

Extend-A-Family

21st Annual Report
June 9, 2019

Table of Contents

Agenda	2
AGM Minutes June 2018	3-4
Board Chair Report	5
Executive Director Report	6
Audited Statements 2018~2019	9

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Extend-A-Family Annual Meeting of Members

2 pm on Sunday, June 10, 2018

Church of St. Leonard's

25 Wanless Avenue, Toronto

Agenda

1. Introductions
2. Approval of Minutes, June 10, 2018
3. Ratification of all acts and proceedings of the Directors and Officers for the term of 2018~2019
4. Auditor Report for the year ended March 31, 2019
5. Appointment of Auditor for 2019~2020
6. Nominations of Directors for 2018~2019
7. Board Report
8. Program Report
9. Adjournment.

Minutes of the Annual Meeting of the Members of
Extend-A-Family, held at St. Leonard's Church
25 Wanless Avenue, Toronto, ON, on the 10th day of June 2018,
at the hour of 2:07 in the afternoon.

PRESENT IN PERSON

Ahuja and Seth Family, Brink Family, Carhart Family, Chan Family, Cowan Family, D'Souza Family, Downey Family, Ekanayake Family, Jumoke Famutimi, Ruth Fernandes, Figliano Family, Ha & Au Family, Houghton Family, Klunder Family, Kwong and Kwon Family, Jackson & Perkins Family, LeClair & Mosher Family, MacKenzie Meek, Elizabeth MacLean, Mutti Family, Nusrat Motala, Anne Murray, Nait Family, Power Family, Romanov Family, Rotolo Family, Scepanavic Family, Sinato-Mendes Family, Short Family, Kim Southern-Paulsen, Steel Family, Steiner Family, Swidan & Mhada Family, Jessica Van Wyk, Varendran Family, Trevor White, Wilson Family, Marissa Wolicki, Zahhid Family. 91 people attended.

Jeff Short, Board Chair of Extend-A-Family took the chair, Cate Downey, Office Manager of Extend-A-Family acted as Secretary of the meeting. A quorum of the members of Extend-A-Family being present in person and notice of the meeting having been duly sent to all the directors, members and the auditors of Extend-A-Family, the meeting was declared by the Chair to be duly constituted.

1. Introductions

Jeff Short welcomed everyone to the Twenty-First Annual General Meeting of the amalgamated Extend-A-Family.

As settlers, we're grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land - for thousands of years. Long before today, as we gather here, there have been aboriginal peoples who have been the stewards of this place

In particular, we acknowledge we wish to acknowledge the Ancestral Traditional Territories of the Ojibway, the Anishinaabe and, in particular, the Mississauga's of the New Credit whose territory we are gathering on today. This territory is covered by the Upper Canada Treaties. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of Métis, Inuit, and other Indigenous peoples have made, both in shaping and strengthening this community in particular, and our province and country as a whole. As settlers, this recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities, and in particular to bring justice for murdered and missing indigenous women and girls across our country.

The Program Supervisor from the Ministry of Community and Social Services, Pam Roffey, could not be in attendance but sent well wishes. Voting rules were explained.

2. Approval of Minutes, June 11, 2017

It was moved by Renate Steiner, seconded by Lorena Sinato and unanimously carried that the minutes of the June 11, 2017 Annual General Meeting as presented be approved.

3. Ratification of all acts and proceedings of the Directors and Officers for the term of 2017~2018.

It was moved by Kenny Kwong, seconded by Bill Mosher, and unanimously carried that all acts and proceedings of the Directors and Officers of the Extend-A-Family Board for the term of April 1, 2017 to March 31, 2018 were ratified.

4. Report of Treasurer for the year ended March 31, 2018.

“Extend-A-Family Financial Statements year ended March 31, 2018” was audited by Pennylegion Chung Chartered Professional Accountants and presented by MacKenzie Meek in Stephanie Chung’s stead to the members in attendance.

It was moved by Nawin Mutti, seconded by Renate Steiner. All but one in favour and motion carried that the Extend-A-Family Financial Statements year ended March 31, 2017 were approved.

5. Appointment of Auditor for 2018~2019

The Board recommends appointing Pennylegion Chung, Chartered Professional Accountants as Auditor for 2018~2019.

