



ANNUAL GENERAL MEETING

September 28, 2021



**Big Brothers
Big Sisters**
OF HALTON AND HAMILTON

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2021 ANNUAL GENERAL MEETING

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AGENDA

ANNUAL GENERAL MEETING

Tuesday September 28, 2021, 6:00 p.m.

Held by way of ZOOM VIRTUAL MEETING SPACE

1. Call to Order – *Lauri Reesor, Chair*
2. Declaration of Quorum – *Lauri*
3. Review and Approval of Previous Minutes of the Annual General Meeting held on September 22, 2020 – *Lauri*
Motion to approve the minutes as presented
4. Report of the Chair – *Lauri*
Motion to approve the report as circulated
5. Governance Committee Report – *Chuck Conlon*
Motion to approve the report as circulated
6. By-Laws Amendment – *Chuck*
Motion to amend by-laws
7. Finance & Risk Management Committee Report – *Robert Ridge*
Motion to approve the report as circulated
8. Strategy, Vision & DEI Committee Report - *Daniele Ingleton & Emily Rowe*
Motion to approve the report as circulated
9. Retiring Directors – *Lauri*
10. Nomination Report September 2021 – *Chuck*
Lauri Motion to approval of nominations
11. Other Business as Might Come Before the Annual Meeting – *Lauri*
12. Adjournment – *Lauri*
Motion to adjourn the Annual General Meeting of September 28, 2021

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MINUTES OF PREVIOUS AGM (09/22/20)

ANNUAL GENERAL MEETING

Tuesday September 22, 2020, 6:00 p.m.

FISCAL YEAR END - MARCH 31, 2020

MINUTES

Welcome and Call to Order

Lauri Reesor called the meeting to order at 6:05 p.m.

Declaration of Quorum

Lauri declared that a quorum had been achieved.

Review and Approval of Previous Minutes

Annual General Meeting of September 24, 2019

It was moved by Daniele Ingleton and seconded by Robert Ridge "that the minutes of the AGM for September 24, 2019 be accepted as circulated."

Carried

Special Members Meeting of September 30, 2019

It was moved by Catherine Lewis and seconded by Blair Henderson "that the minutes of the Special Members Meeting on September 30, 2019 be accepted as circulated."

Carried

Report of the Chair

It was moved by Patrica Wright and seconded by Catherine Lewis "that the report of the Chair for the period ending March 31, 2020 be accepted as circulated."

Carried

Motion to approve Auditors Report – for period ending March 31, 2020

It was moved by Blair Henderson and seconded by Catherine Lewis "that the audited financial statements for the period ending March 31, 2020 be accepted as circulated."

Carried

Continued ...



Confirmation of Auditor

Motion to re-appoint GGW as the Auditor for BBBSHH for the period ending March 31, 2022, or until such time as their successor is appointed by a motion duly passed by the Board of Directors, BBBSHH.

It was moved by Catherine Lewis and seconded by Peter Rakoczy "that the firm of GGW be named as auditor for BBBSHH for the year ending March 31, 2020, or until their successor is appointed by a motion duly passed by the Board of Directors of BBBSHH."

Carried

Report of the Governance Committee – Nominations for Membership to the Board of Directors and appointment of Members

Chuck Conlon presented the report of the Governance Committee, which formed part of the meeting material.

It was moved by Robert Ridge and seconded by Catherine Lewis "that the report of the Governance Committee be accepted as presented"

Carried

New/Other Business

Lauri called for any new or additional business to come before the Annual Meeting. There being none she called for a motion to adjourn.

Motion to Adjourn

It was moved by Blair Henderson, seconded by Daniele Ingleton, "that the meeting now adjourn at 6:38 P.M."

Carried

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REPORT FROM THE BOARD CHAIR

This last fiscal year ending in March 2021 has been a taxing one as our communities continue to navigate the unprecedented challenges of the COVID-19 pandemic. As challenging as it has been, we are incredibly proud of the hard work, tenacity, creativity and capacity of Big Brothers Big Sisters of Halton and Hamilton (BBBSHH) to pivot and ensure that our young people continue to have the vital support and mentoring that they need to thrive.

Our mission at BBBSHH is to Ignite Potential in the young people we serve.

The need for mentoring, for human contact, has never been more prevalent than during the pandemic. The pandemic has only reinforced our fundamental belief in the extraordinary value of having a caring and supportive mentor for every young person in need. Even as our world starts to cautiously open up, the impact of social distancing, self-isolation and the myriad of other challenges facing our communities' pandemic response cannot be underestimated. The need for our services has never been more acute. It is through their admirable efforts that BBBSHH has positioned itself as a visionary leader in our Federation, offering near seamless service to our young people during extraordinary times.

