



**Big Brothers Big Sisters**  
of Portage La Prairie

Annual  
Report  
2018

# **BIG BROTHERS & BIG SISTERS OF PORTAGE LA PRAIRIE**

## **ANNUAL GENERAL MEETING**

**April 15, 2019**

**6:00 pm**

**15 Tupper St. S**

### **Vision Statement:**

Striving to provide a caring relationship through friendship and mentoring.

### **Mission Statement:**

To provide friendship and mentoring to children through the companionship of approved mentors.





**BIG BROTHERS & BIG SISTERS OF PORTAGE LA PRAIRIE  
ANNUAL GENERAL MEETING - AGENDA**

**APRIL 15, 2019 6:00 PM**  
**15 Tupper St. S Portage la Prairie**

1. Call to Order – Welcome Cathy
2. Motion: To accept the Minutes of April 19, 2018 Annual General Meeting.
3. Financial Report – Treasurer
  - a. Financial Report - Kyle
  - b. Motion to adopt Meyers Norris Penny as our Accounting Firm -Kyle
  - c. Presentation of 2019 budget - Kyle
4. President's Report – Cathy/Auna
5. Executive Director's Report – Dawn Froese
6. Committee Reports:
  - a. Organizational Committee - Cathy
  - b. Finance Committee – Kyle
  - c. Program Report - Dawn
7. Officers for 2019-2020  
Motion to accept:  
President : Jan Halmarson  
Vice-President - Dennis Brownlee  
Secretary – Cindy Pate  
Treasurer – Kyle Lopez
8. Adjournment



**BIG BROTHERS AND BIG SISTERS OF PORTAGE la PRAIRIE**

**ANNUAL GENERAL MEETING**

**April 9, 2018**

Present:	Cathy Pedden	Co-president
	Michelle Bencharski	Board Member
	Jan Halmarson	Secretary
	Kyle Lopez	Board Member
	Cindy Pate	Board Member
	Dennis Brownlee	Vice-President
	Mayuri Patel	Board Member
	Santhus Vithanage	Treasurer
Attendance:	Dawn Froese	Executive Director

Regrets: Auna Brown

ITEM	DISCUSSION	ACTION

**I. CALL TO ORDER**

Co-President Cathy Pedden called the meeting to order at 6:02.

**II. REPORT FROM BIG SISTER LITTLE SISTER MATCH:**

Dawn read a letter from Big Sister Callie about how the match with little Sister Tayce has enriching for them both and how they are now an important part of each other's lives.

**III. APPROVAL OF MINUTES:**

**MOTION:** To accept the minutes of the April 10, 2017 Annual General Meeting.

Moved by Cindy Pate and seconded by May Patel CARRIED

**IV. FINANCIAL COMMITTEE REPORT:**

**4.1** Treasurer Santhus Vithanage reviewed the year-end statements.

**MOTION:** Moved by Dennis Brownlee and seconded by Michelle Bencharski to accept the 2017

Financial Statements prepared by Meyers Norris Penney.

CARRIED

**4.2 MOTION:** Moved by Santhus Vithanage and seconded by Kyle Lopez to adopt Meyers Norris Penney as our accounting firm to prepare a Review Engagement of our 2018 finances.

CARRIED

**4.2.1** The 2018 budget had been presented and ratified by the Board previously.

**V. PRESIDENT'S REPORT:**

Co-president Cathy Pedden reviewed the year - both highlights and challenges. She paid tribute to Dawn and Laura and for their dedication, resourcefulness and creativity.



## **VI. EXECUTIVE DIRECTOR'S REPORT:**

Executive Director, Dawn Froese, reviewed her perspective on the past year. Despite facing considerable challenges, many goals were met and new ones have been established always with aim of serving children well.

## **VII. COMMITTEE REPORTS:**

### **7.1 Organizational Committee:**

Co-president Cathy Pedden reviewed the activities of this committee.

### **7.2 Finance Committee:**

The Board was presented with a list of sources of funding for our agency.

### **7.3 Program Report:**

Dawn Froese shared the statistics on mentoring for our agency and provided information on event tickets that were provided throughout the year.

## **VIII. OFFICERS FOR 2017-2018:**

The following Board Members have agreed to fill officer positions for 2017-2018:

Co-Presidents: Auna-Marie Brown and Cathy Pedden

Vice-President: Dennis Brownlee

Secretary: Jan Halmarson

Treasurer: Santhus Vithanage

## **IX. CONSTITUTION AND BY-LAW AMENDMENTS:**

**MOTION:** To accept the following amendments to the Constitution and By-Laws: To replace "The purpose of the Agency is to provide friendship to children in essentially one parent families through the companionship of one or more significant adults." with **The purpose is to provide friendship and mentoring to children through the companionship of approved mentors.**"

And

"The Agency area shall be the City of Portage la Prairie and a radius of twenty (20) miles around the city." with **The Agency area shall be the City of Portage la Prairie and surrounding area.**

Moved by Kyle Lopez and seconded by Cindy Pate. CARRIED

## **X. ADJOURNMENT:**

The meeting was adjourned at 6:35.



