



Big Brothers Big Sisters
of Fredericton and Oromocto

2019

Annual Report



“A mentor is someone who allows you to see the hope inside yourself.”

Oprah Winfrey

June 19, 2019

BIG BROTHERS BIG SISTERS OF FREDERICTON AND OROMOCTO

Pictured Front Left: Dawn Jordan & Bryan, Matched November 2014
Pictured Front Right: Kelsie Leavitt & Karissa, Matched December, 2018

Annual General Meeting Agenda

June 17, 2019, 6:30 pm

- Welcome and Introductions
- Approval of minutes from the 2018 AGM
- Business arising from Minutes
- Agency Speakers: Dawn Jordan and Bryan
Kelsie Leavitt and Karissa
- President's Report
- Treasurer's Report
- Accountant's Report, Larry Johnston
- Appointment of the Accountant for 2019-2020 – motion to continue with Daye Kelly as our accountants for the annual financial review.
- Executive Director's Report
- Fundraising Team Report
- Nominations and Elections
- New Business
 - a. Offence Declaration

13 Adjournment

2018 Annual General Meeting Minutes

June 26, 2018

Present: Jermaine Andrade, Annette Atkinson, John Dableh, Landen Dean, Trisha Fournier Hoyt, Dawn Jordan, Deanna LaBrech, Tristan McBride, Moira McLaughlin, Rhonda Rogers, Shirley Withers

Guests: Larry Johnston

1. WELCOME AND INTRODUCTIONS

President Shirley Withers convened the meeting at 6:30 p.m. with a welcome to the 2018 AGM and a round table of introductions.

MOTION: To approve agenda as circulated
(Tristan/John D.)
Carried unanimously

2. APPROVAL OF THE MINUTES OF THE 2017 AGM

MOTION: To approve minutes as circulated
(Moir/Dawn)
Carried

3. BUSINESS ARISING FROM THE MINUTES

At our next board meeting we will look into moving our AGM to September.

4. GUEST SPEAKERS

Deanna spoke about meeting Anita Legere at Ribfest and becoming interested in volunteering as a Big Sister. Deanna has now been matched with Makyla for almost two years, She described the events that she takes part in with Makyla and a slide show was presented. A big thank you to Deanna!

5. PRESIDENT'S REPORT (circulated)

Shirley spoke about goals for the coming year as president of BBBS, in particular a focus on increasing our sustainable funding and our 1-1 mentoring. Shirley made special mention of our 50th anniversary celebration and the wonderful atmosphere at the event. She also noted our increased presence on social media (thank you to Jermaine). Particular mention was made of one of our volunteers, Dria McPhee, who was honoured with the United Way Volunteer of the Year Award.

6. TREASURER'S REPORT (circulated)

The treasurer noted that we ended the fiscal year with an excess of revenues over expenses. This is a good result, but for the future we have to find a sustainable replacement for the approximately \$20,000 revenue from the Ribfest event which is no longer available to us.

MOTION: To accept the treasurer's report and budget as circulated
(Shirley/Jermaine)
Carried unanimously

7. ACCOUNTANT'S REPORT (circulated)

We ended our fiscal year with a balance of \$40,112. Larry Johnston noted that this was good and that he saw nothing adverse. Larry suggested that we might look at the cost of the audit relative to our funding; e.g. in some organizations, an audit is conducted only every 3-4 years.

MOTION: To accept the accountant's report as circulated
(Tristan/Dawn)
Carried unanimously

8. APPOINTMENT OF ACCOUNTANT FOR 2018-2019

MOTION: To continue with Daye & Kelly as our accountants for the annual financial review
(Shirley/John D.)
Carried unanimously

9. EXECUTIVE DIRECTOR'S REPORT (circulated)

Rhonda noted that there are 33 children on the waiting list, and currently we are supporting 88 matches. Rhonda also spoke about the success of our 50th anniversary event. Rhonda announced that our funding from United Way had increased. We were also reminded of the accreditation process coming up in the fall of 2018.

Rhonda thanked Annette, Shirley, and the Board for their service to BBBS.

10. FUNDRAISING COMMITTEE REPORT (circulated)

Dawn presented the Fundraising Committee report, noting that the criteria for fundraising events will be sustainable, low risk, minimum manpower effort. An extensive list of past and future events was included in the report. It was noted that we will have to re-visit our engagement with the service of Grant Advance Solutions.