As forecasted in last year's Chair Report, this year presented new fiscal challenges as a result of the inability to hold in-person events for fundraising but our relationships with our incredible funders are stronger than ever and we are deeply thankful for community support from both individuals and funders new and old during these difficult times. To our corporate friends and community partners, including the United Way of Halton and Hamilton, please accept our heartfelt thanks for your continued support. To our volunteers, you are key to our success in generating opportunity and positive results for our children.

Continued ...

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Over the past year, the Board has implemented its five year Strategic Plan, the first for BBBSHH as an amalgamated organization with incredible support and guidance from our CEO, as she completes her first year with us. It has been an exciting year of rebirth and growth for the association as it moves in new and progressive directions under the strength of CEO's leadership.

We have also invested considerably over the last year in education and professional development at every level of our association in principles of diversity, equity and inclusion (DEI). Ensuring representation of our communities at every level of our organization, identifying and removing equitable barriers and ensuring that everyone has a voice at the table and a sense of belonging at BBBSHH is of critical importance to us as a Board and as an association. It is an ongoing journey that we are deeply committed to and these principles will continue to inform our policies, decisions and actions as we move forward.

We are excited for the new opportunities to ignite potential in our children and youth that fiscal 2021/2022 will bring for BBBSHH and the communities we support.

Lauri Reesor
Chair, Board of Directors

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GOVERNANCE COMMITTEE REPORT

The Governance Committee is pleased to present this report for the benefit and consideration of our members.

The Committee invested in Board Member education enabling Members to develop an understanding and foundation related to equity, diversity and inclusion. Four sessions were facilitated by Board Member Patrica Wright, who has expertise in this important area.

Board Members dedicated time developing knowledge and experience regarding our strategic plan and planning process.

The Committee reviewed our committee structure with the Board supporting the need for four standing Committees: Governance; Risk & Finance; Diversity, Equity & Inclusion; and Building Big dedicated to ensuring BBBSHH have the resources needed to provide valuable mentoring services for the children.

By-Law proposals were developed. The first to provide Board Members terms consistent with the needs of a maturing organization. The intent is to provide stability on the Board; in order, to retain members, who have developed the expertise and insight required to support long term strategies and plans. The second promotes equity and diversity by extending the time and accountability for Board Member recruitment to leverage developing partnerships with leaders in diverse communities.

Board evaluation of performance and mix of competencies & skills contributed to the annual recruitment campaign.

Proposed By-Law revisions and Board Nominations are presented at this meeting for Member approval. The slate of Officers for the coming year is shared to inform Members.

Thank you to the Committee Members for their contribution and to the CEO and staff, who serve our children well.

Chuck Conlon
Governance Committee Chair

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MOTION TO AMEND BY-LAWS 3:03 & 3:05

The following By-Law changes are submitted for your approval:

3.03 Number.

There shall be a minimum of eight (8) and a maximum of twelve (12) Directors.

3.05 Election and Term.

(a) The Director's term of office shall be three (3) years calculated from the date of the meeting at which they are elected until the third annual meeting next following of until their successors are elected.

(b) The maximum number of terms for each Director is two (2) terms of three (3) years. A Director will be eligible for reelection at the end of their term up to the maximum number of terms provided that such Director continues to meet the qualifications requirements to be a Director. Upon completion of the maximum term on the Board, a minimum of a one (1) year absence is required before eligibility for re-election to membership on the Board is restored.

(c) Subject to this By-Law, Directors will normally be elected by Members at an annual general meeting.

(d) Any vacancy occurring on the Board may be filled by the remaining Directors. For the purposes of this section, "vacancy" includes any Board position that was not filled at the immediately previous annual general meeting. A person elected to fill a vacancy shall serve the unexpired term of that office.

FINANCE & RISK MANAGEMENT COMMITTEE REPORT

SEPTEMBER 2020 - AUGUST 2021

The current committee was formed in September 2020 and includes both Board members and community members with diverse backgrounds in finance, law and business management. We developed a new and comprehensive Terms of Reference for the Committee which includes finance, risk management, insurance, facility, and related matters.

During the year the Committee:

- Established an interim reporting framework and agreed on an approach to monitor financial results;
- Implemented an enterprise risk management framework;
- Established a compliance review and sign-off procedure;
- Reviewed agency insurance coverage;
- Reviewed and supported the decision to transfer the Hamilton building to the Foundation;
- Discussed and supported audit related matters;

Going forward, the Committee will help ensure that financial systems and planning support a long-term view towards financial sustainability and will conduct a comprehensive review of finance-related policies, including relevant National Standards.

