

**Centre for Treatment of Sexual Abuse and Childhood Trauma**  
302-11 Rosemount Ave., Ottawa, ON K1Y 4R8

**Annual General Meeting**  
**Monday, January 29<sup>th</sup>, 2024**  
**6:30 pm**

Present: Susan McDonald, Meghan Billings, Lisa Mayhew, Mandy Paquette, Claude Tellier, Makayla Sutherland, Jessica Lundy, Genevieve Leblanc, Dominique Charland, Avery Yandt, Ariele Jacobson, Emily McDonald, Breanna Trozzo, Katrina Saucier, Sarah Rennick

Regrets: Danielle Plumpton

**1. Welcome and Introductions & Adoption of the Agenda**

No additions to the agenda.

**2. Approval of 2023 AGM Minutes**

The 2023 AGM Minutes were approved at 6:59 pm. Avery Yandt put forward the motion and Meghan seconded the motion.

**3. Report from the Chair of the Board of Directors: Susan McDonald**

Just before I sat down to write this annual report, I was reading an article on Slaw, a legal blog. The article was by Kari Boyle, a family mediator, and focused on recent research around active listening (and if you are interested, here is the link to the article - [Listen, You Might Learn Something: Listening Is Not a Spectator Sport](#) ). I read through the short article pleased to be reminded of the importance of being a good listener and what it takes to be one. It struck me that the work of the Centre revolves around these principles of good listening. So when I read the tag line of, “Do you want to be heard, helped or hugged?” I tucked it away in my memory for the next time I need to be a really good listener. I would like to begin this report by acknowledging the important work that the associates do and thank them for listening.

The past fiscal year has been marked by a return to a new normal, essentially the hybrid workplace. Associates see some clients in person, some online. In person groups were tried and we went back to the online format. For community Board members, many are working a hybrid of office and home and for the most part it seems to be working.

The Board met in person for the first time since the start of the pandemic for a holiday celebration in December 2022 and I have to say how wonderful it was to see everyone and meet a couple new people as well. We have been able to have in person regular meetings since, with a few members joining online, in the true hybrid spirit. We welcomed Avery Yandt and Dominique Charland to the Board as community members and they bring commitment and energy to the job.

All the Board members deserve mention for their time and commitment, but I would be remiss if I did not thank Lisa Mayhew, who has served as Treasurer and keeps us on track in terms of our budget, and Meghan Billings, who as our Vice Chair, manages to fit Centre work into her very busy life.

Gonnie deWitte has stepped down from the Board as a community member. She has been the longest serving community member on the Board and has been significant in her role on the Finance Committee and in years past as Treasurer. We appreciate all the time she has donated to the Centre and wish her all the best in the future. She will be missed.

Sarah and Katrina have worked together wonderfully and made a huge difference for clinical and administrative processes. Progress has been made on several policies – notably the subsidy policy – and budgeting has become easier, even if finances have become somewhat tighter.

As I have mentioned in previous reports, the need for accessible mental health services continues to grow and the Centre continues to play an important role in providing such services to the National Capital Region community. As one example, the Centre was able to support students from the University of Ottawa through a contract.

Reports from the Committees will follow with details so I will end this opening message with a big thank you – to the community Board members, to the associate Board members, to all the associates, and students, and to our administrative and clinical team. The Centre runs and continues after more than 30 years because of your efforts.

My sincere thanks to all who make the Centre for Treatment a great place to learn and to grow!

*Susan McDonald*

Susan McDonald

#### **4. Committee Reports**

##### **a. Finance Committee Report 2022-23: Lisa Mayhew, Sarah Rennick, Jessica Lundy, Makayla Sutherland, Gonnie De Witte**

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, 2023 included the following highlights:

- The return of in-person meetings resulted in the office being at capacity for most of the year, and the Centre benefited from a surplus of rental income over expenses, particularly with seeing an increasing number of non-associates renting space.

