

**PRESCOTT GROUP SOCIETY
ANNUAL GENERAL MEETING**

June 19, 2019

7:00 p.m.

The Chairperson of the Board of Directors, Mona Reeves, called the thirtieth Annual General Meeting of the Prescott Group Society to order at 7:00 p.m. and welcomed those in attendance to the meeting. Mona also welcomed Jennifer Wheaton with the Department of Community Services and Kent Jones with Grant Thornton.

Mona, referring to the Memorandum of Association, noted that to be a voting member of the Prescott Group Society you must be registered and pay an annual fee that is determined by the Board of Directors. This year's annual fee is \$1.00. Staff and clients, with the exception of the client representative to the Board of Directors, are not eligible to vote. There were 50 people in attendance with 20 paid voting members.

Mona thanked Martha Lowe, Marketing and Community Engagement Manager, for preparing the 2018-2019 Annual Meeting Booklet.

Mona introduced Board of Directors' Members, David Eisener, Rod Kerr, Bud Malay, Mallory Mills, Shelley St. Peters, Client Representative, and Executive Director, Louis Brill.

Minutes of 2018 Annual General Meeting

No errors or omissions were noted.

Motion: That the minutes of the twenty-ninth Annual General Meeting of the Prescott Group Society held on June 13, 2018, be approved as circulated.

Bud Malay/Shelley St. Peters

Motion Carried

Board of Directors Chairperson Report

Mona Reeves, Chairperson, reported that the Board of Directors provides strategic direction and governance for Prescott ensuring everything we do is aligned to our mission and supports our clients. This past year the strategic priorities remained the same with continued focus on program excellence, social enterprise, community engagement, and sustainable facilities.

Two new members joined the Board of Directors, Mallory Mills and Rod Kerr. A committee structure was established that divided Board responsibilities into the categories of strategic planning, governance, audit and finance, and nominations. Board members serve on one or more committees that each focus on their specific function and meet outside of regularly scheduled Board meetings.

The long-term objectives to enhance programming for clients and sustain long-term viability remained the same. Fundraising continued to be an ongoing challenge and looking for ways to improve the Society's bottom line continued. Mona noted that the Society is grateful to the many partners and donors that continued to support our initiatives including our major funder, the Department of Community Services, client's families, friends, volunteers, and staff.

In closing, Mona thanked the staff for their support of our clients, the volunteers who give of their time, and our Board of Directors who each lend their time and expertise. Our goal is to remain focused on serving the needs of our clients as their success is our success.

Finance Committee – David Eisener

David Eisener, Treasurer, reported the March 31, 2019 year-end shows a deficit for the year of \$61,000. As a result, the accumulated operating surplus has reduced to \$704,798 (down from \$765,814 the previous year).

In 2018, a strategic decision was made to budget for a deficit. Contributing to the deficit is an increased wage expense due to a full complement of staff in 2019 and an increased rent expense for leasing the Bayers Road location.

In the past year Prescott received the largest donations in its' history; two donations of \$30,000 each. These funds were earmarked specifically to purchase a van which has been done and is now paid in full.

Nancy Gilbert, mother of a client, asked David Eisener if it is possible going forward to show on the financial statements a breakdown of each fundraising event and the funds raised. Nancy Gilbert also asked if when undertaking new initiatives, is a cost benefit analysis done showing the financial benefit to both the Society and the clients.

In closing, David Eisener thanked the Board of Directors, the Audit Risk Committee, Louis Brill, Executive Director, and Sharon Maunder, Accountant, for their assistance throughout the year.

Motion: That Grant Thornton is retained as the external accountant for the period April 1, 2019 to March 31, 2020.

Mallory Mills/Joyce Fitzgerald

Motion Carried

David Eisener introduced Kent Jones from Grant Thornton, who reported that the year-end review of the financial statements was completed efficiently and went very well. Kent Jones thanked Prescott for retaining Grant Thornton as their external accountant for the period April 1, 2019 to March 31, 2020.

Governance Report

Bud Malay, on behalf of Grant Machum, Chair of the Governance and Human Resources Committee, reported on the work of the Committee. The Committee met seven times and is comprised of four members along with the Chair of the Board.

The Committee's work over the past year focused on facilitating oversight of governance and human resource issues. Accomplishments included establishment of Board terms of references and work plans, review of policies and procedures, and review and oversight of the organizational structure. In the coming year, the Committee's work will include further improvements and refinements in Board oversight.

On behalf of Grant Machum, Bud Malay thanked the members of the Committee for their work over the past year.

Strategic Planning Report

Rod Kerr, on behalf of Sadira Jan, Chair of the Strategic Planning Committee, reported on the work of the Committee. The Committee, made up of six Board members, was constituted this past year and its' terms of reference created, finalized, and approved by the Governance and Human Resources Committee.

The Committee focused on two items. One, a formalization of the strategic planning process of the Board, management, and staff of Prescott Group. The current strategic plan is valid through to 2020. Two, an evaluation and recommendation of future plans for Prescott as it relates to the leased premises, and a long-term plan as it relates to location.

Currently the Committee is gathering information related to the above two items and anticipates spending considerable time in the upcoming year developing detailed strategies and direction for management in these matters.

On behalf of Sadira Jan, Rod Kerr thanked the Committee for their time and dedication.