Robert Ridge
Finance & Risk Management Committee Chair



STRATEGY, VISION & DEI COMMITTEE REPORT

2020/2021 ACCOMPLISHMENTS

This committee, in partnership with the BBBSHH staff were tasked with developing the 3-year 2021-2024 strategic plan see figure 1.0. Spearheaded by their CEO, BBBSHH staff were engaged in multiple discussions to ensure this plan reflects the teams' vision to better serve Halton/Hamilton youth, families, and community.

Upon finalizing the 2021/2022 Strategic Objectives, BBBSHH staff developed their operational plan and began executing upon it in Spring 2021.

Given that the organization's current data management processes & systems are immature, as well as the significant manual effort required to scrub historical client data, a key component of the BBBSHH teams' 2021/2022 operations plan involves investing in this space. With a focus on accurate and complete reporting for new clients. BBBSHH staff plan to provide comprehensive reporting on the entire current client base over time as regular rhythms resume with families in 2021/2022.

Lastly, a monthly operations report template was developed and agreed upon, to be shared with the board monthly beginning in Sept 2021.

In May 2021, the Strategy & Vision committee began it's shift in focus to diversity, equity, and inclusion (DEI). The committee met and administered a baseline survey to identify the DEI learning opportunities for the board. Moving forward the committee will focus on providing education and training as well as engage with BBBSHH staff to assess the DEI audit and look for opportunities to support the organization.

Continued ...

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2021/2022 STRATEGY & VISION GOALS/OBJECTIVES/VISION

- Strategic Road Map
- Begin monthly reporting on strategic objective KPI's, in effort to make good decisions in serving BBBSHH community
- Continue to build out community partnerships
- Gather knowledge to assess current state of DEI education for board
- Begin to develop education opportunities
- Update orientation package for new Board members
- Create a resource for other organizations looking to engage in DEI training

Our committee looks forward to welcoming new committee board and community members and making a meaningful impact in better serving Halton/Hamilton youth, families and communities.

Sincerely,

Daniele Ingleton & Emily Rowe
Strategy, Vision and DEI Committee Chairs

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NOMINATION REPORT SEPTEMBER 2021

The Nominating Committee is requesting the approval of the following Motion consistent with this Report:

Motion: Members approve the candidate recommended by the Nominating Committee and the terms of Office for all Directors.

This Nomination Report is submitted by the Big Brothers Big Sisters Governance Committee on behalf of your Board of Directors.

Board Member recruitment was undertaken in the spring of 2021.

The following candidate is recommended for Board Membership to serve an initial Term commencing September 2021:

1. Shahbaz Khan – CPA with excellent not-for-profit accounting/audit experience, BBBS volunteer experience and a former Little Brother.

The Terms of Service recommended for each Director in accordance with the By-Laws are outlined below:

BOARD MEMBER	TERM EXPIRATION
Chuck Conlon	September 2023
Blair Henderson	September 2022
Daniele Ingleton	September 2022
Shahbaz Khan	September 2024
Zeshan Khan	September 2023
Lauri A. Reesor	September 2024
Robert Ridge	September 2022
Emily M. Rowe	September 2023
Cassandra Weatherson	September 2022
Patricia Wright	September 2022

The Nominating Committee thanks Members for their support.

PROGRAM OVERVIEW - 1:1

1: TRADITIONAL MATCH PROGRAM

The Traditional Match Program provides children with a role model and a friend to talk to and share the experiences of growing up with. Through regular outings, a relationship is developed between the mentor and the mentee (or Big and Little). Mentoring relationships are built on trust and common interests, and are supported by our experienced case-workers. The result is a life-changing experience for both the mentor and the mentee.

Bigs and Littles spend 2-3 hours once a week together participating in no or low cost activities, such as sharing favourite pastimes or creating new adventures.

2: IN-SCHOOL MENTORING PROGRAM

The In-School Mentoring program provides girls and boys with a role model and a friend to talk to and share the experiences of growing up with, within school grounds. For one hour a week during the school year, mentors meet with their mentee and engage in activities such as board games, crafts or just hang out in the playground.

4: PAL PROGRAM

Our kids need us now more than ever. When the COVID-19 pandemic further isolated vulnerable young people, Big Brothers Big Sisters continued to be an essential service in our local communities. We immediately introduced virtual mentoring through the PAL Program. Virtual mentoring has enabled us to provide young people with a caring mentor and friend, especially when needed most.

The PAL Program offers 1:1 mentoring remotely, helping to ensure that the immediate social and mental health needs of vulnerable young people in our communities continue to be addressed during the pandemic and beyond. The PAL Program requires a minimum weekly voluntary commitment of 1-hour

PROGRAM OVERVIEW - GROUP

4: ADVENTURE CANADA CONNECTIONS

Adventure Canada Connections (ACC) is a group mentoring program for newcomer youth that are elementary-aged. The program offers a role model, mentor and a friend to newcomer youth, helping with their adjustment to Canada. ACC is led by volunteers who have an interest in helping mentees build confidence so they can reach their full potential. With a goal of social integration, ACC participants meet in a group setting to build connections. Mentoring sessions include educational activities, games and potential for homework help or open discussion. Mentees will practice English language skills, make new friends, learn more about Canada's cultures and traditions, and most importantly — have fun. ACC takes place weekly over 7-10 sessions.

