

PEMBINA ACTIVE LIVING (55+)



***ANNUAL REPORT
2018***

PAL (55+)
ANNUAL GENERAL MEETING
JUNE 21, 2018
1:00 P.M.



*Thank you
for your interest
in our Annual Report
and
for your attendance
at our Annual General Meeting.*



PAL (55+) BOARD OF DIRECTORS

President: Bob Roehle
Vice President: Jerry Johnstone
Treasurer: Wendy Memryk
Secretary: Tony Zienkiewicz
Past President: Bob Newman
Stan Croall
Johanna Denesiuk
Elaine Hansen
Jerry Jerrett
Suni Matthews
Bernadette McCann
Olive Nimblett
Karla Weir

PAL (55+) STAFF

Executive Director: Alanna Jones
Administrative Assistant: Tenille Wilson

CONTACT INFORMATION FOR PAL (55+)

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Website: www.pal55plus.com
Facebook: facebook.com/pal55plus

PAL (55+) supports Winnipeg's Indigenous Accord and acknowledges that we operate our programs on Treaty One territory, the traditional lands of the Anishinaabe, Cree, Dakota and Oji-Cree peoples and the homeland of the Metis Nation.



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PRESIDENT'S REPORT

The purpose of an Annual General Meeting is to allow the members to hold the Board of Directors and staff accountable for their stewardship of organization over the past year. It does this by:

1. approving the minutes of the previous year's AGM
2. reviewing and approving the audited Financial Statements of the organization
3. appointing an auditor for the upcoming fiscal year
4. electing a Board of Directors and/or filling any gaps in the Board through election or appointment
5. answering members' questions about Board activities and decisions made over the past year
6. receiving reports from Management and Staff on the organization's activities over the year
7. conducting any other business which may arise
8. having a guest speaker and/or be entertained

Items 1 to 5 above are essential. Points 6, 7, and 8 are optional.

The role of the Board of Directors is to provide good corporate governance to the PAL (55+) organization. The Board is a body of elected or appointed members who jointly oversee the activities and assets of the organization. It has a fiduciary responsibility to implement the mandate or objectives spelled out in its letters patent and by-laws. It does this by ensuring that the organization has competent staff, financially sound budgets and finances, and a vision for the future—or, as succinctly stated in our By-laws, “to enhance the quality of life of older adults in South Winnipeg.”

By the number of Board meetings, Executive meetings, Committee meetings and ad hoc meetings your Board has attended since I became President two years ago, I believe that we have gone a long way towards fulfilling the role and responsibilities of a Board of Directors as stated above. The number of volunteer hours put in by Board members and all the volunteers who assist us in pursuing our legislated mandate is staggering. But I hasten to say that, for the most part, it's a labour of love for all of us. We have a lot of fun since it involves much goodwill and camaraderie.

I would like to take this opportunity to acknowledge the efforts of everyone (you know who you are) and to personally thank each of you for what you do for PAL (55+) day in and day out so willingly and selflessly. To our paid staff, Executive Director Alanna Jones and Administrative Assistant Tenille Wilson, I also extend, on behalf of the Board, my sincere thanks for your hard work, dedication, enthusiasm and positive attitude toward our organization.



PEMBINA ACTIVE LIVING (55+) ANNUAL REPORT 2018

So, what has your Board done for you, the membership of PAL, over the last year besides attend a lot of meetings and drink a lot of coffee? Let me list a few of our more significant accomplishments in no particular order:

