

Centre for Treatment of Sexual Abuse and Childhood Trauma
Annual General Meeting – Committee Reports
Monday, January 28th, 2019 – 6:30pm
Billings Room, City Hall

Chair Report: Lisa Mayhew

FISCAL YEAR 2017 – 2018

The 2017-2018 fiscal year was a very good year for the Centre. A strong group of associates have helped to allow the Centre to continue to provide excellent services. Some of the highlights included the following:

- The Centre's conferences were very well attended and resulted in contributing much needed funding to the organization.
- The Centre ran several very successful and well received groups during the year, and had waiting lists for several of them.
- The Centre was able to move forward in solidifying its new operating model, which allowed part of the administrative burden to be carried by paid staff. These positions were filled by Associates during the year, however in Fiscal 2018-2019 the Centre was able to hire externally for the role.
- The Centre took an approach of doing some smaller fundraising events in the year (ex: Paint Night), which required much less time and effort to plan but still contributed approx. \$1,500 of net profit toward funding the Centre's operating costs.

The team of Associates continues to demonstrate an unwavering commitment to the Centre, and we are so thankful for all of their efforts. Many people have contributed so much time and effort to the Centre's activities over the past year, however special thanks go out to Sara and Mandy for their leadership efforts and their ongoing commitment in helping to implement the new operating model.

The Centre finished the year in a very good financial position, primarily due to the following reasons:

- The office was rented out at full capacity for much of the fiscal year; and
- The conferences generated a profit of approx. \$17K.

As we move into the 2018-19 fiscal year, one of our key initiatives will be to increase our fundraising presence, so that we can continue to both finance the operations of the Centre and also devote resources to the subsidy fund. We will also continue to devote time to updating and creating policies, to ensure that the Centre operates within a clearly defined structure.

In closing, we have had a successful year in 2017-18, and I look forward to watching the Centre grow and participate in new initiatives in the upcoming year. Thank you to everyone for all of your hard work in 2017-18, and I look forward to another great year to come!

Finance Committee Report 2017-18: Gonnice De Witte, Lisa Mayhew

The Centre had a relatively good year financially in Fiscal year 2017-2018 which can be attributed primarily to the following factors:

- The Centre operated at full capacity for most of the year. This resulted in having rental income which exceeded rental expense in the year;

- The conferences were well attended and as a result the Centre made an operating profit of approx. \$17K on the events.

During Fiscal year 2017-2018, the Centre was able to reduce its reliance on volunteer administrative support and was able to pay two of the associates 10 hours/week to help compensate for some of their efforts. The profits generated from rental income and conferences helped to fund these costs.

The 2018-19 budget was reviewed and has been approved by the Board. The Centre anticipates having a small operating profit during the 2018-2019 Fiscal year.

The committee is in the process of reviewing the draft of the 2017-2018 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 2017-2018 will be finalized for filing by the due date at the end of March 2019.

Services

Michelle Taylor of Crossfoot Bookkeeping has continued to provide high quality bookkeeping to the Centre on a pro bono basis throughout 2017-2018. 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 2017-2018 and will be engaged again to prepare the statements for the current fiscal year.

Clinical Committee Report 2017-18: Sara Warren

Through recruitment of new Associate candidates to the Centre, we have been able to reach all of the referral needs internally. We have seen a large influx of intakes in the last few months, and have now needed to create a waitlist for services. In the upcoming months, we will be working on re-starting the membership program to assist in supporting the referral needs of the Centre. In the 2017-18 fiscal year, the Centre saw a total of 258 intakes completed, which include low-fee, reduced fee and full fee referrals. The Centre has been working hard at expanding their referral source through more networking with other organizations, and attending more public awareness events in the Ottawa community.

We have also been able to offer a few groups this past year including a women's and men's trauma processing group, which was funded by the City of Ottawa Community Project Funding program. We have seen a great success with these groups, and have been able to offer a much needed service to the community. In the upcoming months, we will be applying for additional funding in the hopes to offer these groups on a continuous basis. Also, with the support of one of our interns, Morgan Purdy, we are able to offer a trauma-informed yoga group. This group was able to service clients who were on our waitlist, as well as provide revenue to the Centre.