5: CULTURAL MENTORSHIP PROGRAM

The Cultural Mentorship Program aims to create and develop mentoring relationships with a focus of embracing Caribbean and African cultures. This Program is offered to young people ages 12-18, who identify as being part of the black community.

Participants will have the opportunity to engage in activities that reflect on cultural history, carnival arts, cultural icons, micro ventures, business methods and diaspora experiences. The program encourages black youth to make healthy and safe choices, increase resiliency and build a strong cultural identity all within the scope of cultural mentorship initiatives. This group program takes places weekly over 10-20 sessions.



PROGRAM OVERVIEW - GROUP

6: EXPLORING POSSIBILITIES

Exploring Possibilities offers mentorship and support for youth enrolled in high-school, helping them explore and prepare for life after high-school. Each program session connects youth with a guest speaker from a different field. Different workshops are also offered through this program including career exploration, resume and interview skills, social media awareness. Exploring Possibilities takes place during the regular school year.

Youth in this program are interested in hearing from a diverse group of professionals and/or university students. We are always looking for guest speakers in the following fields: Resume Writing, Interview Skills, Entrepreneurship, Medical Field – Doctors (both human and animal), University/College Educators, Lawyers, Engineers, Business Backgrounds, CEOs/Directors (people in management in their career field), Life Coaches.

7: GAME ON!

Game On! is a group mentoring program for elementary-aged young people who identify as male. The program aims to provide its participants with information and support to make informed choices about a range of healthy lifestyle practices. Through non-traditional physical activities, complemented with healthy eating support, participants are engaged in life skills, communication, and emotional health discussions designed to engage participants in the pursuit of life-long healthy lifestyles. Game On! takes place weekly over 7-10 sessions.

8: GLOW (GIRLS LINKING OUR WORLDS)

GLOW is a group mentoring program for young people ages 11-14 who identify as female. The program focuses on empowerment, leadership development and helping its participants feel confident in all aspects of their identity. Through mentoring relationships, discussions, along with creative and physical activities, volunteers help participants explore different cultures and celebrate diversity, learn different techniques for physical, mental and emotional well being, as well as develop empathic communication skills. GLOW takes place weekly over 10 sessions.

PROGRAM OVERVIEW - GROUP

9: GO GIRLS!

Go Girls! is a group mentoring program for young people ages 12-14 who identify as female. The program focuses on physical activity, balanced eating and self-esteem. The single, most important goal of the program is to positively shape the lives of young people by helping them build a positive self-image, setting them on a path to reach their full potential in life.

Go Girls! is structured around four themes: physical activity, healthy eating, self-esteem, and communication skills. The program takes place weekly over 7-10 sessions.

10: HOMEWORK CLUB

Homework Club is an after school mentoring program for elementary-aged young people. In this program, high-school students are a mentor for participants who require academic, social and/or emotional support.

With the goal of increasing student success, young people are matched one-on-one with a teen mentor in a group setting and are supervised by an adult volunteer. Programs run weekly after school from October – May

11: KIDS IN THE (QUARANTINE) KITCHEN

Kids in the Quarantine Kitchen (KITQK) supports children and families by offering an opportunity to build on skills and relationships. The virtual program not only provides children with the tools needed to have independence and confidence in the kitchen, but a means of socialization during the pandemic.

Participants will learn cooking safety, techniques and will prepare meals together. In advance of each class, tools and ingredients needed to prepare the weekly recipe will be delivered to participants homes. KITQK is offered in 4-week sessions and is led by agency staff alongside guest chefs.

PROGRAM OVERVIEW - GROUP

12: SOAR (SOCIAL OPPORTUNITIES ACTIVITIES & RELATIONSHIPS)

SOAR is a group-based program that was created specifically for young people who are waiting to be matched with a mentor.

SOAR members participate in social, educational and recreational activities in a positive, group mentoring atmosphere. Group activities take place weekly and include: recreation and sports, games and crafts, special events, personal development, nature and the environment, volunteer/community work and employment preparation. *This program is on a temporary hold and not being offered currently.*

13: THAW/SUMMER BUDDIES

THAW/Summer Buddies is a recreational program for elementary-aged youth. The program runs in a similar format to a summer day camp, taking place in the summer months. Led by staff and volunteers, the program offers participants indoor and outdoor games, sports, activities, crafts and much more.





THANK YOU



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