**Big Brothers Big Sisters of Portage la Prairie**  
**Budget 2019**

<b>INCOME</b>	<b>2019 Budget</b>
Donations	19280
Fundraising	32000
Grants	17000
Healthy Child	13700
Interest	200
United Way	26290
Other	
GST rebate	
<b>Total</b>	<b>108470</b>

<b>EXPENSE</b>	<b>2019 Budget</b>
Accounting	3500
Activity Programs	2000
Advertising	0
Bank/Card	0
Board	2500
Fundraising	4000
Insurance	4270
Licensing Fees	290
Memberships	2560
Office	1750
Rent	7800
Staff Training/Travel	1000
Telephone/Internet	1800
Volunteer Recognition	0
Wages	77000
GST paid on purchases	
Grant expenses	
<b>Total</b>	<b>108470</b>





## CO-PRESIDENT'S REPORT - Auna Brown and Cathy Pedden

2018 was another challenging year for our organization. We continued to fundraise whenever possible to help us come close to having a break-even year. We did a quiz night in January, Bowl for kids in March, made and sold 320 dozen perogies in April. May and June was selling Duck tickets for the July 1st 3rd Annual duck Race. Also in June we did an MCC day. July 7th and 8th was the Portage Air Show and we had a booth selling snow cones and cotton candy.

We lost 2 board members in 2018 but managed to attract one. We continue to make finding new members a priority.

Financial issues were our biggest challenge. With funding decreases and increased costs it has become very difficult to break even. We applied for and received a grant to hire Jim Robinson to assist us with funding strategies. He will be working with Dawn and the board throughout 2019.

We thank Dawn and Laura for continuing to be the driving force of BBBS. They are reliable, enthusiastic and dedicated to make a difference in the lives of the children they serve.

## EXECUTIVE DIRECTOR'S REPORT 2018 – Dawn Froese

*“The simple act of being present in the lives of young people, of listening and sharing and of helping them know they matter produces extraordinary results.”*

This is my favourite quote of the year because it sums up what we are striving to do. All our work, all our fundraising; perogies, cotton candy, bowling and asking for support is all to provide mentors to children. As an organization we imagine the future as one where all of our region's young people can gain confidence to achieve more – happier lives, higher incomes, and more contributions to their community.

We began a work late this year to develop a system that allows us to periodically let our donors know the impact their donation makes as well as what we are doing as an agency. It has been interesting work and continues to be in 2019.

When I think of the past year, it all becomes a bit of a blur. It was filled with lots of fundraising, more paperwork than I like, the meetings, the joy of making and monitoring 71 matches, the laughter and the stories.

To the board, thank you. Thank you for being a joy to work with, for striving to offer the best for the children and for the laughter. Thank you also to Laura for all her hard work. She has a heart for the children in Portage, Gladstone and MacGregor and works hard for their matches to be strong. She is also a good partner for me, letting me run things by her and being my support. Thank you to: the volunteers for giving of yourself to a child, for helping with events, the families for allowing us to be a part of your life, and for the community for our support and the belief that mentoring does matter and that every child who needs a mentor should have a mentor.



## ORGANIZATIONAL COMMITTEE

Interim accreditation was completed and sent to National.

Board Members: 1 new member was added.

Reviewed Board Succession Plan, Board Crisis Management Plan, Marketing and Financial policies

Revised Child Safety policy, Criminal record check policy, and Policy C9 – hiring Executive Director.

Completed the board evaluation with nothing to report.

### 2018 Strategic Plan

**Increase our Impact** – Mentored 71 children. Summer Go Girls.

**Amplify our Voice** – Marketing grant completed, Big/Little Match champions, social media

**Strengthen our Leadership** – Added one board members, Case for Engagement training, Regional Conference

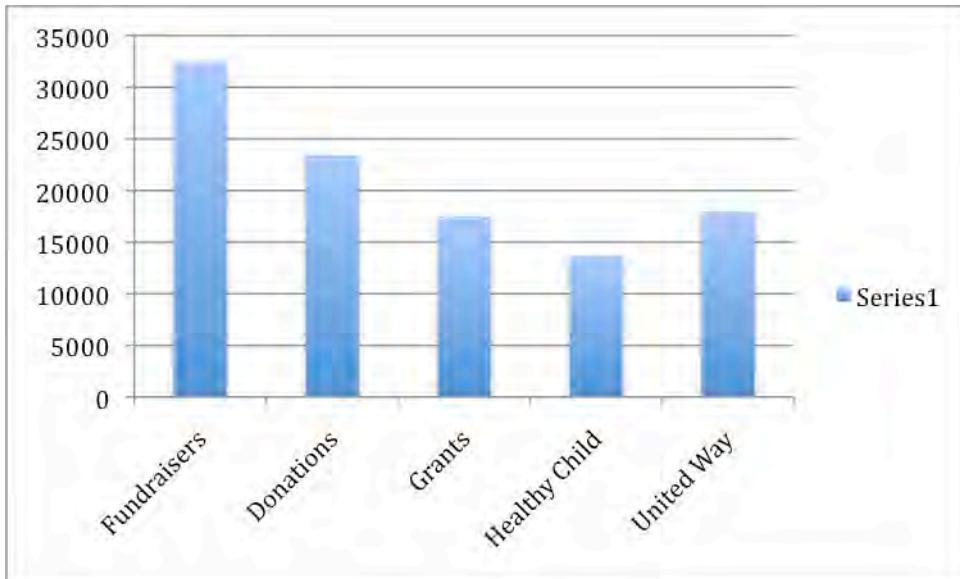
**Enhance our Sustainability** – Grants applied, Duck Race, Bowl for Kids,



