

Centre for Treatment of Sexual Abuse and Childhood Trauma
Annual General Meeting
Monday, January 23rd, 2023
6:30 p.m.

Present: Susan McDonald, Meghan Billings, Lisa Mayhew, Mandy Paquette, Gonnies de Witte, Claude Tellier, Jessica Lundy, Makayla Sutherland, Danielle Plumpton, Avery Yandt, Mackenzie Bacon, Katrina Saucier, Sarah Rennick

Regrets: Genevieve Leblanc

1) Welcome and Opening Remarks

Voted Avery Yandt onto the Board: Motioned by Susan, seconded by Meghan.

2) Approval of 2022 AGM Minutes

The motion to approve the 2022 AGM Minutes was delayed due to updates needed. Vote to approve will be done over email.

3) Report from Chair of the Board of Directors, 2021-22: Susan McDonald

Similar to the feelings I had at the start of 2021, I was optimistic that 2022 would be better, or at least different than the year before. In many ways it has been. Third boosters for adults were available in December 2021, but at least in my family, as we let down our guards somewhat and with the onslaught of the Omicron variant, several of my family members contracted COVID-19. No one was seriously ill, thank goodness. I returned to my workplace in person in the spring – often the only person on the floor – and even now months and months later – there is little enthusiasm for returning to the office.

When I think of CTSACT's fiscal year 2021 – 2022, we continued to do the very best we could given the reality of a pandemic that continued to sap everyone of patience. This was best evidenced by the trucker convoy that took over downtown Ottawa in February 2022. Some notable achievements for the Centre include: CTACT hosted its first Sounds of Hope Benefit Concert along with a silent auction in October 2021; and CTSACT moved into new office space at 11 Rosemount Ave. in the spring 2022, after a frustrating search and last minute changes in the lease for another location. The new space has many more offices and meeting areas and decent parking.

For all of the community and associate Board Members and all of the associates, I wish to thank all of you for your continued support. The Board has been supported significantly by Jessica Lundy. With Jessica's graduation and moving on to establish her own practice, while joining the Board as a community member, Katrina took over and the Centre ultimately hired additional administrative support. Thanks must go to Gonnies de Witte, Lisa Mayhew and our new community Board member, Makayla Sutherland, on the Finance Committee, and to Michelle for continuing to volunteer her time to help with the finances.

While everyone plays a role, special mention must go to Mandy Paquette, who is no longer an associate, but a community Board member. She organized the Centre's first benefit concert and started work on the second which was held in November 2022 (in the next fiscal year). Genevieve Leblanc worked hard, with Mandy, to find new office space and was amazing as the host at the Sounds of Hope Benefit Concert.

The educational workshops moved online which made them available to more people from beyond the Ottawa area and reduced expenses (travel, hotel, venue). Virtual support groups continued. As with the previous year, the Board chose to meet more frequently, once a month, give or take, to ensure that we kept our meetings under 90 minutes and did not need to call emergency meetings. The Growth and Communications Committee will report on our fundraising efforts.

The need for health care – both physical and mental – seems to be growing. Importantly, the demand for accessible mental health services remains high. With a number of students under the Centre's supervision, the Centre has been able to work through wait lists for all the different fee categories. We are proud of doing our best to support access in the National Capital Region community. With strong, new community Board members, we are looking forward to this fiscal year and the ones to come.

For all of the community and associate Board Members and all of the associates, I wish to thank all of you for your continued support. My sincere thanks to all who make the Centre for Treatment a great place to learn and to grow!

Susan McDonald

Susan McDonald

Report from the Vice-Chair, 2021-22: Meghan Billings

Though we are continuing to navigate complex fundraising circumstances, we have made great strides in developing virtual and in-person events since the start of the pandemic. For instance, this year we moved from online clinical training to in-person workshops, hosted a live benefit concert, and celebrated the return of the Glebe garage sale and Ottawa run. I can only imagine the possibilities next year as we integrate our new dynamic approach to fundraising. On the horizon, we are looking forward to local yoga events and to continue providing clients with access to in-person group and individual sessions at the Centre's new location.

I echo the sentiments of the Chair, Susan. It would be impossible to reflect on this year without acknowledging the tremendous effort and talent of our Chair. Thank you, Susan, for your financial support, volunteerism, guidance, and continued enthusiasm for the Centre. Your leadership and care are greatly appreciated and recognized by the Board. Ultimately, thank you for being the center point for which we all orbit.

With care and appreciation -

Meghan Billings

4) Committee Reports

Finance Committee Report 2021-22: Lisa Mayhew, Gonnée De Witte, Jessica Lundy, Makayla Sutherland

The Finance committee met a total of four times throughout the Fiscal year to review the Centre's operating performance against budget and other matters. The Centre's Financial results for the Fiscal year ended September 30, 2022 included the following highlights:

- The Centre benefited from higher internship revenue, and also higher fundraising revenue as it held several fundraising events during the year including its first benefit concert.
- The Centre moved into a new office during the year and benefited from higher rental revenues
- Offsetting these effects, the Centre also saw a corresponding increase in rent expense, as well as higher wages, fundraising costs and professional fees.