It was moved by Oksana Romanov, seconded by Bill Mosher. All but one in favour and motion carried that Pennylegion Chung, CPA be appointed auditor for the fiscal period of April 1, 2018 to March 31, 2019.

6. By-Law 2 Resolution

After consulting with Management Advisory Services’ consultant, William Sparks and lawyer, James Brink from the law firm Ormston List Frawley LLP, the Board recommends approval of the following By-Law resolution:

**RESOLUTIONS OF THE MEMBERS OF EXTEND-A-FAMILY (THE "CORPORATION"),
A CORPORATION WITHOUT A SHARE CAPITAL
AMALGAMATED PURSUANT TO THE *CORPORATIONS ACT* (ONTARIO),
TO BE PASSED AT THE ANNUAL MEMBERSHIP MEETING HELD ON JUNE 10, 2018**

**CONFIRMATION OF REPEAL OF BY-LAW NO. 1 AND
ADOPTION OF BY-LAW NO. 2**

WHEREAS the directors of the Corporation have repealed a by-law relating generally to the transaction of the business and affairs of the Corporation and designated as By-law No. 1 of the Corporation;

AND WHEREAS the directors of the Corporation have made a by-law relating generally to the transaction of the business and affairs of the Corporation and designated as By-law No. 2 of the Corporation;

AND WHEREAS the directors of the Corporation have presented the by-law of the Corporation designated as By-law No. 2 to the members of the Corporation for confirmation;

AND WHEREAS the members of the Corporation have reviewed the by-law of the Corporation designated as By-law No. 2 as a by-law of the Corporation and consider it in the best interest of the Corporation to confirm the by-law of the Corporation designated as By-law No. 2 of the Corporation;

NOW THEREFORE BE IT RESOLVED AS AN ORDINARY RESOLUTION (SIMPLE MAJORITY) OF THE MEMBERS THAT:

1. the repeal of the by-law of the Corporation designated as By-law No. 1 be hereby confirmed; and
2. the by-law of the Corporation designated as By-law No. 2, a copy of which is inserted in the minute book of the Corporation, being a by-law relating generally to the business and affairs of the Corporation be, and the same hereby is, confirmed as a by-law of the Corporation.

CHANGE IN THE QUORUM FOR MEETINGS OF THE BOARD OF DIRECTORS

WHEREAS the *Corporations Act* (Ontario) (the “**Current Act**”) provides that a majority of the Corporation’s Board of Directors constitutes a quorum for meetings of the Board of Directors of the Corporation (the “**Quorum**”) unless

Chair of the Board's Report – Elizabeth MacLean

I would like to extend a warm welcome from the board of directors to the 2019 Annual General meeting of Extend-A-Family. And thank you for taking the time to join us here today.

The success of Extend-A-Family starts with you, and your desire for inclusion. I am sure this is what motivates our staff to help find the paths to community involvement, and many of our board members to volunteer.

This was my first year as Chair of the Board. I would like to say it has been a pleasure, as well as a steep learning curve to work with such a dedicated group of people. We have board members and staff who have guided this organization through many years of change, and challenges. And I have relied heavily on their knowledge and advice. Filomena Nait (Vice-Chair), Christine LeClair (Secretary), and Trisha Klunder (Director) bring the wisdom of parents of children who are involved with Extend-A-Family, as well as their expertise from years of balancing careers, with family life. Our Treasurer, MacKenzie Meek, brings her professional experience from the financial sector. Jennifer Wilson (Director) brings her expertise as a professional and a volunteer with several organizations committed to inclusion. And Nawin Mutti (Director), has impressed us with his insight as an alumnist to Extend-A-Family, and a professional working in the hospitality industry.

I also have to say the staff at Extend-A-Family is a remarkable group of professionals. Organizing group sessions for parents, and siblings, as well as workshops to further educate us on the power of inclusion. And answering the call of the families they support. In a world where loyalty and dedication to a single organization can be hard to find, Extend-A-Family has it in abundance. We are truly privileged to have such a devoted staff, who have been with this family for not just years, but decades. Two of the longest serving staff members are Cate Downey (our office manager), and Ruth Fernandez (our Executive Director). Their support, and their patience have been much appreciated by me through this first year as Chair.