Nominations Report

Nominated Members to the Prescott Board for 2019-2020 are Mona Reeves, Grant Machum, Bud Malay, Sadira Jan, Jacqueline Klaus, Natalie Doyle Oldfield, David Eisener, Mallory Mills, Rod Kerr, Shelley St. Peters, Client Representative, new Board member Krista Dempsey, and Louis Brill, Staff Representative – ex-officio.

There were no Board member resignations.

There were no new nominations from the floor.

Staff Milestones

Mona Reeves, Board Chairperson, and Louis Brill, Executive Director, presented the following staff milestone awards:

Lynn MacIntyre, Instructor, Personal Development Services - 10 years

Courtney Pratt, Instructor, Personal Development Services - 10 years

Shannon Webber, Employment Coach, Prescott Employment Services - 30 years

Prescott Updates

Charlene Kuhn, Instructor, Prescott Mailing Services, reported on the work accomplished at Prescott over the past year. Prescott now has a new brand and motto “Building People, Building Halifax” which demonstrates our commitment to our clients and the Halifax community. We use the words “We Can” and “I Can” to demonstrate how we all contribute to improving Prescott.

Staff goals that were reported on at the 2018 Annual Meeting were accomplished including the re-establishment of the Client Council, expanding life skills programming, and developing new ways of teaching with visual aids and resources.

Prescott’s second year participating in the Bluenose Marathon was even more successful with 85 members on our team. Team Prescott has raised approximately \$14,000 in support of programming and provided clients with an opportunity to be part of an iconic Atlantic Canada event.

Prescott’s Chase the Ace that is hosted live, weekly by clients and staff, is currently in its’ second round. The first round ran for 18 weeks with the family of client Doreen Johnson, winning approximately \$9,000.

Prescott purchased a wheelchair accessible van with donations received from three sources. Award-winning musician Matt Andersen donated \$5,000 from a fundraising concert that he put on in Wolfville for Prescott. Charlie Ritcey, a local architect, donated \$30,000 in honour of his three children. The John and Judy Bragg Family Foundation matched Charlie Ritcey’s donation of \$30,000. The van will allow for clients to experience all that Halifax has to offer.

In closing, Charlene noted that Prescott will continue to be creative and innovative in our pursuit of supporting clients and putting clients first in everything we do.

Client Perspective

Brenden Anderson, a client of Prescott for seven years, spoke of his work in the New to You Program, how proud he is of his accomplishments, and what Prescott means to him.

Executive Director Report

Louis Brill, Executive Director, reported briefly on the work and changes within the programs over the past year. Louis thanked Iriane Yim, Supervisor of the Personal Development Services Program, and the instructors for their work supporting the clients in their program. Prescott Employment Services operated with two staff instead of three and was able to carry on supporting all their clients. In the New-to-You, Supervisor Shana Hendsbee, and the instructors provided clients with opportunities to learn new skills including the use of technology to market items. Clients in Prescott Bakery were busy and engaged in their work. The bakery experienced a staffing change with Amanda Payne assuming the role of Acting Supervisor for a term and the hiring of two term instructors. Prescott Mailing Services lost two large contracts and had some staff changes. Cindy Kingwell assumed the role of Supervisor in the mail service. Prescott Custom Bags had two senior staff retire and there was no plan in place to grow the social enterprise. In the past six months Grace McCaffrey, Supervisor, and the instructors have attracted new customers.

This past year the Life Skills Instructor resigned and Sarah Nartiss was hired to operate the program. Music therapy, art, and food preparation were added to the program. Life is not all about work, and for some clients, life skills is the focus of their day.

The priority from a Client Services perspective is to fill all client vacancies that occur in the programs. This past year there was a revitalization of the Client Council. Louis thanked Debbie Sabeau, Program Coordinator, for supporting the clients who are members of the Council.

Louis thanked Janet Gaudet, Secretary, and Sharon Maunder, Accountant, for all they do to serve our customers and others who visit Prescott.

Louis noted that the past year has been one of change and improvement within Prescott. Change is risky, so there has been a conscious effort to make change that is purposeful. The purchase of the van will allow for clients to engage in the community. The “Friends and Family Fireside Chat with the Executive Director” provides a direct opportunity for family and friends to talk about what matters most to them. The rebranding of Prescott shows that we are leadership oriented. Goal setting benefits staff by providing opportunities for staff to be a leader within Prescott. Staff achieving their goals enhances the lives of their clients.

In closing, Louis noted that the Mission of Prescott has not changed. Staff work to make the lives of our clients better.

Parent Perspective “Why Prescott?”

Louis Brill, Executive Director, introduced Charlie Ritcey, father of client Terrin Ritcey. Charlie spoke about his past involvement with the Nova Scotia Association for Community Living and the Abilities Foundation. Through the support he provides his daughter and discussions with Louis Brill, Executive Director, he looked at what he could now do to support Prescott, and decided to provide a donation toward the purchase of the van.

Charlie noted he is excited about the future of Prescott and would like to be a part of the organization that aspires to improve Terrin’s life. He wants to spread the message that Prescott is an integral part of the community and an organization that others will want to support.

In closing, Charlie noted that he cannot thank Prescott enough for the great environment the organization has created for his daughter Terrin to be a part of.

Mona Reeves, Chairperson, thanked Charlie Ritcey for attending the meeting and making Prescott a part of his life.

Adjournment

Bud Malay adjourned the meeting at 8:05 p.m.

Submitted by

Approved by