



**MUSKOKA VICTIM SERVICES & SUPPORT LINK
ANNUAL GENERAL MEETING
INN AT THE FALLS, BRACEBRIDGE**

**MEETING MINUTES
SEPTEMBER 17, 2012**

DIRECTORS PRESENT: Kathy Reid, Chair; Mary Gair, Acting Vice-Chair; Jean Vardon, Secretary; Debbie Demers, Treasurer; Peggy Saunders; Monica Hall; Chris Eby, Executive Director

REGRETS: Deb Troup

MEMBERS & STAFF: Alisa D., Johnathon T., Steve M., Tom B., Lois R., Sherry P., Gillian H., Eva K., Tanya H., Janice S., Karen B.

SPECIAL GUESTS: Lise Renaud, MAG.; Guest Speaker; Dave Synnott, Bookkeeper

Between 5:30 and 6:00 p.m., we enjoyed a light supper and social time. There were a total of 20 people in attendance at this point. Our bookkeeper arrived later for the business portion only, thus making a total 21.

At 6:00 p.m., our Executive Director welcomed everyone to our 14th Annual General Meeting and introduced and welcomed back our Regional Program Consultant, Ministry of the Attorney General, Lise Renaud. Lise advised she is happy to be back from her leave from the Ministry and Rishma has told her of the wonderful work being done in our agency, in particular the articles recently published in What's Up Muskoka. (A copy of each of these articles was included in the Agenda package.) Lise thanked the Board members, staff, and all the volunteer responders for their work in the past. Chris presented Lise with flowers of appreciation.

Chris then introduced Kathy as Chair of the Board and explained that she was very instrumental during his transition period to date. Kathy welcomed everyone to our meeting and briefly reviewed her message attached to the agenda. In summary, she thanked the responders and team leaders, acknowledged the agencies that believe in our organization, expressed appreciation to our new E.D. and his staff for a job well done, their hard work, and their professionalism. Kathy introduced the current 2012/2013 Board of Directors and expressed sincere thanks for their valuable input and volunteer time. Chris briefly explained why Muskoka Victim Services exists and that is to serve and he will address this further under Reports later in the meeting.

The panel was introduced to inform those in attendance of the services MVS provides and how we complement each other. The panel consisted of: Tanya – Staff, Volunteer Coordinator; Alisa – Team Leader; Sherry – Volunteer Crisis Responder; Kathy – Board Chair; Karen – Staff, SupportLink.

Tanya advised this is her first AGM, she started with MVS as a responder and then joined the staff as Volunteer/VQRP Coordinator four months ago. Tanya explained her roles in both positions, how she is looking forward to training others in October, she thanked the team leaders and expressed her appreciation to them, outlined the upcoming events of appreciation for our responders based on our four seasons, and the importance of VQRP and the immediate assistance it can provide to victims. Alisa then spoke as a team leader and explained the process of what happens when a call comes in and how the team leaders respond. This is a vital role and team leaders assist those out on the call in many ways, i.e. gathering resource information, crisis agencies in other municipalities, maps, etc. Responders check in periodically while on call and at the end of the call when they are safely home. This gives the opportunity to talk about the call and if there were any impacts on the responders themselves. Paper work is completed and submitted to the MVS office and follow-up is carried out if required. Sherry advised that she has been a crisis responder for seven years now and outlined her role when dealing with a victim. Responders quite often are able to obtain more vital information by simply listening to the victim. Sherry enjoys being a responder and feels like she is making a difference. She went on to say there is a real partnership between the team leader and the responder. Karen spoke on SupportLink and the services provided. She has been in MVS for 12 years now and took over as SupportLink Coordinator about 10 years ago. We are one of twenty-one SupportLink sites now in Ontario. Karen deals with victims of domestic abuse situations, listens to their story, gains their trust, does safety planning with them, makes referrals based on their needs, i.e. Al-Anon, shelter, etc., and provides an emergency 911 cell phone if required. She has regular contact with the individual and meets in person at least once a month at a safe and convenient place for everyone. If the client is in the court system, she stays with them for the entire time. Karen also addressed the role of our Family Court Support Worker, Wendy, who was unable to attend this evening. Wendy will attend Family Court with anyone in a family domestic dispute and assist them through the legal system, provide information on available counsellors, and attend lawyer meetings with the client when necessary. Kathy advised that as Chair of the Board she has the opportunity of working with a wonderful group of people, most of whom have been crisis responders, and all are required to take the training. We are working with a matrix in order to broaden our board and, hopefully, we will be adding some new members to the board tonight. Chris presented each of the panel with a gift of appreciation.

