

Centre for Treatment of Sexual Abuse and Childhood Trauma
Annual General Meeting
Monday, January 25th, 2021
6:30pm

Present: Meghan Billings, Susan McDonald, Gonnie de Witte, Mandy Paquette (late), Jessica Lundy, Katjana Biljan, Lisa Mayhew, Claude Tellier, Ariele Jacobson, Genevieve Leblanc & Jessie Chang

Regrets: No Regrets

1) Welcome and Opening Remarks

Chair: Susan McDonald moved to have a Board Meeting in February 2021, instead of waiting until March 2021. All present members approved and set the Date for February 22nd at 6:30pm.

2) Approval of 2020 AGM Minutes

The Annual General Meeting minutes from 2020 were reviewed by the Board members, and approved by Gonnie de Witte, Susan McDonald, Lisa Mayhew, Kat Biljan, Meghan Billings & Claude Tellier

3) Report from the Chair of the Board of Directors: Susan McDonald

I think we can all agree that 2020 was a year without precedent! As of mid-March 2020, Ontario went into a lockdown the likes of which no one had ever experienced before. For the associates at the Centre, this resulted in no in-person appointments and also resulted in a time of reflection for a number of the associates and significant changes in terms of how therapy would be delivered.

For all of the community and associate Board Members and all of the associates, 2020 brought along much stress and also some positives. I wish to thank all of you for your continued support. The Board has been supported by Vice Chair, Meghan Billings, and Treasurer, Gonnie De Witte. With Gonnie and Lisa Mayhew on the Finance Committee, and Michelle continuing to volunteer her time to help with the finances, the Centre has been in good hands. They all must be recognized for their commitment to the mandate and the vision of the Centre for Treatment of Sexual Abuse and Childhood Trauma.

Reports from the Committees follow and will provide details. I only want to highlight a few of the key changes and challenges from the fiscal year 2019-2020. One of the key changes has been the decision of several associates to not continue with the Centre, or to not return to the Centre after a period of leave. These departures left only a small number of associates and the resulting financial drain because of the empty offices and high rent. Sara Warren also chose to leave the Centre and she will be missed for her generosity of spirit and time and all that she did.

Jessica Lundy has continued to provide administrative support and Mandy Paquette has continued to play a leadership role. The educational workshops moved online which made them available to more people from beyond the Ottawa area and reduced expenses (travel, hotel, venue). Groups were halted in March 2020 because of the lockdown. None of our regular fund raising events – the Great Glebe Garage Sale and the Ottawa Race Weekend – took place. Our meetings moved to Google meets and were as collegial as ever.

It is important to note that other non-profit organizations have been similarly affected and organizations that have provided in-person services such as the Centre have also had to re-think service delivery. Fortunately, moving to online counselling has seemed to work for many of the Centre's clients.

Some of the community Board members have departed, along with some of the associates and so Board renewal remains essential, particularly of community Board members with accounting/financial experience. There have been important developments since the end of fiscal 2019-2020 including significant funding contributions from the City of Ottawa and from the Ottawa Rape Crisis Centre. So the Centre continues. My sincere thanks to all who make the Centre for Treatment a great place to learn and to grow!

4) Committee Reports

Finance Committee Report 2019-20: Lisa Mayhew, Gonnie De Witte

As was the case with many not-for-profit Organizations in the current year, the Centre had a challenging Financial year in Fiscal year 2019-2020 on behalf of the COVID-19 pandemic. The implications of the pandemic on the Centre's financial results included the following :

- The Centre had to postpone its two major conferences in the year due to the inability to hold in-person events during the year, resulting in lost revenue. The Centre did hold a small virtual conference, but did not generate the amount of revenue from conferences that has typically been generated in previous years. The total profit generated from this event was approximately \$1K.
- The Centre was unable to hold any in-person fundraising events during the year due to restrictions in place, and as a result fundraising revenue decreased.
- The Centre lost several associates who chose not to rent office space given the restrictions on in-person gatherings, resulting in a reduction of rental revenue in the year.
- Offsetting these negative effects, the Centre did receive approximately \$6K of funding from the CEWS government salary subsidy during the year, resulting in the Centre being able to generate a small surplus from operations in the year. We are working on getting this submitted.