- fulfilled our legislated mandate by offering innovative and quality programming to our membership
- conducted an Orientation Session for new Board members (June 20, 2017)
- improved and modernized our financial management and bookkeeping system
- introduced annual budgeting and monthly financial reporting
- reviewed our offering of all programs to ensure they are fully cost-recovery
- developed policies to guide PAL operations to ensure consistency, fairness, and legality
- renewed the annual facilities agreement with Grace Christian Church
- launched a Fundraising Campaign to support and expand PAL's activities (March 8 at Riverwood Square)
- organized a socially and financially successful Annual Picnic (August 22, 2017)
- held a wine-pairing fundraiser at Riverwood Square (October 6, 2017)
- have begun developing a comprehensive Risk Management policy for PAL
- met with PAL's major funder, the WRHA (October 5, 2017)
- have begun current development of PAL (55+) promotional video
- held a successful *Zing into Spring* social event (March 22, 2018)
- held the annual Volunteer Appreciation Event (April 19, 2018)
- participated in the annual Dragon Boat Race
- established a Human Resources Committee
- signed the Mayor's Indigenous Accord
- met with St. Norbert Community Centre to discuss available facilities for PAL
- revised the Terms of Reference for Board Standing Committees
- attended the all-day City of Winnipeg Executive Policy Committee meeting in support of the South Winnipeg Recreational Complex
- organized a monthly PAL *Meet & Greet* coffee party at Pembina Access Centre
- participated in the *Charity Education* initiative hosted by Jason Letkemann, CRA, Edmonton
- established an Ad Hoc Compassionate Care Committee to respond to death of PAL members
- purchased a Mac computer to assist in modern record keeping
- purchased 100 copies of *Storytellers 2* books at cost as a fundraiser, with 2 copies now placed in PAL (55+) Archival Library
- held a meeting of Committee Chairs to discuss Board expectations (April 5, 2018)



What we're still working on:

- must address PAL's revenue problems
We require an ongoing and systematic approach to fundraising.
- must solve our facility/space needs
At a minimum, PAL requires more dedicated office space, storage space, a larger boardroom, and member drop-in space.
- must incentivize more members to allow their names to stand for election to the Board of Directors and the Executive
- improve membership satisfaction efficiency, programming, and enhanced communication
- must reach out to new Canadian communities and Indigenous peoples

Let me close by thanking in particular our major funder, the WRHA. Their ongoing core financial support makes everything else possible. I would be remiss if I did not also acknowledge with much appreciation the support of our sponsors and donors. Finally, let me once again thank all of you who have made, and continue to make, PAL (55+) the great organization that it is. A special thank you to my Director colleagues and particularly to those who are leaving the Board. Your hard work and dedication has not gone unnoticed or unappreciated. And thank you for allowing me to serve as your President over the last year. I consider it both an honour and a privilege.

Respectfully submitted by Robert G. Roehle, President, June 2018

EXECUTIVE DIRECTOR'S REPORT - 2017/2018

Pembina Active Living (55+) has had another very busy and successful year. Over the past eight years, PAL (55+) has been working hard to respond to the needs of our membership and to reach out to the community at large in an effort to become more widely regarded as a home away from home and a welcoming place of friendship and opportunity for all older adults. This is what is at the heart of all our initiatives in programming, membership, outreach, communications, networking, and more.

The focus of the past year has been in the area of fundraising and finding new sources of revenue. The Executive Director has been working very closely with the Fundraising Committee Chairperson in the development of the Strategic Plan for Fundraising, the development of the new Fundraising Committee, and the various components of the "Together We Can" campaign.

Organizational Development

The development of a centralized Database continues; thus far it has grown to include membership and fundraising data. In the coming year, the focus will continue to be on



the development of a system that can serve to archive, receipt, analyze, and report on our fundraising initiatives. Also, the database will grow to include volunteer and programming information that will serve to streamline operations in regard to volunteer recruitment, management, training, program sustainability, and decision-making.

The Fund Development Strategy, which was initiated last year under the advisement of the consulting team of Rochelle Greaves and Roxanne Tackie, evolved into the Strategic Plan for Fundraising and will be discussed further in the Fundraising Committee Report.

The development of a Fundraising Committee this past year has necessitated small changes in the structure of the Finance Committee which saw the dissolution of the Grants and Sponsorship Sub-committees which are now under the terms of reference of the Fundraising Committee.

The centralization of all PAL (55+) records, both paper and electronic, continues.

A Human Resources Committee was formed to develop policies and a staffing plan in preparation for further growth and development of the organization.

