Pate. We appreciate her willingness to serve again and her continued support of BBBS.

We were fortunate to be able to hire our summer student Brianna for a second year. With previous knowledge of the workings of BBBS and a rapport with the kids it made the summer activities much easier. She also helped with summer fundraising activities that included Canada Day, the Fair, the Potato Festival and MCC Day. A busy summer indeed.

The 2nd Annual Duck Race was held July 1st. The public are beginning to recognize this as one of our main fundraisers and were very supportive. COPP held a golf tournament and donated the profits to help with registrations for activities for children that would have financial difficulties to take part. It was divided between BBBS and ROC. We did a Pulled Pork Lunch for Rona's 10th Birthday Celebration with all proceeds coming to BBBS. We attempted to have a Bubble Soccer Tournament, with support from Craig Dunn, but had to cancel due to lack of interest.

In November we tried yet another first time fundraiser of soap making. Once again it was a enjoyable evening with participants taking home several of their creations. Less talent was needed than paint night so everyone was able to relax.

As you can see from this report, we are in constant fundraising mode and this year it paid off with us meeting our budget but it is by far our biggest challenge every year. Looking forward the challenges will just increase with more and more charitable groups fighting for the same dollars. We will need to be very vigilant and stay positive in our goals to meet the needs of the children in our area.

Dawn and Laura, our amazing staff come up with many wonderful ideas to support our programs. They continue to have enthusiasm and loads of energy and truly do “Make a Difference” in the lives of the children that they serve. As a board we will support them in anyway we can so they can continue the great work of BBBS.



EXECUTIVE DIRECTOR'S REPORT 2017 – Dawn Froese

“Just keep swimming, just keep swimming” Dory “Finding Nemo”

This past year has been filled with many funding projects and many volunteers and many children. It can sometimes seem a bit overwhelming and then I remind myself of Dory's words, “Just keep swimming”. Don't stop but keep moving forward even if it's at a slower pace.

In 2017 we met budget, thank you everyone for your tireless work and for everyone who donated to make this possible.

We continue to offer mentoring programs that are relevant to Portage, Oakville and MacGregor. As we look at the needs to children and volunteers we strive to come up with new parameters for mentoring that will allow more children to be mentored, such as expanding our After School Mentoring program to two days a week. This allows students without access to vehicles to mentor for one hour after school.

Laura continues to work with our MacGregor students, the Community based matches here in Portage and organizing activities. She is a woman who truly cares about the children we serve and tries to find ways to support them. Thank you Laura for the great job you do.

It was our joy to welcome Brianna back for the summer. She planned wonderful activities and spent a lot of time with the children.

Thank you to all our volunteers from Mentors who give of their time to spend time with children/youth, to parents and kids who volunteer to help at Canada Day and other events and to the Board – who give of themselves throughout the year to make this agency strong, viable and sustainable.

2017 Strategic Plan

Increase our Impact – Mentored 56 children. Two new Go Girls facilitators.

Amplify our Voice – Applied/received Neighbourhoods Alive Grant for 2018. Updated website, newsletter sent out with tax receipts, Big/Little Match champion spokes match,

Strengthen our Leadership – Added two board members, Strategic Planning session, Financial training, training in Motivational Interviewing, Food Handlers Certificate

Enhance our Sustainability – Duck Race, Partnered with Rotary for the Rotary Ride, facilitated one strategic planning session

It has been a good full year. This next year will be filled with challenges as we continue to move forward. It is my wish that we will serve the children well. That each will have the confidence to achieve whatever they need from wherever they are.

Thank you for everyone's support.



ORGANIZATIONAL COMMITTEE

The organizational committee completed the board evaluation in May-Sept. Issues to work on in the 2017 year were funding and marketing.

The committee complete updates to the Constitution/By-Laws. To be voted on at the AGM in 2018.

The board acquired two new board members. The committee continues to look for additional board members.

Board training was held on Finances.