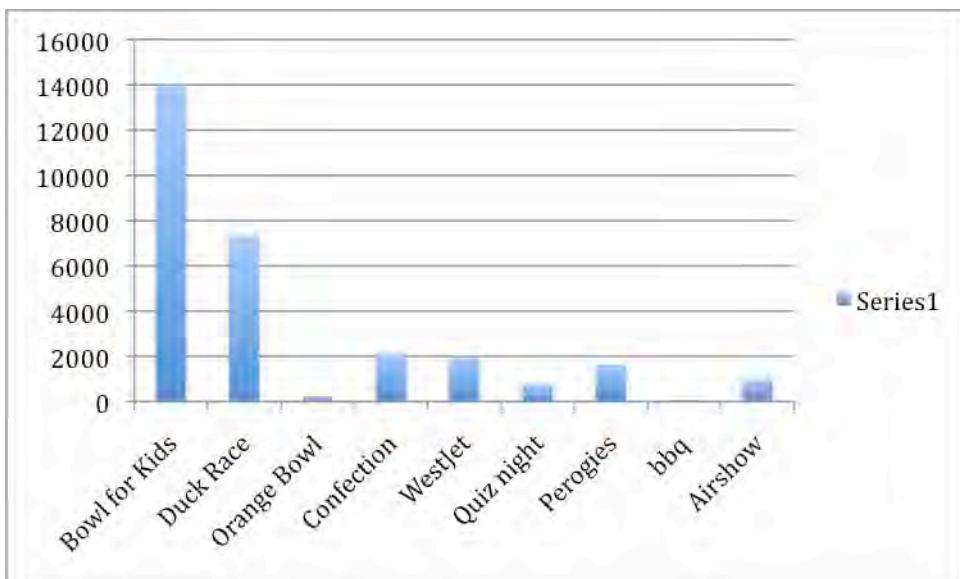


## FINANCE COMMITTEE

**Financial Breakdown**

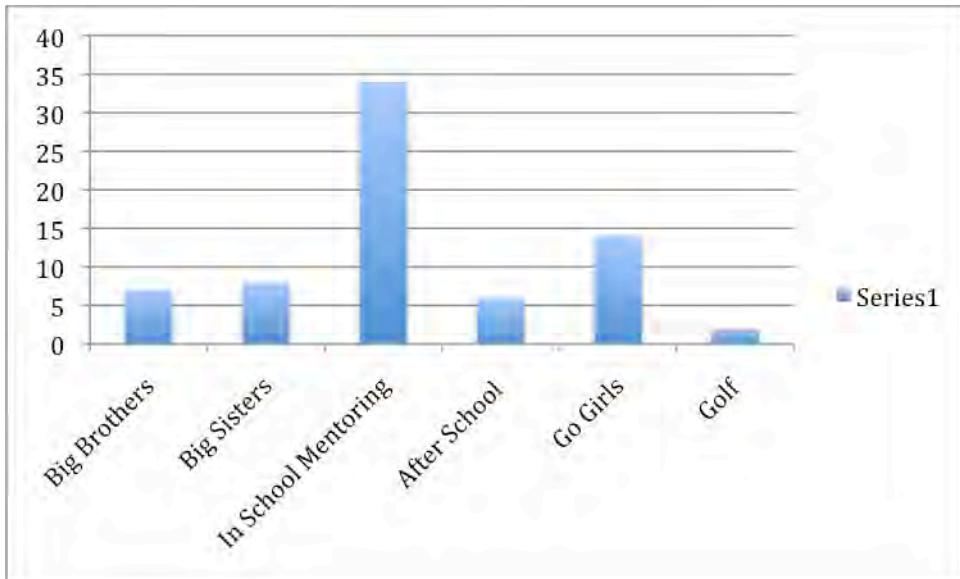


**Fundraising Breakdown**





## PROGRAM REPORT



Total children mentored: 71

### Highlights:

Golf Mentoring was a new initiative with the Portage Golf Club. Two boys were mentored in golf for the summer months. For one boy, who is not sports oriented, this was a highlight and he decided this was his sport.

In summer Go Girls was run as a week camp with community girls taking part and having a great time.

In School Mentoring began in Gladstone. The goal was 10 children mentored which was met and surpassed. Thank you to Boston Pizza Foundation and United Way Central Plains.

**Thank you to everyone for volunteering, your donations and your support.  
We could not have done it without you.**