



Shelter Nova Scotia Annual General Meeting Agenda  
June 16, 2021  
Time: 4:30 pm

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1. Call to Order/Welcome: Board Chair, Jamie O'Neill
2. Guest: Dr Robert Strang, Chief Medical Officer of Nova Scotia
3. Employee Years of Service: Director of Human Resources, Tammy Smith
4. Approval of June 2020 Annual General Meeting Minutes
5. Chair's Report
6. Board Committee Reports
  - Audited Financial Statements: Tara Spurr CPA, CA Lyle, Tilley Davidson
    - Treasurer's Report/Finance, Audit and Risk: Chelsea King
    - Appointment of the Auditors
  - Governance: Geoff Franklin
  - Stakeholder Relations: Deborah Page
    - Guest: Emma Cruddas, Community Foundation of Nova Scotia
7. Executive Director's Report: Linda Wilson
8. Guest: Len Wagg, Author, Stay the Blazes Home
9. Closing Remarks

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# Meeting Minutes

## Shelter Nova Scotia Annual General Meeting

June 17, 2020

Time: 4:30 pm – 5:30 pm

Location: Virtual Meeting via GoToMeeting

### Attendees – Board Members

Meghan Laing, Chair, Jamie O’Neill, Vice Chair, Margot Cameron, Geoff Franklin, Chelsea King, Jeremy Jackson, Kathy Gillis

### Regrets – Board Members

Stephen Campbell, John Wanczycki, Colin MacLean, Dean Simmonds,

### Staff Attendees

Linda Wilson, Darlene Lunn, Julie Slen, Donna Poirier, Joanne Webber, Amie Leslie, Stacey Dort, Gina Wilson, Tammy Smith, Heidi Mossman, Helena King, Shannon Johnston, Brittany Sinclair, Jeremy Pongoski

### Other Attendees

Melissa Phillips, Wayne McGill, Graham Lavers, Paul Black, Braden Silliker, Lorraine Cooke, Kim King, Lynn Hartwell, Ashley Lawrence, Gordan Neal, Jerry Smyth, Monica Skinner, Mark Hobbs, Alex Handyside, Andrienne Malloy, Chris Hornberger, Dane Percy, Tim Nobes, Corrine Duffy, Deborah Page, Nancy MacLellan, Dennis Young, Chris Field, Heather MacEachern, Lisa Roberts, Curt MacFarland, Cyd Lepage, Donna McCready, Tara Spurr, Ryan Stapells, Kevin Hooper

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#### 1. Call to Order/Welcome

The Chair, Meghan Laing, called the meeting to order at 4:30 pm, and acknowledged the (virtual) meeting as being held on unceded territory of the Mi’kmaq People.

#### 2. 2019 Annual General Meeting (AGM) Minutes

The June 19, 2019 AGM minutes were reviewed with the following amendments being reflected:

- Meeting attendees to include “all staff” and “all attendees”.
- Employee recognition (Item 10) to include staff with three, five, ten and fifteen years of service.

**Moved by Meghan Laing, seconded by Kathy Gillis the Annual General Meeting (AGM) minutes of June 19, 2019 with amendments be accepted. Motion carried.**

### 3. Board Chair's Report

Please see the Chair's (Meghan Laing) comments included in the Shelter Nova Scotia 2019/20 Annual Report.

### 4. Executive Director's Report and Message from Director of Human Resources

Please see the Executive Director's (Linda Wilson) comments included in the Shelter Nova Scotia 2019/20 Annual Report.