The Centre was able to sustain operations without any adverse effects in the year given its strong cash and reserve position driven primarily by the large fundraising efforts in the previous year. In

Fiscal 2018-19 the Centre participated in the Hope Heals Campaign whereby the Algonquin College journalism students raised net proceeds of approximately \$23K for the Centre.

The 2020-21 budget was reviewed and has been approved by the Board. The Centre anticipates having a small operating profit during the 2020-2021 Fiscal year.

The committee is in the process of reviewing the draft of the 2019-2020 Financial Statements and they will be submitted to the Board for approval in the upcoming weeks. On review and approval of the Financial Statements by the Board, the Financial Statements and Charity Return for the fiscal year 2019-2020 will be finalized for filing by the due date at the end of March 2021.

Services

Michelle Taylor of Crossfoot Bookkeeping has continued to provide high quality bookkeeping to the Centre on a pro bono basis throughout 2019-2020. 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 2019– 2020 and will be engaged again to prepare the statements for the current fiscal year.

Clinical Committee Report 2019-20: Jessica Lundy

In the 2019-2020 fiscal year, the Centre saw a total of 178 intakes, this includes low-fee, reduced-fee and full-fee referrals. There has been a consistent increase in referrals over the last few years. The Centre continues to network with other organizations to increase referrals and awareness of the Centre services. We continue to have a waitlist for all fee ranges but have been working hard to minimize these waitlists through our Adjunct Membership program. In January 2020, we began the trial for this program and three members signed up (yearly) in this fiscal year. The Adjunct Membership Program is now open to the community, which has helped support the referral needs of the Centre.

Maryam Shirazi, Heather Ripmeester & Sarah-Ann Gratton completed their practicum at the end of 2019. The Centre hosted 5 practicum students throughout 2020 fiscal year: Cassandra Lemos, Melanie Fuller, Jennifer Brown, Helen Yohanne and Danielle Brisson. Sara Warren, Jessica Raven and Sandra Neil have volunteered their time for supervision purposes to help the students best assist our clients.

The Centre continued to offer the Trauma Processing groups, but were cut short due to COVID-19. The Centre ran the men's and women's Trauma Processing Group from September 2019 to December 2019, which was funded by the Ottawa Community Foundation (OFC). The groups have been a success for providing much-needed services to the community. The January 2020 men's and women's Trauma Processing groups were cancelled due to the pandemic restrictions, the facilitators were compensated for their time. The OFC gave permission to defer the remaining amount of this grant to 2020-2021. The Centre contracted Ashkan Rahmani (5,000) to

revise both our men's and women's group manuals and to create a LGBTQ+ manual. The Centre will continue to apply for Grants to help run these groups in 2020-2021 and the up-coming years.

Administration Committee Report 2019-20: Jessica Lundy

In 2019-2020, the Centre continues to see an increase in the administration needs; Jessica Lundy remains our Administrative Coordinator. Over the last few years the Centre has continued to increase these hours due to the demand/responsibilities of the role. Jessica took over the remaining financial responsibilities upon Sara Warrens departure from the Centre/Board. Mandy Paquette remains a supportive associate/board member to help Jessica with certain responsibilities. Our hope for the next year is to separate the role and hire an additional employee to help manage the responsibilities.

In 2019-2020, the Centre lost a few associate members, including: Rebecca Saab, Jessica Raven, Sara Warren, Emily Courtemanche. The remaining team: Mandy Paquette, Genevieve Leblanc, Kevin Slater & Arielle Jacobson worked hard, collaboratively through these challenging times to keep the Centre together and devised a specific plan for hiring new associates, adjunct members and funding opportunities; along with the Board of Directors who actively participated in emergency meetings, as needed. To meet rent commitments the Centre needs to hire four new associates, in which the Centre has secured Jennifer Brown to start October 1, 2020. We are continuing to work hard to find Renters, Adjunct Members and Associates.