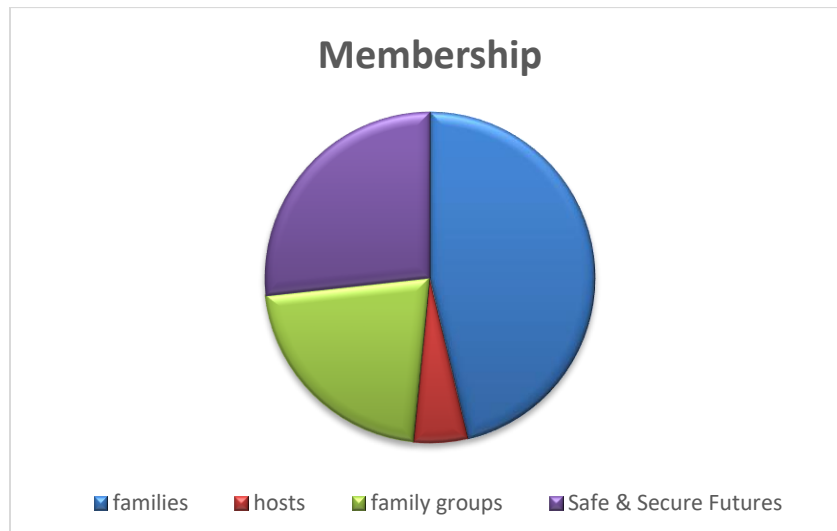
This past year staff have worked to bring about the recommendations of our strategic plan. The board set in motion a review of all our policies. Ruth will have the details in her report. So it has been a year of holding the course and supporting families as they navigate these uncertain times.



Executive Director’s Report – Ruth Fernandes

Welcome to the 22nd Annual General Meeting of Extend-A-Family. This past year 2018-2019 Extend-A-Family has formed new committees based on the recommendations of the Strategic Plan. The implementation of the plan is on-going as we continue to support our young people and families while honouring our core values of inclusion.

Staff have worked conscientiously over the year partnering with 326 individuals and 53 community organisations to build relationships and connections for children and youth with developmental disabilities.



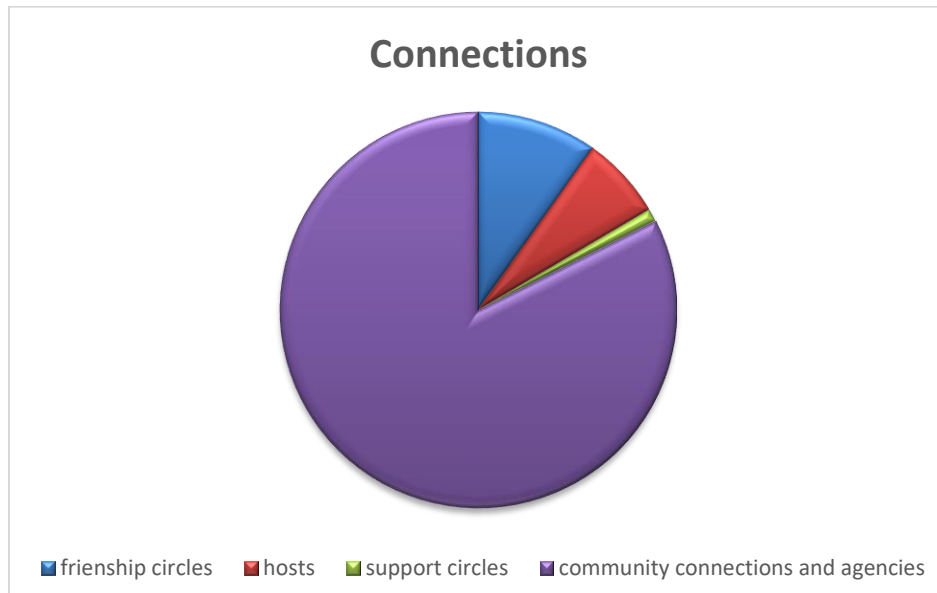
Extend-A-Family has continued to partner with the Toronto District School Board and the Toronto Catholic District School Board creating an awareness about the value of inclusion in classrooms and in community. Coordinators have facilitated 16 friendship circles, supported families at school meetings, guided conversations while our young people have transitioned into elementary, middle school and high school.