The Centre incurred a deficiency of revenue over expenses of approximately \$6K. Despite higher revenue in the period, the increase in expenses as noted above resulted in a small deficit in the year.

The 2022-23 budget was reviewed and has been approved by the Board. The Centre anticipates having a nominal operating profit during the 2022-2023 Fiscal year driven primarily by anticipated fundraising efforts.

On review and approval of the Financial Statements by the Board, the Financial Statements and Charity Return for the fiscal year 2021-2022 will be finalized for filing by the due date at the end of March 2023.

Services

Michelle Taylor of Crossfoot Bookkeeping has continued to provide high quality bookkeeping to the Centre on a pro bono basis throughout 2021-2022. We are very grateful for all of her contributions during the current year.

Frouin Group is in the process of performing a review of the financial statements for the year 2021– 2022 and will be engaged again to prepare the statements for the current fiscal year.

Clinical Committee Report, 2021-22: Katrina Saucier, Sarah Rennick

In the 2021-2022 fiscal year, the Centre completed a total of 274 intakes, which includes full, reduced, and low fee referrals. The Centre continues to experience an increase in referrals and have a consistent waitlist for all fee options. The Centre continues to create new networks within the community. The Centre has commenced a partnership with University of Ottawa which started in March 2022. The centre completed a total of 35 intakes as referrals from the University.

The Adjunct Membership Program

The Centre re-signed Crystal Nash, Safia Ali, Doha Moharram, and Danielle Carson as Adjunct Therapists and brought on the following new community members; Jessica Lundy, Mandy Paquette and Catherine Kilbride. Katjana Bilaj is still a part of the Adjunct Program but was on leave for the fiscal year of 2021-2022. The program will remain open to the community to support the influx of referrals and maintain reasonable wait times.

Practicum Students

Jessica Lundy, Michael Holuj, Haley Schweyer, Max Monoogian and Rita Elazar started their placement in September 2021. Safia Ali, Abeer Mourad, Sundus Qadeer, and Rupa Bhatta completed their placement in December 2021. Nadine Collins started her practicum January 2022. Jessica Lundy, Michael Holuj, Haley Schweyer, Max Monoogian and Rita Elazar completed their placement in May 2022. Kayla Rutledge, Hayley Quinton, Sifate Zaman, Cynthia Ritchie and Kassandra Coates started their practicum placements May 2022. Nadine Collins completed her practicum placement in July 2022. Sarah Richardson, Emily MacDonald, Breanna Trozzo and Caitlin Mckay started their practicum placements in September 2022. The Centre saw the need to increase the number of students per term due to an influx of low fee referrals. Both Sara Warren and Doha Moharram have been contracted to work as supervisors with the students.

Trauma Processing Groups

The Centre continued to run the Trauma Processing Groups within the fiscal year, receiving funding from the Ottawa Community Foundation and the Halo Fund, a division of the Minto Foundation. The Men's, 2SLGBTQIA+ and Women's group ran from September to December 2021, and the Men's, 2SLGBTQIA+ and Women's also ran from January to April 2022. These groups have been a success in providing much-needed services to the community. The Centre was fortunate enough to receive funding again from the Ottawa Community Foundation and Minto Foundation and will continue to offer all three groups in the upcoming fiscal year.

Administration Committee Report, 2021-22: Katrina Saucier, Sarah Rennick

The Centre continues to see an increase in administrative needs which resulted in the Centre creating two roles for administration. Jessica Lundy worked as the Administrative Coordinator and Katrina Saucier moved from a volunteer position to Program Coordinator in September 2021. Jessica Lundy remained the Administrative Coordinator until May 2022. Christy Barkley started as the Administrative Coordinator on May 3, 2022 and resigned June 12, 2022. Sarah Rennick moved into the Administrative Coordinator role on September 26, 2022. During the 2021-2022 fiscal year, the team worked hard to bring on several associates, including Alyson Turcotte, Michael Holuj, Anne Howard and Mackenzie Bacon. Over the fiscal year, Mandy Paquette went from an associate to an adjunct position.

Office Space

The Centre moved to 11 Rosemount Ave in March 2022, with the rental contract agreement expiring on March 31, 2027. The following terms were agreed upon:

- Year 1: 13 base + 15\$ additional = 74,032/year or 6,169/month + HST,
- Year 2: 14 base + 15\$ additional = 76,676/year or 6,389/month + HST,
- Year 3 14 base + 15\$ additional = 76,676/year or 6,389/month + HST,
- Year 4 15 base + 15\$ additional = 79,320/year or 6,610/month + HST,
- Year 5: 15 base + 15\$ additional = 79,320/year or 6,610/month + HST.

The Centre currently has 10 associates, contributing \$5,900 in rent income, and five renters, contributing a total of approximately \$1,500 in rent income, providing the centre with a total of \$7,400 in rent income per month.

Policy & Planning Committee Report, 2021-22: Mandy Paquette

Claude Tellier, Jessica Lundy and Mandy Paquette met a total of 4 times in 2022 to work on finishing the Subsidy Policy and starting the Professional Policy. The subsidy policy has been submitted to the board for approval but has not been approved or enacted yet.