Policy & Planning Committee Report 2019-20: Jessica Lundy

In 2019-2020, we are continuing to update policies to reflect the new organizational model. Due to the changes among associate members, we do need to update our ad-hoc policy committee. The professional policy is being reviewed at this time. Mandy and Jessica intend to work on this report on March 28th, 2021, with a goal to address the subsidy policy in the upcoming year.

Programming Committee Report 2019-20: Jessica Lundy

During the 2019-2020 fiscal year, the Centre facilitated only one workshop held by Angel Yuen-Narrative Therapy: Responding to Trauma” and it was held on September 20th and 21st, 2019. There were 43 participants registered and a profit of 3,242.13 was generated. We intended on running a workshop in May 2020 by “Linda Graham- “Resilience and Post-Traumatic Growth”, however, due to COVID-19 this workshop was cancelled and postponed to April 23-24, 2021, which will be virtual. The Centre was able to move the Fall workshop to a virtual platform, Frank Anderson- “Treating Complex Trauma with Internal Family Systems in October 2020.

Janina Fisher is contracted to run our Fall 2021 Workshop, “Working with Trauma-Related Shame and Self Loathing”. This workshop will also be virtual and held on October 28th and 29th of 2021.

We have also arranged for Andrew with Clear Path Training Centre to facilitate our 2022 Spring workshop, this will be held in-person on April 29th and 30th, 2022.

Growth and Communications Committee Report 2019-20: Susan McDonald

As in the previous fiscal year, the goals for the Growth and Communications Committee for fiscal year 2019-20 were established recognizing the limited resources that the associates and community board members have. The Board approved a fund raising plan at its December 2019 meeting to focus on the Ottawa Race weekend and the Great Glebe Garage Sale as the two key activities for the year with some smaller events in late February such as a yoga session that would be by donation.

Unfortunately, COVID-19 struck and negatively impacted all our fund raising plans given that both the Great Glebe Garage Sale and the Ottawa Race Weekend were both cancelled.

Website & Social Media

The website, Facebook and Twitter accounts continue to be updated with help from community Board member, Meghan Billings (Dylan Bridger resigned from the Board), and also from Jessica Lundy, who continued to provide administrative support in a part-time capacity.

Fundraising Plan for 2019-20

Due to the lack of fund raising opportunities, at the time of writing this report (Jan 2021), a fundraising plan for 2020-21 has not yet been presented. It is not known if events such as the Ottawa Race Weekend and the Great Glebe Garage Sale will take place in May 2021. The plan will be developed in due course and filed with the Board at its March 2021 meeting.

Board and Committee Membership

Carrie Pala did not remain as a community board member beyond the winter 2020. Recruitment continued with a number of other community members expressed interest through the website. The advertisement was changed to emphasize the need for accounting/financial experience as a top priority.

We welcome and thank both community and associate board members for their time.

The G&C Committee will continue to recruit for new community board members.

Priorities for 2020-2021

- 1) Board recruitment –community members with accounting/financial experience
- 2) Fundraising plan – to make the most of large fundraising event; support smaller activities

Also, see attached “CTSACT Fund Development Plan (2020-2021)”

5) Board Update and Election of the Board of Directors 2019-20

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; Vice-Chair position by Meghan Billings and the Treasurer position by Gonnie de Witte; The Secretary position will be appointed

at the next Board Meeting held on February 22nd, 2021. At this board meeting, the board will vote on whether Jessie Chang, Jessica Lundy and Genevieve Leblanc will join the Board of Directors.

6) Appointment of Auditor

The Frouin Group has prepared the financial statements for the year 2019-2020, and will be engaged again in preparing the statements for the current fiscal year. As explored by the finance committee, the Centre will continue to complete a financial review until a financial audit is necessary. The Centre will be continuing to receive bookkeeping services from Michelle Taylor, of Crossfoot Bookkeeping on a volunteer basis. We are very grateful for Michelle's contributions to the Centre.

7) Closing Remarks from the Chair Person

8) Adjournment