The Centre hosted a 7 practicum students throughout the past fiscal year: Claude Tellier, M.Ed. candidate from University of Ottawa; Betty Yeung, M.Ed. candidate from University of Ottawa; Morgan Purdy, MSW candidate from Carleton University; Emily Courtmanche, M.Ed. candidate from University of Ottawa, as well as Sandra Neil, Ashley Lawrence and Chelsea Vineyard, all MACP

candidates from Yorkville University. These 7 intern therapists have offered hours and hours of therapy to the client on our waiting list for services who have limited resources to pay for therapy. We are incredibly fortunate to have them at the Centre. For this current fiscal year, all of the internships available have been filled. We had 1 start in January, 1 starting in May, and 2 starting in September.

Administration Committee Report 2017-18: Sara Warren

In 2017-18, the Centre saw an increase in the administrative needs required to uphold all of the initiatives being continued and developed. Mandy Paquette and Sara Warren continued as administrative coordinators throughout the fiscal year, and continued to work hard to get the Centre to a position where they could hire externally for these positions. We began the interview process to hire one administrative coordinator early in the 2018-19 year, and we able to secure a success candidate, Jessica Lundy. We are very excited to have her join our team!

In 2017-18 the Centre was at capacity for Associates and Renters for most of the year. There were a few transitions throughout the year, but we were able to stay relatively stable with some Associates leaving, and some new Associates joining us. At the beginning of the 2018-19 fiscal year, we have had a few Associates leave the Centre, and are currently in the process of recruiting two new Associates. The hopes will also be to implement a membership program for adjunct members that both support the needs of our referrals, as well as provided increased revenue to the Centre to help compensate for possible transitions with Associates.

Policy and Planning Committee Report 2017-18: Sara Warren

In 2017-18, the new organizational model has continued to be implemented at the Centre after being approved late in the 2016-17 fiscal year. With this new implementation, there were many policies that were no cohesive to the organizational model. We created an ad-hoc policy committee at the beginning of the year, and had a strategic planning meeting in January 2018 to policies that needed to be made a priority, as well as create a template to use with all policies moving forward. In this meeting, it was discussed that the priorities were conflict, standards of practice, subsidy and group policies. The conflict policy was brought forth to Associates and Board members; and approved in November. We are continuing to work on the additional policies prioritized, and have added the membership program with the increased need for client services.

Programming Committee Report 2016-17: Sara Warren

During the 2017-18 fiscal year, Martha Stark provided a workshop on “The Therapeutic Use of Optimal Stress to Promote Recovery” in October 2017 and had 52 participants registered. The workshop resulted in the profit of approximately \$3500.

Kathy Steele also presented on “A Practical and Integrative Approach to Treating Complex PTSD and Dissociative Disorders” in April 2018, and had 60 participants registered. This workshop generated a profit of approximately \$5000.

Unfortunately, our speaker for October 2018 was unable to present at that time but will be coming to present in March 2019. We were able to add an additional workshop from Ashkan Rahmani, a previous intern at the Centre, who provided a presentation on “The Neurobiology of Trauma.” Although it was not as large as our other workshops, it was able to generate approximately \$1400.

The Centre also has two workshops planned for the current fiscal year: Deb Dana – “Polyvagal Theory and the Application to Working with Trauma” in March 2019; and the Narrative Therapy Centre – “Narrative Therapy: Responding to Trauma” in September 2019. We are very excited for these upcoming workshop as they are a much needed resource in the Ottawa mental health community.

Growth and Communications Committee Report 2017-18: Susan McDonald

The fiscal year 2017-18 was a less active year for the Growth and Communications Committee (G&C), in part because membership was halved by the departure of both community and associate Board members. After the departure of Sandra MacInnis, membership was reduced to community Board members Susan McDonald and Dylan Bridger. Sara Warren joined in several meetings as a liaison with the Centre. Meetings were not held monthly, but on an as-needed basis.

Website & Social Media

The website was updated to reflect the new location and new associates. With the support of community Board member, Dylan Bridger, the Centre used its website and its Twitter and Facebook platforms effectively over the fiscal year 2017-2018 to advertise education events, Giving Tuesday and other smaller events of interest. We had a social media plan and were able to pre-program announcements via Sendibles.

Fundraising Report

Activities

Giving Tuesday – the last Tuesday in November (following American Thanksgiving) is deemed Giving Tuesday and the Centre had a dedicated webpage. Approximately \$500 was raised on this day through direct donations.