Grants

In the past year, PAL's core funding from the WRHA has remained stable at just over \$40,000 per year. PAL (55+) gratefully acknowledges the many years of support we have received from the WRHA and affirms its commitment to making a positive impact on the health and well-being of older adults in our communities.

PAL (55+) was successful in our application to the Winnipeg Foundation for 50% of the funding to develop a promotional video. This project is underway, under the leadership of Board member Johanna Denesiuk and a small committee of PAL (55+) volunteers. The bulk of the filming and editing will take place this summer and a finished product is expected in the fall of 2018.

PAL (55+) also achieved success in our application to the Government of Canada's *New Horizon for Seniors* program for the 50% of the funding required to complete the above-mentioned video project, as well as for partial funding for a new computer and money to develop new promotional materials (table skirts and runners, brochures, and a PowerPoint presentation) for our Outreach efforts. PAL (55+) gratefully acknowledges the support of the Government of Canada.



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Sponsorship

PAL's corporate sponsor for the 2017-2018 fiscal year was Keith Tod, Seniors' Specialist Realtor – Gold Sponsor

With the introduction of the Fundraising Campaign in the past year and the recommendation by our Fund Development Consultants that sponsors be encouraged to become donors, the Sponsorship Program was not prioritized last year.

The Sponsorship Program will remain. However, it will be changing slightly in the coming year as we develop our various fundraising initiatives.

Programming

The work of growing and expanding our membership, programs, and outreach, in order to provide the best opportunities for older adults in our community, is ongoing.

New programs added in the past year were:

Pilates

Restorative Yoga

PAL Paddlers

Many thanks to our talented and committed roster of instructors whose enthusiasm and knowledge are vital in our efforts to promote healthy, active aging. PAL's instructors for 2017-2018 were:

Rachel Cholet

Arlene Enns

Elaine Hansen

Karen Hodgins

Silvina Holzman

Aiyana Lajeunesse

Suni Mathews

Sarah McKiel

Judy Olmstead-Coss

Andrea Robin

Eleanor Single

PAL (55+) Stats

Volunteer hours: 6,036.50

Dollar value of volunteer hours: \$68,514.28

Number of volunteers: 106

Total number of program session: 828

Total number of program participants: 11,369



Please accept my deepest thanks to the many committees and volunteers and especially to the Board of Directors for their enthusiastic dedication and support. A special thank you to PAL's Administrative Assistant, Tenille Wilson, without whom PAL (55+) simply could not accomplish all that we do. It is an honour to work with you all.

Respectfully submitted, Alanna Jones, PAL (55+) Executive Director, June 2018

GOVERNANCE COMMITTEE REPORT

General

The Governance Standing Committee for 2017-2018 consisted of Bob Roehle (President), Bob Newman (Past President), Jerry Johnstone (Chair), Bob Thompson, new member Janice Handford, and recorder Tenille Wilson. This committee had seven regular meetings throughout the year.

Risk Management Plan

A priority for the committee this past year was to begin the development of a Risk Management Plan. The first phase involved the creation of a Risk Management Policy, a Risk Management Procedures document, and a number of risk management tools, including a Risk Worksheet, a Probability/Impact Table and a Risk Register. The first phase also included the identification of a number of risk categories.

Included for members' understanding are the next steps in the process. During the second phase, the new Board of Directors will focus on risk identification and analysis using the above-mentioned tools. They will then consider the likelihood of each risk occurring and the impact each might have on operations. The third and final phase will include risk mitigation, response, and monitoring strategies.

New Policies

The committee continued to develop policies in response to requests from the Board and/or the Executive Director. The following policies, procedures, and forms were approved by the Board.

- Confidentiality and Privacy Policy
- Confidentiality Policy Acceptance Form
- Working Alone Policy
- Working Alone Safety Procedures
- Announcement of a Death-Policy and Procedures

Note that the Risk Management Policy and Procedures documents are still in draft formats and have not yet been submitted to the Board for approval.



Policies Under Development

At the time of this report in May, there were two additional policies in various phases of development.

