

**SHALOM COUNSELLING SERVICES**  
**ANNUAL MEETING FOR 2021/2022**  
Wednesday, February 22, 2023, 5:00 p.m.

Members Present: Margaret Andres, Dena Moitoso, Amanda Geiger, Brent Zorgdrager (ZOOM), Allan Sauder, Paul Fast, Helen Eby, Katie Steckly (ZOOM), Laverne Brubacher, Brenda Leis

Staff: Susan Schwartzenruber, Greg Chandler Burns

Proxy Votes: John Lougheed, Leanne Lobe

**1. Welcome**

Allan welcomed everyone to the Shalom Annual General Meeting for the fiscal year ending September 30, 2022. Allan noted that quorum for the meeting is 10 members and that there was quorum for the meeting.

**2. Approval of the minutes of the last AGM – February 23, 2022**

Amend minutes to include Leanne Lobe being present and include Leanne Lobe as for appointment of directors appointed for the 2021/2022 fiscal year. Amend Katie Steckly's name in the appointment of directors to Steckly from Steckley.

**Motion #1:** Helen made a motion to approve the minutes of Shalom's annual meeting, as amended, held on February 23, 2022. Seconded by Paul. Carried.

**3. Chairperson's Report – Allan Sauder**

Allan reviewed the Chairperson's Report. Made note of the changes of management within the previous year. The board met six times and approved regular Compliance Reports. The board began a board review process as well as new strategic direction. Allan remarked that Shalom is on the way to telling our story of impact. All the numbers from the Stewardship Annual Report show upwards movement. The client satisfaction survey resulted in 96 responses.

**Motion #2:** Margaret made a motion to accept the Chairperson's report as presented. Seconded by Brenda. Carried.

**4. a) Treasurer's Report – Brent Zorgdrager**

Brent reviewed the Treasurer's report. Shalom Counselling Services finished the previous fiscal with a \$13,000 surplus. This surplus was without the use of any Wanda's Counselling Care Fund. The completion of the Canada Emergency Wage Subsidy resulted in a decrease in total income from previous years. The donors made a significant increase in donations. Thank you to donors, and to Erb Street Mennonite Church as landlord.

**Motion #3:** Brent made a motion to accept the Treasurer's report as presented. Seconded by Laverne. Carried.

#### **4. b) Auditor's Report:**

Brent reviewed the auditor's report as provided by our auditor Ed Simon. This was a clean audit opinion. Brent noted that they have removed the qualification regarding cash donations, as there are now very few cash donations.

**Motion #4:** Brent made a motion to accept the Auditor's Report for the fiscal year ending September 30, 2022. Seconded by Helen. Carried.

#### **4. c) Audited Financial Statements:**

Brent summarized the audit financial statements. Brent talked about the surplus on the General and Reserve Operating funds and the deficit of the Capital fund as it amortizes.

**Motion #5:** Brent made a motion to accept the Audited Financial Statements for the fiscal year ending September 30, 2022. Seconded by Paul. Carried.

#### **4. d) Budget Approval (2022/2023) Operating Budget:**

Brent and Susan reviewed the operating budget for the fiscal year ending September 30, 2023. The story of this budget is the expansion of human resources, in anticipation of an increase in income and demand for services.

**Motion #6:** Brent made a motion to accept the Operating Budget for 2022/2023. Seconded by Amanda. Carried.

#### **4. e) Appointment of Auditors for 2022/2023:**

**Motion #7:** Brent made a motion that Shalom appoint Ed Simon of E.M. Simon CPA Professional Corporation as auditor for the fiscal year ending September 30, 2023. Seconded by Laverne. Carried.

### **5. Committee Reports 2021/2022**

Allan reviewed the Executive Committee report. Allan pointed out the purpose and responsibilities of the executive committee. The vice chair position was specifically reviewed, and Helen is living into these expectations. The committee met 4 times.

Brent reviewed the Financial Committee report. Met five times, three is standard. One to meet for the audit, one for the budget and one for year-end projections and approval of the budget. The two extra times focused on the compensation review process with the external consultant.

Dena reviewed the Policy and Professional Standards Committee report. The committee is a small group composed of Paul, Margaret, Dena, Steven then Greg, and Susan. There are four pillars to Shalom's policies, and we review two per year. This year, as a result of Susan's hiring, in policy 2 executive director policies we reviewed the recruitment and compensation of the Executive Director, as well as made changes to the limitations of the Executive Director in the management of expenditures and transparencies. Policy 3, , the maintenance of professional standards, was also reviewed. The committee made changes due to remote counselling, and some changes to the Human Resources section. Grateful for the assistance of Susan and Greg, updating Shalom's day-

to-day policies and procedures. Next year we are tasked with reviewing policy 1 and 4 and these will distinctly interact with Shalom's new Strategic Priorities.

Amanda reviewed the Development Advisory Committee report. Change in membership, "three amigos" Laverne, Ed and Jim are still going strong, said goodbye to John, Kaye and Steven, and welcomed Katie and Greg. Shalom's events switched back to in person from virtual or hybrid. It was an extremely successful giving year, especially the 10,000 Steps for Mental Health event. Committee met 4 times and received updates about Shalom from Susan and Greg

**Motion #8:** Brenda made a motion to accept the Committee Reports as printed. Seconded by Margaret. Carried.

#### **6. a) Appointment of Officers:**

**Motion #9:** Katie made a motion to accept the slate of officers for the fiscal year ending September 30, 2023, as follows:

Chair – Allan Sauder; Vice Chair – Helen Eby; Secretary – Margaret Andres; Treasurer – Brent Zorgdrager.

Seconded by Dena. Carried.

#### **6. b) Appointment of all new and continuing Directors**

**Motion #10:** Helen made a motion to appoint all new and continuing Directors for the fiscal year ending September 30, 2023, as follows:

Margaret Andres, Amanda Geiger, John Lougheed, Dena Moitoso, Allan Sauder, Brent Zorgdrager, Paul Fast, Leanne Lobe, Helen Eby, and Katie Steckly.

Seconded by Paul. Carried.

#### **7. Motion to Endorse 2020-2021 Board Actions:**

**Motion #11:** Laverne made a motion stating that all acts, contracts, by-laws, proceedings, appointments, elections and payments exacted, made, done, and taken by the Directors and Officers of the Corporation, referred to in the minutes of the Board of Directors of the Corporation, be and the same are hereby approved, ratified and confirmed. Seconded by Benda. Carried.

#### **8. Other Business:**

Subsidized clients - 63% of counselling sessions were subsidized, compared to 60% last year..

The board will be working towards recognizing donors from WCCF and honouring contributions.

Rise in service demand is partially due to COVID. The rise of intakes is coming from word of mouth. People's opinion of the organization is high, it is recognized as a credible organization.

#### **9. Adjournment**

**Motion #12:** Helen made a motion to adjourn. Seconded by Paul. Carried.