The Director of Human Resources, Tammy Smith, recognized and thanked staff. As well, she acknowledged employees for their years of services as follows:

#### 3 Years

|                      |                  |
|----------------------|------------------|
| Kinnon Job           | Cam Burbridge    |
| Brittany Lisk        | Renee Poitras    |
| Helena King-Hehir    | Samantha Rudolph |
| Mandy Chapman        | Cassandra Krick  |
| Carrie Johnson       | Evan Parker      |
| Angela Coughlin      | Sarah Handel     |
| Shannon Johnston     | Tracey Roren     |
| Freya Kaiser-Derrick | Sarah McCrory    |

#### 5 Years

Lisa Kloucek  
Selena Jackson

#### 10 Years

Jeremy Pongoski

### 5. Audited Financial Statements

Tara Spurr of Lyle Tilley Davison presented the Auditor's report. It is a clean report with the exception related to accuracy of fundraising reporting as a result of Shelter Nova Scotia (SNS) being a not-for-profit organization.

### 6. Treasurer and Finance, Audit & Risk Committee Chair's Report

The Treasurer and Committee Chair, Chelsea King, thanked the auditor and highlighted the following items:

- Increase in revenues are primarily the result of the reinstatement of \$50,000 from Housing Nova Scotia that was not received in the prior year, as well as additional funding from Correctional Services Canada for enhanced services, and higher fundraising and donations than prior year.
- Expenses also increased which is largely due to higher salaries. While salary expenses increased over prior year, they came in under budget as the Shelter continues to struggle with hiring and maintaining their staffing complement.
- SNS operates under a balanced budget with a reported surplus of approximately \$12,000 for the year ended March 31, 2020 and has a healthy net assets balance of \$1.6M.
- The financial statements were approved by the Board of Directors on June 5, 2020.
- The following motion that was completed electronically prior to the AGM was read: Moved by John Wanczycki, seconded by Stephen Campbell the Board accept the Treasurer's recommendation to reappoint the external auditors, Lyle Tilley Davidson, for the 2020-2021 fiscal year. Motion carried.

## 7. Strategy & Stakeholder Committee Chair's Report

The Committee Chair, Jamie O'Neill, indicated the Committee was formed over the past two years to support the on-going initiatives and goals of the organization. Other members for the Committee include Meghan Laing, Linda Wilson, Jeremy Jackson, Dean Simmonds, Kathy Gillis, and Melissa Phillips.

In summary, the Committee Chair noted the following:

- This past year has presented many challenges to SNS, as echoed by both Megan Laing and Linda Wilson, but extremely grateful for the relationships and support received.
- The Committee continues to nurture relationships within all levels of government (municipal, provincial, and federally).
- Working closely with Affordable Housing, Housing NS, the Housing and Homelessness Partnership, Public Health, and other valuable partners, we continue to drive our vision throughout our community and beyond.
- Many advancements were made, especially now, exasperated by the State of Emergency for COVID-19. Thanks to the support of our many stakeholders, many new improvements to our existing facilities are being made through support and advice.
- In 2020/2021 the Committee will continue to engage stakeholders at all levels to ensure that we support and enhance the services we provide to our clients.
- As Albert Einstein once said, "The world is a dangerous place, not because of those that do evil, but because of those who look on and do nothing".
- Affordable Housing is a major undertaking and we at SNS are committed to doing our part to be part of the solution. We have many exciting plans for the upcoming year and look forward in communicating those aspirations as the year unfolds.

## 8. Governance Committee Chair's Report

The Committee Chair, Kathy Gillis, noted that since last year the Governance Committee has been active with the following:

- Updating the Bylaws;
- Establishing Terms of Reference for all Board committees;
- Creating a Code of Conduct/Confidentially Agreement;
- Updating the Executive Director's contract;
- Sponsoring an Organizational/Compensation Review of the management functions; and,
- Board Evaluation

Work continues on the:

- Bylaws;
- Appointment and Renewal of Board members;
- Board Orientation; and,
- Executive Director succession

Also, the Governance Chair acknowledged and thanked the outgoing Board members – John Wanczycki, Stephen Campbell, Colin MacLean, and welcomed, for the record, new Board members – Lynn Hartwell, Deborah Page, and Dennis Young.

#### **9. Closing**

The Board Chair gave closing remarks and called for adjournment at 5:30 pm as no questions were received from the attendees.

DRAFT