Sponsorship Policy, currently being studied by the ad-hoc Fundraising Committee

Human Resources Policy, currently being studied by the ad-hoc Human Resource Committee

I wish to thank all the members of the Governance Committee for a very productive year.

Respectfully submitted by Jerry Johnstone, Chair of the Governance Committee, May 2018

COMMUNICATIONS COMMITTEE REPORT

Current Committee Members

Active Members and the length of time volunteering on the committee:

Janice Butcher, Media Contact – 5 years

Johanna Denesiuk, Copy Writer – 8 years

Lou Guay, Archivist – 3 years

Janice Handford, Secretary (recently) – 1 year

Bernadette McCann, Email Distributor and Chair – 8 years

Bonnie Pirch, Email Account Maintenance and Photographer Coordinator – 6 years

Val Slater, Webmaster – 7 years

Margaret Wilcock, Newsletter Editor and Secretary (most of the year) – 6 years

Vera Willson, Contact List Maintenance – 2 years

Members-at-large:

Inventory Control of Promotional Material: Julie Cappello – 2 years

Mailouts to non-email contacts: Jane MacKeen – 7 years

Poster Distributors to businesses in the area: Helen and Bill Nemeth – 7 years, Pearl Novotny, Ed and Diane McLean, Elvira Ferraro, Cecilia Yuthasastrakosal, Janie Marshall, Marlene Bryll, and Dorothy Rudd

Volunteer Photographers: Bonnie Pirch, Jerry Johnstone, Margaret Wilcock, Tony Zienkiewicz, Emile Dufault, Janice Handford, Louise Moore

Website Assistants: Lynn Lachance – 2 years, Margaret Thompson-Donovan – 2 years



Activities and Actions taken from May 2017 to April 2018

- a) Contacting the media for PAL publicity biweekly
- b) Maintaining the Contact lists, updating, adding, and deleting as necessary
The list of individuals on the list currently stands at **1,152** showing a decrease of 4% from last year. In addition to this, the list of contact groups stands at **113** groups.
- c) Updating the visual history of PAL
- d) Responding to requests for notice distribution by email.
This includes distributing PAL notices and programs by email, notices for outside organizations by email as a community service, and other notices forwarded from outside organizations to the PAL Board Members.
- e) Receiving messages to the PAL email address and dealing with these
- f) Updating the PAL Website details constantly
The total number of hits or visits to the site since May 2017 is 5,861.
- g) Developing and publishing the PAL PULSE Newsletter 4 times during the year, as well as soliciting, invoicing, and following up with the advertisers and Treasurer
The newsletter has produced revenue for PAL for a total for the year of \$3,484.
- h) Physically posting PAL notices in the businesses and public spaces in the area
- i) Mailing out PAL programs and notices for events in hardcopy for the year to the non-email people on the contact list and in addition, mailing out AGM notice to members only
- j) Writing articles on PAL and having them published in various community newspapers and newsletters
- k) Arranging with the designated PAL volunteer photographers and other casual photographers to attend events to keep a current supply of photos of PAL activities for the archives
- l) Promoting PAL at local Flu Clinics at the Waverley Heights Community Centre and the Islamic Centre



Volunteer Hours

The committee has recorded a total of 1,202.5 volunteer hours. Assuming minimum wage of \$11.15 per hour, the value of this work performed is \$13,408 for the year. It is also likely that not all the volunteer time was recorded.

The position of Outreach Coordinator was handed over to the Membership Committee. Darlene Weir had previously volunteered with the Communications Committee in this position.

We would like to acknowledge one volunteer who helped distribute notices and also helped promote PAL at the Flu Clinics. Joanna Brunka sadly passed away in January 2018.

