



2009

## ANNUAL REPORT

Presented at the Annual General Meeting

Wednesday June 24, 2009

Minutes AGM June 2008

Financial Report

Audited Statement

Resident Council Report

West Street Tenants Report

Marketing/Fundraising/Volunteer Report

Chairman/Executive Director Report

Nominating Committee Report

Mission Statement & Purpose

# **ANNUAL GENERAL MEETING**

**Wednesday June 24, 2009**

## **AGENDA**

**1.0 WELCOME**

**2.0 MINUTES OF AGM JUNE 2008**

**3.0 ANNUAL REPORTS**

3.1 Financial Report Brian Osinga

3.2 Audited Statement Darin Cleary

3.3 Resident Council Report

3.4 West Street Tenants Report

3.5 Marketing/Fundraising/Volunteer Report

Doug Hunt

3.6 Chair/Executive Director Report Dr. Bob Farley

**4.0 MOTION TO ACCEPT ANNUAL REPORT**

**5.0 NEW BUSINESS**

5.1 Appointment of Auditors 2009/2010

5.2 Nomination Committee Report

5.3 Board of Directors 2009/2010

5.4 By-Laws #4

**6.0 OTHER BUSINESS**

6.1 Recognition of Retiring Directors Dr. Bob Farley



Lynn Horne gave the report from Resident Council. Money will be used to help offset the cost for outings. Clients gave input to menu planning and residents are now working in the Tuck Shop. The Tuck Shop is the most important thing that they are doing at the present time.

#### **3.4 WEST STREET TENANTS REPORT**

Doreen Fader reported that a committee was elected and they are working on policies and procedures. A garage sale was held and money is being used for outings.

#### **3.5 MARKETING/FUNDRAISING/VOLUNTEER REPORT**

Doug Hunt reported that the Brant Power 10<sup>th</sup> BBQ was a success. The Vaudeville Annual Show was replaced by the Speakeasy Dance which was also successful. The MS and PHB now plan to do the "Putt for Me" annually. A 'Guinness World Record' was achieved this year with the help of North Park Collegiate Leadership class and Ted Thomas. PHB will be at the Paris Fair for the Community Mobility Challenge and as always Ghost Encounter's held the last two weekends in October continues to be a major fund raising event.

#### **3.6 CHAIR/EXECUTIVE DIRECTOR REPORT**

Heather thanked Anita Basarke for filling in between Executive Directors. Sherry reported on funding through LHIN and some of where extra money will be spent. Heather acknowledged Pat Newstead and his assistance with PH's website. Heather assured that we are working on the concerns at West Street, and with the Tenant Committee will address issues as they come up. We no longer hold a lease at Phoenix Place. There were no changes in the Attendant Outreach program, while Bell Lane's occupancy was less than 100% last year. Thanks were given to all staff.

#### **4.0 MOTION TO ACCEPT ANNUAL REPORT**

**M.B.:** Bob Burns                      **S.B.:** Bill Scott

"**THAT** the annual reports of the Board and committees of Participation House Brantford for the 2007/2008 year be accepted as presented."

**CARRIED**

#### **5.0 NEW BUSINESS**

##### **5.1 APPOINTMENT OF AUDITORS FOR THE YEAR 2008/2009**

**M.B.:** Brian Osinga                      **S.B.:** Jeff Weir

"**THAT** the firm of Millard, Rouse and Rosebrugh be appointed as auditors for Participation House Brantford for the year 2008/2009."

**CARRIED**

##### **5.2 NOMINATING COMMITTEE REPORT**

The nominating committee report was included in the annual report.

5.2a **BOARD OF DIRECTORS 2008/2009 – members at large**

Heather Hall	Dr. Robert Farley
Brian Osinga	John Neil
Ferne Allard	Marina Maguire
Gloria Neamtu	Andrew Nielsen
Andreas Schmidt	Bill Scott
Jeff Weir	Paul Wilson

**M.B.:** Bob Burns

**S.B.:** Robert Farley

**“THAT** the report of the nominating committee be accepted as presented.”

**CARRIED**

6.0 **OTHER BUSINESS**

6.1 **RECOGNITION OF RETIRING DIRECTORS**

Heather thanked the two retiring directors for their service and dedication to PHB. Bob Burns has been on the board for seven years and Todd Hickman is leaving us after six years.

