

**PRESCOTT GROUP SOCIETY
ANNUAL GENERAL MEETING**

October 21, 2020

2:30 p.m.

Brenden Anderson, an Online Auction participant, welcomed everyone to the thirty-first Annual General Meeting of Prescott Group being held via Zoom.

The Chairperson of the Board of Directors, Mona Reeves, also welcomed everyone to the Annual General Meeting and introduced Alice Evans, Prescott Group Executive Director, Rod Kerr, Board Member, David Eisener, Treasurer, Gerron Cartwright, IT Specialist, Lynn MacIntyre, Prescott Group Instructor, and Janet Gaudet, Prescott Group receptionist.

Rod Kerr, Board Member, explained the link for accessing written information and the procedure to follow for asking a question, making a comment, making a motion, and for voting.

Mona Reeves, explained that there are no proxy votes and that direct recipients of service and paid employees of the Society are not eligible to vote. The usual membership fee of \$1.00 that eligible voting members are asked to commit to, is waived this year because of Provincial guidelines related to group gatherings. Fifty-one people attended via Zoom.

Approval of Agenda

Motion: That the Agenda for the October 21, 2020, Annual General Meeting of the Prescott Group Society be approved as previously circulated.

Mallory Mills/Jessica Severeys

Motion Carried

Minutes of 2019 Annual General Meeting

No errors or omissions were noted.

Motion: That the minutes of the thirtieth Annual General Meeting of the Prescott Group Society, held on June 19, 2019, be approved as previously circulated.

Grant Machum/Joyce Fitzgerald

Motion Carried

Board of Directors Chairperson Report

Mona Reeves, Board Chairperson, reported that the Board of Directors has continued working during the current circumstances to develop Prescott Group, and ensure growth and that the needs of all who rely on Prescott Group are fully met. The Board of Directors met four times since the Annual General Meeting in June 2019. The Board committees: Finance, Governance,

Strategic Planning, Facilities, and Nominations remained active and reported to the Board on a regular basis.

The upcoming year will see a number of changes to the Board including six new nominations, and Board members David Eisener, Treasurer, and Natalie Doyle Oldfield, Nominations Committee leaving the Board. Both have been valuable members since 2016. On behalf of the Board, Mona thanked David and Natalie for their vision, commitment, and expertise.

In January 2020, our Executive Director, Louis Brill's employment with Prescott Group ended. Mona thanked Louis for his service and wished him well in his future endeavors. This change necessitated the Board finding a replacement, someone who would inspire, engage, empower, and provide sound operational management, and strategic direction to Prescott Group.

The Board formed an executive search committee and partnered with Knightsbridge Robertson Surette. Alice Evans, Executive Director and Co-Founder of Club Inclusion, was made an offer of employment and in July she joined Prescott Group as the Executive Director. Her knowledge and experience will be invaluable as we continue to forge ahead through these unprecedented times. During the transition, Evelyn Webber our Program Manager stepped in as Acting Executive Director.

This year has been a year of significant change and our focus now is preparing for a future that looks different from that previously imagined. We are now in the process of updating our strategic plan, which will enable the Board to ensure our work is aligned with our mission and vision for the future.

In closing, Mona noted that the way we conduct our business has changed and we will need new and innovative ways to succeed as we move forward. What will not change is our commitment to the participants we serve and the staff who enable us to achieve these goals.

Participant Highlights

Alice Evans, Executive Director, introduced a short video of participants sharing their highlights from the past year.

Participant and Staff Milestones

Alice Evans, Executive Director, welcomed new participants Ashley Cox, Stephen Halsall, and Karlee Elliott to Prescott Group and reported the retirement of participants Robert Cormier, Beverly Hodder, Jamie Leahey, Burton Perry, and Paul Pottie.

Alice noted milestone celebrations for the following participants:

Julia Tanner – 40 years

Ian Archibald – 45 years

Norman Meagher – 46 years

Alice welcomed new staff Hillary Nehiley, Gail Ripley, and Neala Rose; and noted milestone celebrations for the following staff:

Janet Gaudet, Receptionist – 40 years
Jamie Musgrave, Instructor, Prescott Online Auction – 20 years
Angela Power, Instructor, Prescott Online Auction – 20 years
Tammy Gerrow, Instructor, Personal Development Services – 10 years
Shana Hendsbee, Supervisor, Prescott Online Auction – 5 years
Suzanne Taylor, Instructor, Prescott Mailing Services – 5 years

Finance Committee – David Eisener

David Eisener, Treasurer, reported the March 31, 2020 year-end shows a deficit for the year of \$15,777. As a result, the accumulated operating surplus is reported at \$678,494 at year-end.