11. COMMUNICATIONS COMMITTEE REPORT (circulated)

Jermaine presented the Communications Committee report, noting that the focus of the committee has been on brand awareness, fundraising support, and community engagement.

11. NOMINATIONS AND ELECTIONS

The following slate of candidates for the 2018-2019 Board of Directors:

Jermaine Andrade
John Williamson
Maira McLaughlin
Trisha Fournier Hoyt
Dawn Jordan
John Dableh
Shirley Withers
Tristan McBride
Marty Forsythe

MOTION: To accept the slate of candidates as Board Directors for 2018-2019
(Rhonda/Annette)
Carried unanimously

The Bylaws do not require the election of the Board Executive at the AGM so these positions can be decided at a Board meeting.

12. NEW BUSINESS

It was announced that Fredericton Community Foundation supports BBBS by sponsoring matches and that the match of Martin Boucher and his Little is one such match.

13. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Maira McLaughlin
Secretary

President's Report

2018-2019 has been a successful year for Big Brother Big Sisters of Fredericton and Oromocto with a number of children being matched with mentors. We continue to focus on offering quality one on one, Traditional and In-School mentoring matches to children and youth in our community. This past year we also ran our first Go Girls Program at George Street Middle School. Thanks to Trish and Dawn the program was a huge success.

The fund raising team work diligently all year and the addition of Grant Advanced Solutions proved to be a success in increasing funds through donations. Bowl For Kids Sake was successful again this year with new teams added to the roster. Coming up in July we have our Golf Ball Drop at Kingswood and we are looking forward to a fun and exciting event. Again, a huge thank you to the board, fundraising committee and staff for their tireless effort and dedication to fundraising.

2018 was an Accreditation year for BBBS of Fredericton and Oromocto and the board and staff came together to ensure meet National Standards. It was not without notice by the Accreditors that our agency does extremely well to maintain a high-quality service despite our staffing shortage. Staffing has been a concern for the past few years and moving forward it is something the board will be looking to enhance. For the agency to grow and move forward in efforts to continue to serve the youth in our community change is necessary.

Our staff, Rhonda Rogers and Annette Atkinson, both having worked for the agency for more than 35 years, are a wealth of knowledge and experience and their passion and compassion have kept the spirit of BBBS alive and well. I want to thank them for their unwavering commitment and dedication to the agency.

To the board and the committees they serve on, I cannot thank you enough for the hours of work and commitment you have given to the agency over the past year. Our community profile has also been greatly enhanced through social media. This past years we have welcomed 5 new members to the board which speaks to the value of what we do. Please keep bringing your ideas and vision forward.

I also want to take the time to thank John Williamson, Tristan McBride and Trisha Fournier for their time on the board. Your input, dedication and support have been second to none. We wish you all the best and are glad to have you as part of the BBBS alumni family.

As I step out, I want to say thank you for the opportunity to be a part of an agency that has meant so much to me for almost 20 years. I look forward to volunteering at events and supporting from the sidelines. All the best moving forward. Never underestimate the impact you may have on of the life of a child.

Respectfully submitted by,

Shirley Withers
President of the Board

Treasurer's Report

Year Ended April 30th, 2019

The fiscal year ended April 30, 2019, and I am pleased to announce an excess of revenues over expenses of \$606, bringing our cumulative total to \$40,719. However, this is a significant step down in fiscal year excess revenues over expenses compared to last year, highlighting the loss of the revenues associated with Freddy Beach Ribfest.

In this year's budget I regret to inform you, there is a planned deficit of approximately \$13,000. Most of this deficit is due to the creation of a CEO position for the agency.

My aspiration is that by making an initial one-year investment in a CEO and taking this calculated financial risk, we will be able to turn the agency around. It is my hope this individual will be able to focus on finding sustainable funding for the agency moving forward.

In closing, I would like to thank the agency for the opportunity to hold the position as treasurer for the past three years. I wish everyone all the best in the future.

Respectfully,

Tristan J. McBride, CFA
Treasurer

Executive Director's Annual Report

Big Brothers Big Sisters' mentoring services have made a meaningful and valuable difference for children and youth in our community for more than 52 years now.

Successful matching has far-reaching and long term benefits for the child/youth, their family, and their community.

Every positive match we make is an accomplishment to be celebrated.

Overview of Casework Statistics:

Big Brothers Big Sisters offered direct service to 111 children through our mentoring programs over the past year.