7.0 **CHAIRMAN’S REMARKS**

Heather thanked all in attendance and welcomed everyone to watch the slide presentation and enjoy the refreshments.

8.0 **ADJOURNMENT**

**M.B.:** Ferne Allard

**S.B.:** Bob Burns

**“THAT** the annual general meeting for Participation House Brantford be adjourned.”

**CARRIED**

9.0 **SLIDE PRESENTATION**

10.0 **REFRESHMENTS**

# RESIDENT COUNCIL REPORT

## 10 BELL LANE

The 2008 Council realized that changes needed to be made to meet the needs of the residents. It was important that all residents be informed of all changes that were occurring.

The Council had a face lift at the end of the year. Now every third Tuesday of the month all of the residents get together to find out about changes and to discuss any concerns.

Some big changes took place:-

The Recreation Supervisor resigned and was not replaced. The Resident Council worked together to make the new situation work and it is coming together.

The Tuck Shop continues to be run by the residents and is doing very well. This enables many residents to receive additional dollars from ODSP.

The residents took an active stand when Operation Lift was on strike. They wrote letters to the appropriate people and their concerns were heard.

The Council hosted another Christmas party which proved to be another exciting event.

The residents have formed a committee which will be addressing special issues. They are also planning to put together a workshop for staff in October.

The Council worked in conjunction with the Kitchen staff to do a survey regarding the menu. Everyone worked as a team and together came up with a meal plan that everyone was happy with.

2009 looks very promising as Council has already made some purchases that will benefit all residents such as a Wii game system and lounge chairs for the new courtyard.

Respectfully submitted by  
Resident Council Executive

# TENANTS COMMITTEE REPORT

## WEST STREET

The West Street Tenants committee was formed so that the voices of the tenants could be heard when decisions were being made on our behalf. We have assisted in the hiring of staff, given feedback to the administration regarding tenant satisfaction, requests for repairs and upgrades of the new owner, and assisting in planning and organizing activities and outings.

2008–2009 Tenants Committee Executive:

Anita Huys, chairman  
Sharon MacNeil, vice-chair  
Jeff Coles, secretary/treasurer.

This year, the committee reviewed the Independent Living philosophy which lead to some requests for changes to the service structure at 11 West Street. With the help of Doreen Fader we have planned and enjoyed many activities and community programs. Doreen went above and beyond the call of duty in assisting with transportation and keeping our sanity intact during the great Operation Life strike of '08.

More recently we held a garage sale to help offset the cost of our trips, and this year raised \$267.32 thanks to the beautiful weather that day and the generous support from our community.

We would also like to thank Anita Basarke, acting Team Leader, for all of her help and support to all of us here at West Street over the past year.

Respectfully submitted by  
Tenants Committee Executive

# FUND RAISING/SPECIAL EVENTS REPORT

## 10 BELL LANE

This year marked the beginning of a new exciting fund raising campaign we call **"IT FEELS GREAT TO PARTICIPATE!"** This campaign was developed to specifically promote three special fund raising projects: Aging At Home Specialized Respite renovations, the Courtyard Project, and "Essential" Transportation (wheelchair accessible van).

To help get the 'word' out to potential community supporters, TMP Image Printing produced professional presentation folders with enclosed information on the above projects. Also included in the new folders is our new brochure, an information card on the Specialized Respite Services and Participation House Brantford's history.

The renovations are complete for the Aging At Home project with many thanks to various donors.

We are very fortunate to have Jeff Lee and the Brant Branch Foresters take on the courtyard project as their number one priority. They contacted and obtained support from the Brantford Community Foundation, RBC Royal Bank and the Trillium Foundation for over \$80,000.00.

We are pleased to announce that the St. George Lions have contacted us and are helping to get the "wheels rolling" on our new van project, with a tremendous donation of \$15,000.00. Our good friends from Brantford Power held their annual BBQ in memory of Dan Ritchie, and donated \$4,155.00 towards the van. As well Corey Coates, a PHB volunteer organized a Spring Dance and donated the \$1,595.00. These efforts put us on our way to reaching the cost of replacing the van.