- Despite a return to in-person events the Centre found it difficult to re-engage professionals in attending in-person conferences, and as such saw a reduction in revenue from conferences.
- The Centre held its second annual benefit concert in the year, and while ticket sales increased from the prior year, expenses also increased with bringing in more well-known artists, and as such the profit on the event was lower than that of the prior year event.

The Centre incurred a deficiency of revenue over expenses of approximately \$4K. Despite higher revenue in the period, the increase in expenses as noted above resulted in a deficit in the year.

The 2023-24 budget was reviewed and has been approved by the Board. The Centre anticipates having a nominal operating profit during the 2023-2024 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 2022-2023 will be finalized for filing by the due date at the end of March 2024.

### Services

Michelle Taylor of Crossfoot Bookkeeping has continued to provide high-quality bookkeeping to the Centre on a pro bono basis throughout 2022-2023. 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 2022– 2023 and will be engaged again to prepare the statements for the current fiscal year.

## **b. Clinical Committee 2022-2023: Sarah Rennick and Katrina Saucier**

In the 2022-2023 fiscal year, the Centre completed a total of 211 intakes, which included full, reduced, and low fee referrals, in addition to referrals from the University of Ottawa. The Centre has re-added a listing on Psychology today and the Administrative Coordinator is advertising more actively on social media to increase intakes in 2024, as well as creating new networks within the community. The Centre has extended its partnership with the University of Ottawa with an anticipated end date of March 2024, due to the University ending the contract.

### **i. Practicum Students**

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 had been contracted to work as supervisors with the students for the 2022-2023 fiscal year. The Centre had four students in the September 2022 practicum term, three in

January 2023, three in May 2024, and four in September 2024. The goal is to maintain a minimum of four students per practicum term to help with the low fee waitlist and increase intern revenue.

## **ii. Trauma Processing Groups**

The Centre continued to run the Trauma Processing Groups within the fiscal year, receiving funding again from the Ottawa Community Foundation. In September 2022, the Centre ran a Women's group and a Men's group; no 2SLGBTQIA+ group was run due to low enrollment. In January 2023, all three groups ran. In September 2023, the Centre ran three groups again, but this time ran one 2SLGBTQIA group and two Women's groups. The Women's group has a long waitlist, while there was low enrollment in the Men's group. There was an attempt to run one of these Women's groups in person because of a high level of expressed interest but moved to virtual due to low in-person enrollment after the first week.

## **c. Administration Committee 2022-2023: Sarah Rennick and Katrina Saucier**

The Centre has maintained two Coordinators over 2022-2023, with Katrina Saucier as Program Coordinator and Sarah Rennick as Administrative Coordinator.

### **i. Associate and Adjunct Membership**

The Centre had a few changes to Associate and Adjunct Membership in the past fiscal year. Two Associates switched from being Associates to Adjuncts, and two new Associates joined the team, keeping Associate membership steady at 10 Associates. Three Adjuncts ended their membership, and four new Adjuncts joined the program, including the two Associates mentioned previously. The Adjunct Program is currently at maximum capacity and under review by a committee of Associates to engage and oversee Adjunct members more actively.

### **ii. Rent Income**

The Centre had 10 Associates and five renters over the 2022-2023 fiscal year contributing rent income to the Centre. The monthly rental cost of 302-11 Rosemount Ave was sufficiently covered by the rental income.

## **d. Policy & Planning Committee Report 2022-2023: Mandy Paquette**

The ad hoc Policy and Planning Committee, comprised of Jessica Lundy, Mandy Paquette, Avery Yandt and Claude Tellier, met a total of 9 times over the 2022-2023 year. The committee worked on the internal and external subsidy policy which was presented to all associates and board members and returned to the committee for revision. The subsidy policy was created and separated into two categories to best serve all clients. The subsidy policy is intended to aid clients in gaining access to funds for

therapy, as well as will aid the centre in applying for future grant opportunities. The following policy which will be the focus of the committee is the safety policy.

