

**SHALOM COUNSELLING SERVICES
ANNUAL MEETING FOR 2020/2021**
Wednesday, February 23, 2022, 5:00 p.m.

Members Present: Kaye Rempel, Margaret Andres, John Lougheed, Dena Moitoso, Amanda Geiger, Brent Zorgdrager, Allan Sauder, Paul Fast, Helen Eby, Jim Erb

Staff: Steven Reesor Rempel, Susan Schwartzentruber

Proxy Votes:

1. Welcome

Kaye welcomed everyone to the Shalom Annual General Meeting for the fiscal year ending September 30, 2021. Kaye acknowledged Susan Schwartzentruber's first AGM as Executive Director. Kaye 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 24, 2021

Motion #1: John made a motion to approve the minutes of Shalom's annual meeting held on February 24, 2021. Seconded by Leanne. Carried.

3. Chairperson's Report –Kaye Rempel

Kaye highlighted from her report focusing on the transition and the continuity that was experienced this past year. Wanda Wagler-Martin left Shalom after 24 years as Executive Director. The Board created the Terms of Reference for a search process and appointed a Search Committee for the Executive Director. The recommendation was made to the Board to approve Susan Schwartzentruber on May 31, 2021. Wanda continued ex-officio for the month of June and left at the end of June. On June 6 Shalom honored Wanda at the "Saying Shalom to Wanda" event, where the renaming of the Counselling Care Fund to Wanda's Counselling Care Fund was announced. In the area of continuity Kaye highlighted the ongoing pandemic with all 2020/2021 board and committee meetings happening online, and the Board carrying on all responsibilities virtually. Kaye also highlighted that despite the pandemic, services at Shalom have continued uninterrupted.

A note of appreciation was expressed for Kaye's leadership as Board Chair through the transitions of the past year.

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

4. a) Treasurer's Report – Allan Sauder

Allan provided highlights from his report, noting that Shalom had another positive year financially with a surplus of \$122,545. This surplus was largely a result of the support from the Federal Wage Subsidy in the amount of \$136,795, representing approximately 16% of total revenue. Shalom's budget increased by 3.3% over the previous year and total expenses of \$740,159 were 3.8% higher than the previous year. Shalom's net assets increased by 34.5% to a total of \$482,972. Allan also noted that Shalom's Capital Fund has a capital reserve of \$98,518. Allan reported that Shalom's financial situation continues to be strong. Allan expressed immense gratitude to Shalom staff for the stewardship of donations and for the support from individuals, businesses and institutions for Shalom's work.

Additional thanks was offered to the Development Advisory Committee for their fundraising work, and to Erb Street Mennonite Church as Shalom's landlord.

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

4. b) Auditor's Report:

Allan reviewed the Auditor's report from Ed Simon for the fiscal year ending September 30, 2021. Shalom received a clean audit report this year. The qualification related to cash donations that was included in previous audit reports was removed due to the limited number of cash donations Shalom receives.

Motion #4: Allan made a motion to accept the Auditor's Report for the fiscal year ending September 30, 2021. Seconded by Paul. Carried.

4. c) Audited Financial Statements:

Allan reviewed the Audited Financial Statements for the fiscal year ending September 30, 2021. Allan noted that funds from Wanda's Counselling Care Fund were not used in the fiscal year due to the significant support provided by the Federal Wage Subsidy. The budget for the current fiscal year includes the use of funds from Wanda's Counselling Care Fund.

Motion #5: Allan made a motion to accept the Audited Financial Statements for the fiscal year ending September 30, 2021. Seconded by Leanne. Carried.

4. d) Budget Approval (2021/2022) Operating Budget:

Allan reviewed the operating budget for the fiscal year ending September 30, 2022. Allan noted that the budget was approved at the September 2021 board meeting. The total budget of \$850,950 is a little bit below the actual income from the previous year, however this budget represents a 15% increase from last year. This is primarily due to the inclusion of a complete complement of salaries and benefits in this year.

Motion #6: Allan made a motion to accept the Operating Budget for 2021/2022. Seconded by Helen. Carried.

4. e) Appointment of Auditors for 2021/2022:

Motion #7: Allan made a motion that Shalom appoint Ed Simon of E.M. Simon CPA Professional Corporation as auditor for the fiscal year ending September 30, 2022. Seconded by Brent. Carried.

5. Committee Reports 2020/2021

Kaye highlighted from the Executive Committee Report. The Executive Committee's work focused on the transition in the role of Executive Director, and acted as an accountability body for the search process. Kaye noted that the Board self-evaluation tool was implemented and results summarized, and that updates are going to be made to this tool in the current fiscal year. Kaye thanked each member of the Executive Committee, John, Allan and Margaret for their work in the past year.

Allan highlighted from the Finance Committee, noting three meetings. The December meeting with auditor Ed Simon provided an opportunity to hear from Ed ask questions. The Finance Committee discussed Shalom's reserve funds and noted that they are within appropriate ratios. In the May meeting

the Finance Committee discussed the cost of living and mileage rates, insurance coverage and reviewed the new format for monthly financial statements. In September the Finance Committee met to review the budget and recommended the continuation of Wanda's Counselling Care Fund for an additional two years.

Dena highlighted from the Policy/Professional Standards Committee. Margaret, Chris Brnjas, Dena, Wanda, Susan and Steven were part of this committee. Dena noted support from the staff, and the strength of a robust Policy manual at Shalom. Dena reviewed the Policy manual review process for Policies 3 and 4, with individual meetings in March, a full Committee review in May, and the recommended policy changes brought to the Board in June. Dena also highlighted Policy changes related to staff recruitment and remote work that were approved during the fiscal year.

Amanda highlighted from the Development Advisory Committee. With Shalom's strong financial position and the inability to have regular in person events, the fundraising goals were adjusted during the fiscal year. Amanda highlighted the "Saying Shalom to Wanda" event, a virtual event to say farewell to Wanda. At this event the name change of the Counselling Care Fund to Wanda's Counselling Care Fund was announced. Shalom also hosted 10,000 Steps for Mental Health in September, which was a hybrid event with a smaller turnout than previously. Amanda noted the change in leadership, and expressed appreciation for Susan and the new creative insights that come with a new person.

Kaye noted that there was no report from the Search Committee, however, Kaye wanted to note on record the work of the search committee and appreciation for the work that the Search Committee engaged in during the 2020/2021 fiscal year.

Motion #8: Leanne made a motion to accept the Committee Reports as printed. Seconded by John. Carried.

6. a) Appointment of Officers:

Motion #9: Paul made a motion to accept the slate of officers for the fiscal year ending September 30, 2022 as follows:

Chair – Kaye Rempel; Vice Chair – John Lougheed; Secretary – Margaret Andres; Treasurer – Allan Sauder. Seconded by Helen. Carried.

6. b) Appointment of all new and continuing Directors

Motion #10: Amanda made a motion to appoint all new and continuing Directors for the fiscal year ending September 30, 2022 as follows: Margaret Andres, Amanda Geiger, John Lougheed, Dena Moitoso, Kaye Rempel, Allan Sauder, Brent Zorgdrager (new Board member serving a 3 year term), Paul Fast (new Board member serving a 3 year term), Helen Eby (new Board member serving a 3 year term), and Katie Steckley (new Board member starting a 3 year term in October 1, 2022). Seconded by Dena. Carried.

7. Motion to Endorse 2020-2021 Board Actions:

Motion #11: Paul 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 Leanne. Carried.

8. Other Business:

9. Adjournment

Helen made a motion to adjourn. Seconded by Dena. Carried.