### Annual Special Events

- |            |  |
|------------|--|
| < February | North Brantford Lions Wheelchair Basketball tournament   |
| < March    | Putt for Me, in support of Participation House and the M.S. Society  |
| < April    | Brantford Power BBQ<br>PHB Spring Dance *  |
| < May      | Brantford Pipes and Drums Concert (half proceeds to PHB) *   |
| < June     | Carstar Express "Soap It Up" car wash in support of PHB and Cystic Fibrosis *<br>PHB Garage Sale at 11 West Street |
| < July     | Telephone City Car Show (proceeds to PHB and Canadian Diabetes) *  |
| < August   | Racers Choice Motorcycle "Opportunity Ride" (proceeds to PHB and CMHA) *   |

- < September Paris Fair presents Shoppers Home Health Care Mobility Challenge
- < September Participation House annual Golf tournament at the Greens at Renton
- < October Ghost Encounters at Brantwood Farms

\* new event this year

Participation House Brantford is very grateful to all of our ongoing supporters. We are very pleased to welcome our new partners and supporters for the upcoming year.

Respectfully submitted by  
Doug Hunt  
Director of Fund Raising, Marketing & Volunteer Services

## BOARD CHAIR/EXECUTIVE DIRECTOR REPORT

**It Feels Great to Participate** certainly captures the energy, commitment and enthusiasm felt at Participation House Brantford this year. Together the Board of Directors, the people supported, staff and our community made this a remarkable year.

In our ongoing commitment to improving the quality of services Client Satisfaction Surveys were completed in all programs; Bell Lane, West Street and Outreach. In both the Bell Lane and West Street survey over 90% of the people supported participated. No significant issues were highlighted in the surveys however it was agreed we would continue to work to have 100% satisfaction of all people served.

In the fall the renovations for the Aging at Home Specialized Respite care were completed and Participation House welcomed several people from the community into the respite program. In total 19 people enjoyed respite services either offered at Participation House or Community Living Brant.

Through a true community effort, Participation House was able to bring home a gentleman who had been hospitalized at Chedoke for over a year waiting for a community placement. The complexity of care required for this gentleman had not been experienced at Participation House but with the commitment of staff to learn and take on a new challenge we successfully have brought this individual home. Hamilton Health Sciences now uses Participation House Brantford as a model across the province of a collaborative effort to support people in the right place within the health care system.

The newly formulated Staff Relations Committee organized a Staff Recognition Evening in February. The event was held at the Best Western with a special guest speaker, Michael Moore. Michael reminded us all that humour and laughter are an important part of life, particularly our work lives. As it had been some time since Participation House formally recognized staff it seemed appropriate to recognize all the great staff at Participation House. So whether staff had just joined the team or had been with Participation House since the beginning of time (Doug Hunt—over 30 years of service) everyone was given a small gift and a warm reception for their service to Participation House. All staff is looking forward to next year's annual event.

The revitalization of the Courtyard this year has also been a highlight of activities and community effort. The Trillium Foundation provided \$50,000.00 towards the project to go along with the funding made available earlier last year from the Brant Community Foundation. These funds allowed the work to begin.

Jeff Lee from the Brant Branch Foresters (PH's own Tonka Man) coordinated the project and has devoted countless hours of his time. First he organized two weekends of support from the Pauline Johnson High School football team who had the HUGE task of tearing out the old asphalt pathways and removing all the debris by wheel barrel. Other volunteers joined in helping with the removal of the dead trees. Then Jeff took over with his bearcat and **dug**, and **dug**, and **dug**. Finally the courtyard was ready for the new concrete pathways. This occurred late in the fall. When spring arrived it was evident there was still a great deal of work to be done. With many thanks to Jen Middleton from the newly formed Brantford Rotaract Club, she organized a group of Rotarians from all three Brantford clubs to spend a Saturday morning digging, shoveling and raking making the courtyard safe for the wheelchairs. The final touches of landscaping will complete the project. A plan is currently being devised. It is hoped that the courtyard will be complete by mid July. To date over 700 hours of volunteer time has gone into the courtyard!!