Chris called upon Janice, Administrative Assistant in order to thank her for the fabulous job she is doing since joining the staff in May. He also presented her with a thank-you gift.

Chris introduced our guest speaker who shared "I've been there, do you want to hear my story?" about the physical, emotional, and sexual abuse she suffered for 23 years by her former husband. Her story was very moving and brought a lot of insight on how a victim, such as herself, feels and survives while suffering at the hands of a man she is married to and has children with. She explained how she got the courage and strength to finally leave this man, get the police involved, go to court, and finally move on with her life. She is now 5 years happily married but the memories of her past are not gone. Chris presented flowers to her in appreciation of sharing her story with us.

We all enjoyed a short break after which our business meeting commenced.

1. **MEETING CALLED TO ORDER:**
Chair Kathy Reid called the Annual General Meeting to order at 7:50 p.m.
2. **APPROVAL OF AGENDA:**
Moved by Debbie Demers
Seconded by Mary Gair
- #20-12 **BE IT RESOLVED THAT** the Agenda for the Annual General Meeting on September 17, 2012 be approved as presented.

CARRIED.
3. **APPROVAL OF 2011 AGM MINUTES:** Attached to the Agenda.
Moved by Debbie Demers
Seconded by Mary Gair
- #21-12 **BE IT RESOLVED THAT** the minutes from the Annual General Meeting on September 19, 2011 be adopted as presented.

CARRIED.
4. **MESSAGE FROM THE BOARD CHAIR:** Attached to the Agenda. This was addressed earlier in the meeting.
5. **APPROVAL OF REPORTS:**
Executive Director's Report: Attached to the Agenda. Chris provided a brief overview of what has happened so far this fiscal year (April to June). He quickly reviewed a Progress Report attached to the Agenda and explained each aspect and what progress has been made to September 17, 2012.
Volunteer Coordinator and VQRP Coordinator's Report: Attached to the Agenda. Tanya briefly reviewed her report and advised of one change. We now have 11 volunteers signed up for the next training, not 7. Tanya's report indicated 3 people on leave for personal reasons. A Board member stated that she would like to know how long they have been with MVS and why they are on leave. Tanya explained the situations and will provide this information in future reports to the Board.
SupportLink Coordinator's Report: Attached to the Agenda. Karen advised that her caseload at the end of August is 23, which is up from last year due to an increase in referrals both from the police and others. A breakdown between referrals from Bracebridge OPP and Huntsville OPP will be looked into as well as the economy as a factor for our clients.

Moved by Monica Hall
Seconded by Peggy Saunders
- #22-12 **BE IT RESOLVED THAT** the reports presented and reviewed at the AGM on September 17th, 2012 are hereby accepted.

CARRIED.
6. **PRESENTATION OF FINANCIAL STATEMENTS FOR 2011-2012 FISCAL YEAR:**

Attached to the Agenda. Dave Synnott presented and explained that these were prepared by our new Chartered Account, Dave Stevenson. He reviewed the Summary of Significant Accounting Policies and each and every statement and schedule attached to the Financial Statements.

Moved by Peggy Saunders
Seconded by Monica Hall

- #23-12 BE IT RESOLVED THAT** the Audited Financial Statements for 2011-2012 Fiscal Year be accepted as presented.

CARRIED.