During the year there were decreases in property taxes, utilities, miscellaneous equipment, and wages. The focus for the 2020-2021 fiscal year is to maintain diligent financial management and also focus on break-even budgeting. At September-end the Society is on track.

In closing, David Eisener thanked the participants, staff, and Board of Directors, for contributing to a successful 2019-2020 fiscal year.

Motion: That Grant Thornton is retained as the external accountant for the period April 1, 2020 to March 31, 2021.

David Eisener/Rod Kerr
Motion Carried

Mona Reeves, Board of Directors Chairperson, thanked David for his work as Treasurer and presented him with a gift.

Annual Report

Mona Reeves, Board of Directors Chairperson, thanked Martha Lowe, Marketing and Community Engagement Manager, for preparing the 2019-2020 Annual Meeting Booklet. Mona also congratulated Martha, who is currently on maternity leave, on the birth of her daughter.

Grant Machum, Chair of the Governance and Human Resource Committee, introduced members of the committee, Mona Reeves, Bud Malay, and Rod Kerr. Grant reported that the committee met fourteen times over the past year. In addition to overseeing the operation of Prescott Group, the committee was responsible for coaching senior management, occupational health and safety, development of terms of reference for Board committees, the onboarding of the new Executive Director, and ensuring that Prescott Group returned to providing service to the participants in a safe and pleasant manner.

Mona Reeves on behalf of Sadira Jan, Chair of the Strategic Planning Committee, reported that HORIZONS Community Development Associates Inc. has been hired to assist Prescott Group with reviewing and updating Prescott's Strategic Plan.

Rod Kerr, Facilities Committee, reported that the lease for the building facilities has been renewed to 2025.

Jacqueline Klaus, Nominations Committee, reported that a full review of the Board of Directors was completed to ensure the Board has the right skill sets. Subsequently a decision made to expand the Board to fourteen members including the Client Representative.

Members of the Board re-elected for a one-year term: Mona Reeves, Grant Machum, Sadira Jan, and Shelley St. Peters.

Members of the Board re-elected for a two-year term: Bud Malay, Jacqueline Klaus, Mallory Mills, and Rod Kerr.

Newly elected Board members for a two-year term: Derek Flynn, Ian MacArthur, Andrea Jansen, David DiPersio, Cindy Mills, and Jessica Severeys.

Board members resigning: David Eisener and Natalie Doyle Oldfield.

Motion: To accept the report of the Nominations Committee.

Jacqueline Klaus/Grant Machum
Motion Carried

Upcoming Events

Alice Evans, Executive Director, reported on a number of upcoming events including a seasonal sale of gluten free gourmet breakfast and winter warmer gift baskets; an on-line craft sale and silent auction in lieu of the Annual Christmas Tea & Sale; and a December 2020 Countdown Calendar. Plans are also underway for participants to have the opportunity to buy and share their crafts, and a committee is working on an in-house Annual Christmas Dinner & Dance.

Mona Reeves, Board of Directors Chairperson, thanked everyone for sharing and participating in the Annual General Meeting. Mona extended a sincere thank you to Alice Evans for all she does and to the participants and staff for all they have done over the past year.

Adjournment

Gerron Cartwright adjourned the business portion of the meeting at 3:25pm.

In closing, Lynn MacIntyre, Prescott Group Instructor, asked everyone to join her in singing a few songs.

Parent Comment

Charlie Ritcey, parent of a participant, asked about the mechanism of communicating with parents and participants, noting that communication with participants when they are not at the Centre needs to be more aggressive.

Alice Evans, Executive Director, responded that she would review systems of communication to make sure this is addressed. Prescott Group is working steadily to have participants return safely and that we should have everyone back, 4 to 5 sessions a week by the New Year. We will use every physical space available to provide service to our participants keeping in mind the importance of healthy bodies and minds, social interactions, and positive experiences.

Submitted by

Approved by