Big Brothers Big Sisters Matches: 81

In-School Mentor Matches: 15

Big Bunch and Go Girls: 13

In addition, children on our Waiting list also benefitted from attendance at agency events, the Kids n' Cops program, sponsorship through the Canadian Tire Jump Start Program, Christmas, sponsorship, Camp sponsorships (including Boys and Girls Club and Tim Horton's) and free tickets to events.

Current Waiting List: 31

The following 19 individuals were approved as volunteer mentors with our agency over the past year.

<u>Big Brothers</u>	<u>Big Sisters</u>	<u>Mentors</u>
Stephane Boudreau	Abby Barton	Amanda Brennan
Daniel Bray	Sonya Hanemaayer	Rachel deMolitor
Jonathan Brown	April Kennedy	Amanda Short
Cedric Buckley	Kelsie Leavitt	
Tim Degault	Janelle Leblanc	
Rob Froude	Marin MacLeod	
Max Greer	Margaret Paul	
Thomas McGinn	Josee Thomas	

66 potential volunteers were met for information sessions.

- 52% heard through the web
- 38% heard from family, friends or volunteers connected with our agency
- 10% heard through television or special Events

Go Girls! Healthy Bodies Healthy Minds! Program

Thanks to Trisha Fournier-Hoyt's leadership, we were able to introduce the Group Program locally at the George Street Middle School. Trisha, Dawn Jordan and STU student intern, Emilee Hanlon were the mentors for the 8 girls in the group. Sorella Spa sponsored full cost for the group, Meagin Huisman, Mentoring Coordinator with BBBS Saint John traveled to Fredericton and donated her time for the pre-match training component.

Match Activity and Client Sponsorship:

- Atlantic Super Store
- Base Theatre
- Best Buy
- Burger King;
- Candy Land
- Carmen Creek Golf Course;
- City of Fredericton
- Cosco
- Department of Transportation, Base Gagetown
- Fredericton Police Assoc.
- Friends of BS Barb Fullerton
- Kingswood;
- Main Street Bowl-a-Drome;
- McDonald's;
- Muskies NB Group
- Northside Rotary Club
- Saint Mary's Entertainment
- Science East
- Shannon Doran, Professional Corporation
- "Some Guy", Anonymous donor
- Subway
- Tristan & Liz
- Tim Horton's
- TNB
- Tony Pepperoni
- Wendy's;

Our agency has made great strides this year towards realizing our goal to sustainably grow our service to reach more children and youth in our area that need a mentor.

Some Funding Highlights

- Our two top funding supporters remain:



United Way
Central N.B.

\$ 44,115



Social Development \$ 16,000

- MatchMaker Grants: Anonymous \$10,000, The Christopher Foundation- \$7200, McCain

Foundation - \$5000, Wesley and Patricia Armour Foundation, \$1500. Additionally, Fredericton Direct Charge Coop, has approved us for a MatchMaker donation of \$4800 in 2019, subject to funds being raised through their membership.

- Y Service Club Breakfast raised, \$2115
- ANBL Community Foundation: \$2000
- MacKenzie House Caber Toss, \$1800, a combined total for their 2017 and 2018 events.
- Art Sale, \$1200
- UNB Education Society Breakfast, \$652
- McInnes Cooper, Baseball Tournament \$1100 and \$200 in honor of their former employee Leanne Murray's (former Big Sister) volunteer hours
-



Presenting Sponsor



Executive Sponsors: NBCC, RBC and Tim Hortons

Media Sponsor: Stingray Radio,

Community Sponsors: McInnes Cooper, CIBC, NBTA Credit Union, Progressive Credit Union,

Lane Sponsors: Stewart McKelvey, UPS, and West Hills Golf Club Ltd.

Pledged: \$38, 000,

Net to date: \$32,996

Staff and Office Volunteers

- Annette Atkinson will reach 39 years of employment with our agency as a caseworker in September.
- I reached my 34 year milestone with the agency in February
- Karen Bolan, continues to faithfully offer 4 hours of volunteer work with our agency weekly.
- Emilie Hanlon, STU Human rights course student completed her internship with our agency this year
- Several STU Sociology completed 20 hours of volunteer work with our agency
- Landon Dean worked with us during the summer of 2018

Although there have been many challenges throughout this year, I believe our agency has worked hard as a team and subsequently we have many successes to celebrate.