Programming Committee Report, 2021-22: Katrina Saucier, Sarah Rennick

During the 2021-22 fiscal year, the Centre facilitated two workshops, one held by Janina Fisher on October 28-29, 2021 and one by Andrew Seubert on April 29-30, 2022. Janina Fisher had a total of 35 participants, and Andrew Seubert had a total of 11 participants registered. The workshops for the year profited a total of \$2,277 according to the draft Unaudited Statement Of Revenue And Expenses for the year ended September 30, 2022.

Due to the ongoing state of COVID-19, we continued to host all workshops virtually for the time being. The Centre has secured Sylvia Simonyi for March 31 and April 1, 2023. The Centre made a deposit for a venue in 2020 for \$500.00, which was supposed to host Linda Graham's workshop. Due to COVID-19, the workshop and venue was postponed to 2021, which the Centre ended up having to hold virtually. This venue will be used for Sylvia's workshop in March 2023.

Growth and Communications Committee Report, 2021-22: Susan McDonald & Meghan Billings

As in the previous fiscal year, the goals for the Growth and Communications Committee for fiscal year 2021-2022 were established recognizing the limited resources that the associates and community board members have and in particular, the limitations imposed on these activities by COVID-19. More importantly, no one really knew what the future held for in person events and fundraisers.

Website & Social Media

The Centre's Instagram has grown 25% in followers since last year because of board members and associates sharing our posts. Facebook continues to be a helpful platform to share clinical

workshops within our local psychotherapy networks. The Instagram page has acquired 145 new followers in 2021 resulting in a total of 354 local connections and viewers. The website, Facebook, Instagram, and Twitter accounts continue to be updated by Board members Meghan Billings, Jessica Lundy, Katrina Saucier and Genevieve Leblanc.

Our virtual future: The social media team plans to further the Centre's social media presence by posting more frequently in the new year. Posts will inform followers about events, information, clinician bios, and ways to support the Centre.

The Benefit Concert

The Sounds of Hope Benefit Concert and silent auction on October 8, 2021, brought significant attention to the Centre. This summary was provided in last year's AGM report and is replicated here as the Concert fell into the fiscal year 2021 -2022.

Huge kudos to Mandy Paquette who organized the Centre's first benefit concert held at the Algonquin Commons Theatre. Thank you to Mandy for your dedication and time organising the event and for fostering a partnership with the Algonquin Commons Theatre marketing team.

The virtual event featured three local musical talents, and we are all hopeful that in-person events will come back for 2022 and increase our ticket sales. Genevieve was wonderful as MC for the evening. As part of the event, the Centre hosted a silent online auction with Board members donating "themed" baskets (Mexican fiesta, Music Lovers, Taking Care of Yourself, Dog lovers' basket, Date night etc.), along with some items donated by businesses and individuals (gift certificates, Yeti merchandise, etc.) and a few sponsors. This aspect of the event was a huge success with a lot of positive feedback from those who bid and took part in the fun. A big thank you to everyone who donated items!

The Board voted to work on a second Sounds of Hope event, hoping that it could be in person and choosing to work with the Shenkman Arts Centre in Orleans. It was planned for and held on November 19th, 2022, again with Mandy Paquette providing huge leadership. Board members and others pitched in to donate themed baskets and experiences for the silent auction.

The Great Glebe Garage Sale

The Great Glebe Garage Sale took place on Saturday, May 28th. We found out relatively late that it was to be held in person and so many people were not able to attend on the day itself. Many people donated items for sale, however, and we also sold pre-packaged baked goods and did some great awareness raising about the Centre. Ten percent of the proceeds went to the Ottawa Food Bank as always, but the Centre was able to raise \$1300.

Ottawa Race Weekend

A team entered the Ottawa Race Weekend and raised approximately \$3,432.

Fundraising Plan for 2022 – 2023

The fundraising plan for 2022 – 2023 will be tabled in March with the Board when a decision will be made on whether to undertake the Sounds of Hope Benefit Concert again.

Board and Committee Membership

We were able to recruit Makayla Sutherland, who has a finance/accounting background and will be a great help on the Finance Committee. Mandy Paquette and Jessica Lundy became community Board members, and Danielle Plumpton joined as an Associate member (Dec 2022). Recruiting was ongoing in the fall of 2022 and with new members joining as of the AGM, we are excited about the strength of the Board moving forward.

We thank both community and associate Board members for their time.

5) Board Update and Election of the Board of Directors 2022-23

Recruitment will continue for Community Board members that best fit the needs of the Centre. The Chair position will continue to be filled by Susan McDonald and Vice-Chair position by Meghan Billings. Lisa Mayhew took on the role of Treasurer and Mandy Paquette took on the role of Secretary.

6) Appointment of Auditor

The Frouin Group completes a review of the financial statements for the year 2021-22. The Finance Committee is recommending to appoint an auditor and will take action to explore options.

7) Closing Remarks from the Chairperson

8) Adjournment

Next Board Meeting: Monday, March 20, 2023