FINANCE COMMITTEE

Fundraisers - Gross:

Bowl for Kids - \$18287.33
West Jet – \$1500
Orange Bowl rental - \$190
Cotton Candy/snow cones - \$2354.75
Facilitating Strategic Plans - \$990
Duck Race - \$9200
Paint Night - \$646.50
Kal Tire Day - \$851
Rotary Ride - \$500
MCC Lunch – 245
Rona BBQ - \$1370.42
Soap Making: -\$184
Quiz Night - \$866

Funders:

Portage Plains United Way
Healthy Child Manitoba

Grants:

McCain Foundation –year activities \$1,000
Portage Lions – Summer Activities \$1,000
Services Canada –Summer student
PCRC- Training \$630, \$2000 tents & books
Winnipeg Goldeyes Foundation – Food for programs \$1000
North Norfolk Foundation - \$500 MacGregor activity boxes
Neighbourhood Alive -\$4000 Recruitment
Portage Mutual Insurance \$5000

Other:

Schmidt Fund - \$520
All Charities Campaign - \$940
MCC Day- \$3500
Kristoff Family Fund \$500
Oddfellows \$1000
In Memory: Val Garlic \$1125, Walter Bohonas \$40.
Letter writing Campaign: \$2544



PROGRAM REPORT

52 Unique Children Matched

Statistics as submitted to Big Brothers Big Sisters of Canada.

<i>Program Nam</i>	<i>Site/Communit</i>	<i>Group</i>	<i># volunteers</i>	<i>#young people mentored</i>
Big Sisters	Community	No	8	8
Big Brothers	Community	No	8	8
In-School Mentoring – Adult	Site	No	3	3
In-School Mentoring – Teen ¹	Site	No	23	20
Go Girls!	Site	Yes	3	13
Big Bunch	Community	Yes		
Other: After School Mentoring	Site	No	5	4

Total children mentored: 56

Canadian Tire Jumpstart 40 children subsidized in recreational activities.

Koats for Kids 294 coats, 1068 items

Activities ran throughout the year including summer programming

Event Tickets – WSO, Terrier, Goldeyes, Ballet, Bombers, Magic show,

Portage Ex, Musical Ride,





Thank you to all our supporters

**Owen & Paula McKenzie
Perry and Linda Adams
Irvin Ferris
Dr. James & Joyce Ross
Thomas & Cora McCartney
Portage Dental Association
Betty Johnson
Dave & Sandra Falk
Lill Figgins
Blair Geisel
Cathy Pedden
Percy Gregoire-Voskam
Winnipeg Goldeyes
McCain Foundation
North Norfolk Foundation
Lions Club
Portage Community Revitalization Corp.
Portage Plains United Way
Healthy Child Manitoba
All Charities Campaign
Memorial for Val Garlic
Memorial for Walter Bohanas
Portage Consumers Co-Op
United Commercial Travelers
Southport Lanes
Al Lightfoot
Stride Credit Union
Canad Inns
Portage Transport
Westward Ford Sales Ltd
Rona Building Supplies
Brite Smile Dental
Boston Pizza
Christianson TDS
Golden West Radio
Portage Graphic
MCC
Kal Tire
Craig Dunn Motor City
Bowlers & Pledgers
West Jet
and many others. Thank you.**



A YEAR IN PICTURES



Giving them confidence to achieve more!
Thank you for your investment.



Looking Ahead - 2018 Business Plan

- Increase Our Impact: Recruit 30 mentors
Recruit families
Run 5 Go Girl Programs
Run Game On in Summer
Explore Southport Gym night mentoring
- Amplify Our Voice: Recruitment Campaign
Match spokesperson of the year
Gather match stories
Pictures of matches and waiting list
FB/website plan
- Strengthen Our Leadership: Staff attends Regional Conference
Add 2 new board members
Board Training
- Enhance our Sustainability: Apply grants
Enhance Duck Race
Enhance Bowl for Kids
Meet Budget
Partner with fundraiser
Fundraiser in MacGregor/Oakville