**e. Programming Committee 2022-2023: Sarah Rennick and Katrina Saucier**

The Centre facilitated one in-person workshop, Introduction to Sandplay with Silvia Simonyi, from March 30 to April 1, 2023. The event took place at the Sala San Marco, with the deposit having been placed in 2020 before events were cancelled due to the pandemic. The Centre unfortunately experienced a financial loss for this workshop due to low enrollment. For the Fall 2023 workshop, the Centre contracted Shelley Pompana Spear Chief to run a workshop on Indigenous and First Nations People and the Effects of Historical Trauma. Due to low enrollment, the decision was made to postpone the workshop until May 2024 and to run it virtually to decrease the workshop expenses.

**f. Growth and Communications Committee Report, 2022-2023: Susan McDonald**

As in the previous fiscal years, the goals for the Growth and Communications Committee for previous fiscal years were established recognizing the limited resources that the associates and community board members have. For 2022-23, however, we were able to move back to in person events!

**iii. Website & Social Media**

The website, Facebook and Twitter accounts continue to be updated with help from community Board member Meghan Billings, associate Board member Genevieve Leblanc and also from Jessica Lundy. As in previous years, we have benefitted greatly from the input and ideas and enthusiasm of many of the associates for fundraising ideas.

**iv. The Benefit Concert**

Huge kudos to Mandy Paquette who once again stepped up to organize the Centre's second benefit concert held in November 2022 at the Shenkman Centre and started organizing the third benefit concert which was held in November 2023 (and so outside of fiscal year 2022-23).

It was an in-person event which in and of itself was exciting, but we were unfortunately unable to generate sufficient revenue to make much of a profit after costs of the venue and the main band. Genevieve was wonderful as MC for the evening. As part of the event, the Centre once again hosted a silent online auction with Board members donating "themed" baskets (Large Dog Basket, Tea for Two, Taking Care of Yourself, etc.), along with some items donated by businesses and individuals (gift certificates for white water rafting, sports events, yoga classes, etc.) and a few sponsors. This aspect of the event was definitely a success with a lot of positive feedback from those who bid and took part in the fun.

We took many of the lessons learned from the 2022 concert and applied them to the planning for the 2023 concert – securing the venue early, more robust

marketing/advertising, posting the online auction items weeks in advance so people could log on to the website and start the bidding early, and ensuring that the main band marketed the event to its own followers.

**v. The Great Glebe Garage Sale**

There was a huge response from associates and Board members to the call for items for the Great Glebe Garage Sale, held on the last Saturday in May. Once again, we set up tables at Susan McDonald's house and volunteers helped out with the selling all day. Because we had SO much stuff, we had A LOT of stuff left over requiring a trip to Value Village the following day. As with previous years, we learned a few lessons (who knew cream cheese brownies would be so popular at 8am)! It's an important event to raise awareness about the services that the Centre offers and for the money raised. Ten percent of the profits went to the Ottawa Food Bank and the remainder went to the Centre.

**vi. Race Weekend**

Those running on race weekend, the last weekend in May, are asked to donate to the Centre and as in other years, this passive fundraiser managed to raise a good sum of money.

**vii. Board and Committee Membership**

The G&C Committee will continue to recruit new community board members, again focusing on community members with finance/accounting skills. Gonnie deWitte resigned from the Board after 15 years. As a member of the Finance Committee, she has contributed hugely to the stability of the Centre with her accounting acumen and corporate history. She will be missed!

**5. Board Update and Election**

The Chair position will continue to be filled by Susan McDonald, the Vice-Chair position by Meghan Billings, the Treasurer position by Lisa Mayhew, and the Secretary position by Mandy Paquette.

**6. Appointment of Auditor**

The Frouin Group has prepared the financial statements for the year 2022-2023 and will be engaged again in preparing the statements for the current fiscal year. The Centre will continue to complete a financial review until a financial audit is necessary.

**7. Closing Remarks from the Chair Person**

**8. Adjournment**