First and foremost, we have continued to offer a wonderful service for children and youth in our area. Additionally, we:

- ran the Go Girls program at George Street School;
- raised significant funds through MatchMaker;
- organized a potentially very successful event (Golf Ball Drop);
- increased and improved our marketing through the efforts of our communications team;
- completed the BBBSC Accreditation process;
- Work to ensure the future of our service by consulting two professionals who volunteered their service: Brian Duplessis and Michael Ross.

I thank each of our volunteer mentors for their commitment to our agency and the child they are matched with.

Thank you, Shirley for your leadership. I appreciate the quote you recently shared: “ *A lot of people have gone further than they thought they could because someone else thought they could*”. ~Unknown . Your support reflects this principal for me this past year. An ongoing testament to this quote, is all that our children and youth achieve with the support and encouragement of their mentors.

I am also sorry to see you, Trisha, John and Tristan leave our agency. You have all worked diligently on our behalf and I have appreciated your support. Thank you!

I am thankful that Moira, Celine, Dawn, Jermaine, and John are continuing with us and I look forward to meeting and working with our new members.

Thank you, Karen for being so faithful as a volunteer and for helping to keep us (especially Annette) organized .

Finally, thank you, Annette, for being such an enthusiastic and dedicated staff member. Over the years you have become a mentor and friend to me.

I look forward to continuing to work as a part of our team to help to accomplish our mission to promote the healthy development of children in our community through the provision of quality mentoring relationships with supportive, responsible adult volunteers.

Respectfully submitted by:

Rhonda Rogers

Fund Raising Committee Report

Committee members:

John Williamson (Chair), Dawn Jordan, Carol Dixon, Katherine Francey, Marty Forsythe, Gail MacGillivray, Larry Johnston

Fund Raising committee guidelines

- The committee has an annual target for raising additional funds for BBBS as around \$50,000. These dollars are above and beyond existing BBBS fund raising activities.
- Criteria for fundraising events - Sustainable, Low risk, Minimum manpower effort
 - Sustainable –Security in anticipating receipt of funds annually
 - Low to moderate risk – Risk of event not being successful, examples are weather, poor ticket sales, etc
 - Minimum manpower effort – BBBS does not have a lot of individuals to draw on to help in events
- Events spread over the year with perhaps one major event in each season

Fund Raising Activities and Status:

- **General**

The Fund-Raising events and activities identified for the 2018/2019 year were:

1. Matchmaker contributors
2. Bowl for Kids Sake – Dates are April 6, 11, 13 and 28
3. Golf Ball Drop – Planned date - Saturday July 27th (Sunday July 28th for rain date)
4. Art Show – Proposed to host in May
5. Grant Advance Solutions - Letters to be sent in Spring

Note: Information to be used in the fund-raising events has been placed on the BBBS Google drive. This includes sponsor and donation letters, event bulletin, schedule, activity list as well as any other related details.

- **Matchmaker**

- 50 brochures were printed inviting donations of \$100/month for one year (or one \$1200 donation)
- Marty F and John D have received copies.

- At the March 19th board meeting each board member was given the new brochure and asked to find one matchmaker donor.
- Note: The donor should receive three things after the match:
 - Here is your match (A letter is to be send back to the donor after a match is made)
 - Here is an update on the match (A letter providing a short update on the match)
 - A final update and letter asking what about donating again next year

- **Bowl for Kids Sake**
 - The BFKS event was held at Main Street Bowl-A-Drome – April 6th, Kingswood – April 11th and 13th and at Base Lanes: April 28th
 - This year’s event raised about \$34,000

- **Golf Ball Drop Event in July**
 - Kingswood has confirmed the date of Saturday July 27th with Sunday July 28th as a rain date
 - Application for the Base Gagetown helicopter has been forwarded to the Base for their review and approval
 - Members are actively working on this event and ticket sales are in progress

- **Art Show**
 - An art show was held at the Fredericton Golf Course in May 2018.
 - The event raised \$1200.
 - Also, in 2019 a Paint and Sip event was held raising \$110

- **Grant Advance Solutions Software**
 - Last year we received 4 donations totaling \$23,200 as a result of 52 letters sent out to foundations supporting charities.
 - Katherine has been working with this software and more letters have been sent out in April to various foundations. No reply received as yet.

- **Online Auction**
 - An Online Auction is still thought to be a good idea, however, no plans for 2019 are in place yet. A decision on this event for 2019 is pending.

Respectively submitted

John Williamson

Chair of Fund-Raising Committee