Extend-A-Family has offered and continues to offer support through various parent groups in the City. Coordinators facilitate parent groups in Scarborough and Etobicoke. A dad’s group has been meeting over a number of years and this unique opportunity is offered to parents in the central part of the city. Siblings are welcomed to participate in an adult sibling group that meets regularly over the year. These groups provide a welcoming edge to participants within and outside of our membership and give the space to support and listen to one another as well as learn about existing resources. The ACT – Acceptance and Commitment Therapy group has helped parents and caregivers to support one another and practice mindfulness.

The Safe and Secure Futures Networks have provided parent and guardians the opportunity to explore resources that can guide our youth with the transitional years in their lives. This funding from the City of Toronto has assisted with families think about building support circles for their loved ones, share about housing through guided conversation with DSO

navigators and create a vision for loved ones. A one-day Wellness Retreat was offered to parents to remind parents and caregivers about the value of taking care of self.

Extend-A-Family has provided and continues to offer a five-week workshop series on the topic of sexuality and healthy relationships. These workshops are attended by youth and a parent or close family member. Families have gratefully shared the benefits of this educational resource.



In November 2018 Extend-A-Family offered an interactive workshop ‘Building a Context for Relationship’ by Janet Klees.

In January 2019 Michael MacKenzie from Montage Support Services offered a learning resource on the value of creating a One Page profile for staff, families or the organisation.

In January 2019 Extend-A-Family offered a one-day Social Role Valorisation workshop by Peg Jenner, Judith Sandys and Tom Malcolmson.

In March 2019 a workshop on Employment was offered by Joe Dale, CEO of Ontario Disability Employment Network.

In April 2019 Extend-A-Family offered a workshop ‘Now is the time for Vision’ by Darcy Elks.

Each of these workshops provided enriched information and drew valuable conversations with families in creating vision and choice for their loved ones. Staff have used these resources at school meetings, within Friendship Circles, at Support Circles, during family meetings and among staff.

Extend-A-Family received funding assistance from Service Canada through their Canada Summer Jobs Funding. With this funding Extend-A-Family has employed 8 summer students who will provide one-to-one support to close to 40 children and youth in a variety of inclusive day camps and community activities.

The Ontario Ministry of Children, Community and Social Services supports the partnership between Extend-A-Family and 4 summer camp organisations namely: The Harbourfront Centre, YMCA of Simcoe Muskoka, YMCA of Greater Toronto Area Pinecrest and Just Bounce Trampoline Club. Through this partnership thirty-two children and youth will be participating in inclusive summer day and overnight camps.

Extend-A-Family hosted an annual Celebration of Friendship in February 2019 which was held at Earl Bales Community Centre. 74 people participated in the gathering that included families, hosts and community members. The celebration comprised a variety show, music, craft activities, food, games and an opportunity to meet each other.

Extend-A-Family would like to acknowledge the generosity and expertise of Lindsay Macintosh, expert on Program Policy from British Columbia who took on the task of reviewing our manual and has since completed review of all 119 pages!

A special word of gratitude to Pam Roffey, our former Program Supervisor from the Ontario Ministry of Children, Community and Social Services, for her support to Extend-A-Family over the past 3 years. Pam took the time to get familiar with Extend-A-Family and our unique philosophy of inclusion. Pam has since taken on a new position within the Ministry. We would like to welcome Melani Tandon, our new Program Supervisor and look forward to sharing and learning from Melani.

A word of appreciation to the staff at Extend-A-Family, Cate, our Office Manager, and Coordinators Anne, Ahmad, Kim, Sal, Lee, Marissa, Kristen and Nusrat. We also acknowledge Jessica who is away on parental leave and welcome Alyssa who is covering in her place. I am extremely grateful to our staff who truly work as a team. They work diligently and are committed to our core values at Extend-A-Family.

We would like to appreciate and recognize our families, our young women and men who are our teachers and mentors. We would also like to acknowledge our hosts, school representatives and community members who remind us about the value of friendship, relationship and community!

With welcome Chet our Information and Technology Consultant who has supported our staff and organisation over the past year. Chet provides Administrator support to staff and advice covering Extend-A-Family's computer and technical requirements. Chet has been a pleasure to work with and we appreciate his patience and collaborative style.

We are extremely grateful to our Board of Directors at Extend-A-Family. They are a dedicated group of citizens who believe in the value of contribution and community. We are appreciative to each one of them for their years of on-going commitment to Extend-A-Family!