In May of this year, after completing the tendering process for auditing services, the Board retained the services of Dave Stevenson, Chartered Accountant effective May 12, 2012. This was with the approval of the former auditor for the 2011-2012 fiscal year.

Moved by Dave Synnott
Seconded by Janice Smith

- #24-12 BE IT RESOLVED THAT** the accounting firm of Dave Stevenson, Chartered Accountant be accepted and appointed as the official auditor for the fiscal year 2012/2013.

CARRIED.

7. CONFIRMATION OF ACTS OF MUSKOKA VICTIM SERVICES BOARD:

Kathy read the Confirmation of Acts and requested a motion be made.

Moved by Chris Eby
Seconded by Debbie Demers

- #25-12 BE IT RESOLVED THAT** all contracts, acts, and proceedings by the Directors and Officers of Muskoka Victim Services since the last Annual General Meeting, as set forth and described in the minutes of Muskoka Victim Services, be approved, ratified, and confirmed.

CARRIED.

8. APPROVAL OF BY-LAW CHANGES:

Chris provided a Power Point presentation outlining the proposed changes to Muskoka Victim Services By-laws. He explained why the changes were made and the process followed. He then reviewed the proposed revisions by looking at the previous by-laws and noting the proposed specific changes. This was very well explained and there were no questions.

Moved by Debbie Demers

Seconded by Janice Smith

#26-12 WHEREAS the proposed changes to Muskoka Victim Services By-laws were reviewed, discussed, and explained in detail to the membership at the AGM held on September 17th, 2012;

AND WHEREAS there were no questions or opposition to these proposed changes;

AND WHEREAS 'By-law No. 1 as Amended on September 17, 2012' was presented and approved by the Board for ratification by the membership at the AGM on September 17, 2012;

NOW THEREFORE BE IT RESOLVED THAT By-law No. 1 as Amended is hereby ratified by membership vote on September 17th, 2012.

CARRIED.

9. ELECTION OF DIRECTORS OF THE BOARD FOR 2012/2013:

Chris noted that a copy of the ad, which was placed several weeks ago in What's Up Muskoka, advising MVS is accepting applications for Board members is attached to the Agenda package. He then explained that when looking for new directors, the process followed was consistent with the policies of our agency. The Nominating Committee also was looking at people who would meet our matrix. Interviews have been conducted by the Nominating Committee and the following five are being recommended for consideration and approval as Board members:

Name	Location	Employment	Education	Skill Set
Jared Cayley	Bracebridge	Training Officer and Fire fighter with Bracebridge Fire Services	B.A. History and English, Ontario Fire College	Training facilitation, public information/presentation, knowledge of fire service, knowledge of crisis responding
Margaret Morrison	Baysville	Child Welfare Consultant	Nursing Education Counselling Psychology	Strategic planning, curriculum development, training development and implementation
Michael Beauchesne	Bracebridge	Board Member Parole Board of Canada	MBA (Ivey) Law and Security Administration	Strategic business planning, media relations, news writing, governance and decision making
Steve McLellan	Bracebridge	Business Owner	High school	Business management, community engagement, board governance, fund raising
John Procek	Port Sydney	Supervisor Medavie EMS Inc.	College, Paramedic and Theology	Emergency responding knowledge, CISM, board governance, faith organizations

Unfortunately, due to previous commitments, only one candidate was able to attend this evening, i.e. Steve McLellan. Chris quickly reviewed what each and every one of the above candidates could bring to the Board. There were no questions raised regarding these five individuals.

Moved by Mary Gair
Seconded by Monica Hall

#27-12 **BE IT RESOLVED THAT** the Board accepts the following five individuals to serve on Muskoka Victim Services Board of Directors: Jared Cayley; Margaret Morrison; Michael Beauchesne; Steve McLellan; and John Procek, all to be effective immediately.

CARRIED.

10. ADJOURNMENT:

On verbal motion by Debbie Demers and Janice Smith, the meeting adjourned at 9:10 p.m.

CARRIED.

Chair

Recording Secretary

:jv
2012.09.19