The Ottawa Marathon/Race Weekend

The pros and cons of entering a team in the Ottawa Race Weekend were debated at the 2016-17 AGM (January 2019). Ultimately, it was decided that we were too late to capitalize on the fundraising opportunities given that registration and fundraising begins in September and it was already into February. It was decided that IF we are to take on this event, we need someone to take leadership and ensure participation of a full team, AND we need to start in the fall when registration for the race opens. We shall attempt this for the race in May 2019.

The Great Glebe Garage Sale

Once the decision about not participating in the Ottawa Race Weekend was made, the idea of raising money at the Great Glebe Garage Sale was suggested and Board members and associates all participated in some way – donating items, baking treats to sell as well, and helping out on the day of.

The event was hosted at Susan McDonald’s home, setting up a table on the front lawn. Never having done this before, no one was quite sure what to expect. A limited amount of effort went into the event,

most on the day of when we set up before 8am and took down the table and un-sold items by 2pm. The GGGGS asks that 10% of proceeds be donated to the Ottawa Food Bank. With that taken from total proceeds, about \$700 was raised. A photo with MP Environment Minister Catherine McKenna was posted to her site and everyone helped raise awareness about the work of the Centre. Thank you to all who helped out. It was a good day, and a good way to get to know community Board members and associates!

Fundraising Plan for 2018-19

At the September Board meeting, the G&C Committee presented its fund raising plan for fiscal 2018-19. With limited resources, the recommendation was to put efforts into the Ottawa Race Weekend and the Great Glebe Garage Sale, in addition to a couple small activities such as Giving Tuesday, and another event like “Build a Terrarium.”

Fundraising points of reference for next AGM reporting:

November 2018 – Giving Tuesday campaign

One event – Ottawa Race Weekend – May 2019

Build a Terrarium/Paint Nite - 2019

Board and Committee Membership

Fiscal year 2017-18 saw the departure of community board member Sandra MacInnis. Dylan Bridger, another community board member moved to Toronto, but agreed to stay active and joined as many board meetings as he could by phone or Skype.

The Board welcomed Claude Tellier, a therapist who chose not to join the Centre as an associate, but as community board member in the spring. In the early fall, Meghan Billings also joined as a new community board member. Meghan is a supervisor of texting services for the Kids Help Phone. We welcome and thank both community and associate board members for their time.

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

By-Laws

As in the previous fiscal year, there was no further work done on the Centre by-laws in 2017-18. There is a new provincial government, but there has been no direction that the new legislation on non-profit organizations is a priority. Work has moved forward with a re-structuring of the Centre. It is recommended that the by-laws are reviewed with the new structure.

Priorities for 2018-2019

- 1) Board recruitment – both community members and associate members
- 2) Fundraising plan – to make the most of one large fundraising event; support smaller activities

Strategic Planning – Continuation from 2016-17 with transition to new organizational model

Mandate	Current	Needs	Goals
Provide specialized and accessible trauma therapy services	-Provide low-fee services through our internship program and clinical supervision	<ul style="list-style-type: none"> - More accessibility - Increase funding/donations/sponsorships 	<ul style="list-style-type: none"> - Create more group therapy services to service a larger population - Update subsidy and group policies to better reflect the needs of the Centre and community - Contract someone and/or look for volunteers to submit grant proposals and search for funding/sponsorship opportunities - Increase networking with other agencies and organizations for collaboration opportunities
Offer Professional Training and Education	- Provide specialized trauma workshops twice a year	- Increase visibility in the community as a specialized trauma resource	<ul style="list-style-type: none"> - Associates providing on-going specialized trauma training in the community - On-going consultation groups based on Associate specialties (trauma-informed, yoga, DID, trauma, developmental delays and autism) - Continue to offer clinical supervision, and reach out to universities/colleges for practicum opportunities - Create partnerships in the community in the area of trauma and recovery
Promote Public Awareness in the Areas of Trauma and Recovery	- Involvement in public awareness activities when reached out too	- Increase visibility in the community and become more involved in awareness around trauma and recovery	<ul style="list-style-type: none"> - Become more involved in public awareness events in the Ottawa community - Create an annual calendar of the community events - Create a social media plan that includes public awareness important dates and events