The Canadian Mental Health Association, Alternatives Program has taken on the challenge of reviving Participation House's greenhouse and flowerbeds. The people who participate in the Alternatives Program were looking for a horticultural experience and Participation House just happened to have the adventure they were looking for. The visits are not only productive for the flowerbeds and the greenhouse, everyone enjoys the time to socialize in the dining room, of course with some of Charlotte's spectacular cookies.

The Operation Lift strike which lasted for a number of months certainly challenged the ability for the people supported by Participation House to get out and about to their daily activities much less doctor's appointments, church, shopping and other leisure activities. Patience became a virtue among all. The Participation House van, which is on its last legs (or wheels?!), ran every day to try to accommodate as many people as possible. In an effort to support the community rides were also offered to other individuals who went to day programs at Community Living Brant and Brantwood. By the end of the strike the 'big' van spent almost every other day in the shop. Thankfully the daily duties were put to rest when the strike was over. It is hoped the van will be able to retire completely as we continue to seek funds for a replacement.

We were also very grateful to a family member who graciously donated a smaller wheelchair van this year. The smaller van has allowed staff to take people to individual appointments, the bank, church and shopping without having to wait for an Operation Lift ride or pay the expense of a cab.

This year all Community Support Services were responsible to develop and negotiate a Multi Services Sector Accountability Agreement with the Hamilton Niagara Haldimand Brant – Local Health Integration Network. This agreement is a multi-year funding and accountability agreement. The agreement allows for a 1.575% base funding increase for the fiscal years of 2009/2010 and 2010/2011. The agreement also outlines the various activities, opportunities and challenges which Participation House Brantford expects to experience during this time frame. This agreement can be found on Participation House Brantford's website; [www.participationhousebrantford.org](http://www.participationhousebrantford.org) listed in the links section. We are proud to report that we continue to have a very positive relationship with the LHIN.

On behalf of the Board and Management, our sincere gratitude goes to all the staff who has taken on extra duties and challenges this year, helping to strengthen the organization. As well to our community partners, old and new, thank you for your continued support in enhancing the lives of the people supported by Participation House Brantford.

Respectfully submitted by

Dr. Bob Farley  
Board Chair

Sherry R. Kerr  
Executive Director

# NOMINATING COMMITTEE REPORT

Report of the nominating committee to the Board of Directors of Participation House Brantford.

## NOMINATIONS FOR 2009/2010

### 1<sup>st</sup> Term Nominations

Diane Forbes  
Vicki Schweyer-Querney

### 2<sup>nd</sup> Term Nominations

Dr. Robert Farley  
Jeff Weir

### Remaining Members

Ferne Allard  
Marina Maguire  
Brian Osinga  
Bill Scott

Heather Hall  
Gloria Neamtu  
Lloyd St. Amand  
Paul Wilson

## BOARD OF DIRECTORS 2008/2009

### 2008/2009 Executive

Heather Hall	past chair
Robert Farley	chair
Jeff Weir	vice chair
Brian Osinga	treasurer
Andreas Schmidt	secretary

### Members At Large

Ferne Allard  
Gloria Neamtu  
Bill Scott  
Andrew Nielsen

Marina Maguire  
Lloyd St. Amand  
Paul Wilson

# **PARTICIPATION HOUSE BRANTFORD**

## **MISSION STATEMENT**

Believing that all people have the right to participate equally in society, it shall be the purpose of Participation House Brantford to facilitate the attainment of this right for people with physical disabilities.

## **PURPOSE**

To create a comfortable place for clients to live with dignity, respecting privacy and individual rights.

To provide optimum physical care for clients.

To educate clients towards independence by providing individualized programs that are physically and mentally challenging.

To provide opportunities for an improved quality of life for people with physical disabilities through participation in all aspects of community life.

To promote community education and awareness.

To identify, and respond to, the needs of the physically disabled in the community.

To provide information and support service to relatives of physically disabled.

To interact with other community groups where cooperative efforts will provide improved service.