We would welcome you on the committee as there are still openings for volunteers as follows:

- (a) Casual Poster Distributors
- (b) Volunteer Photographers
- (c) assisting with the other listed positions

Respectfully submitted by Bernadette McCann, Chair of the Communications Committee, May 2018

MEMBERSHIP COMMITTEE REPORT

Summary of Activities of the Committee:

1. The committee revised the membership form for 2017-2018.
2. The colour of the form was changed to orange to differentiate it from the white program registration form.
3. The new process that was implemented for completing the membership form at the August picnic worked well.
4. Separate cheques were required for membership and program registration. This made it easier to keep track of those who had paid for memberships.
5. The committee worked on expanding the Membership Benefits Program. Several businesses were contacted, by emails, personal calls, and in person. Unfortunately, the committee was not successful in expanding this program.
6. Each year the colour of the membership card is changed for ease of recognition. For 2017-2018 it was changed to orange.



7. The chair met with the Executive Director and chair of the communications committee to discuss the expanding role of the membership committee. In keeping with the Strategic Plan, the role of coordinating the Volunteer Outreach Ambassadors program and/or outreach activities, which was part of the communications committee, was transferred to the membership committee.
8. The Volunteer Ambassador/Outreach Program required training. This was not implemented.
9. Hopefully the outreach ambassadors will be trained when PAL has an increase in its present staffing, as a result of a successful Fundraising Capital Campaign.
10. A successful *Meet & Greet* for new members was held at Access Fort Garry on November 14, 2017. This resulted in a continued partnership and collaboration with Access Fort Garry's Community Facilitator, Amanda Younka.
11. Based on informal feedback received from the membership, the committee implemented a new initiative, *Coffee PALS*, in collaboration with Amanda Younka. Initially four Coffee PALS were organized, on the third Friday of each month starting January 2018. The Coffee drop-in program is open to all PAL members as well as to all seniors in south Winnipeg. The gatherings are usually held in the Community Room (#166) on the main floor of Access Fort Garry at 135 Plaza Drive. This has been a very successful program. The average attendance has been 16-20. Due to its success two more dates were added: May 25 and June 22. At the meeting in May participants indicated that they would like to meet in July and August. So, on July 17 and August 20, *Coffee PALS* are scheduled to meet in the Community Room. Starting September 2018 to June 2019, *Coffee PALS* has been scheduled to take place on the first Friday of each month in the Community Room at Access Fort Garry. A positive relationship with Access Fort Garry Centre and the Community Facilitator has been established.
12. The committee participated both at the holiday party in December 2017 and *Zing into Spring* in March 2018. There was a small increase in membership at these two events.
13. The current number of members for 2017-2018 is 478; of these 92 were new members.
14. Thanks to all those who volunteered at 2017 PAL picnic, holiday party, and *Zing into Spring*.



15. Thanks to each person who served on the Membership Committee for 2017-2018: Beverly Witt, Christine McKee, Linda Rzeszutek, Pat Flaws, Pat Opalka, and Shaheeda Koning.

This is my last year on the Board of Directors. Thank you for the opportunity for serving in this great organization. I wish PAL (55+) continued success.

Respectfully submitted by Suni Matthews, Chairperson of the Membership Committee, May 2018

PROGRAMMING COMMITTEE REPORT

Members of committee July to December 2017: Elaine Hansen, Fern MacPherson, Jean Keedwell, Karla Weir, Tenille Wilson, Olive Nimblett

Members of committee January to June 2018: Elaine Hansen, Karla Weir, Tenille Wilson, Olive Nimblett

The committee acknowledges the contributions of the following members who died suddenly in December 2017 and January 2018:

- Fern for the service she gave PAL as Chairperson of Catering, as co-Convener for Movie PALs, as long-standing member of Programming Committee
- Jean for service given as member of Programming Committee, as member of Catering Committee, as veteran artist in PAL's Art Program, as contributing author of PAL's 2016 published book *Storytellers*

Through the initiative, vision, and drive of Connie Fillion, PAL was successful in having its first bus trip. Members anticipate more trips in the coming months.

The Committee thanks the conveners of PAL's Drop-in Clubs and groups for their outstanding commitment in organizing and leading in activities that enhance the lives of PAL members. These are the Drop-in Clubs:

- Wellness, Leisure, and Special Interest
- Still Bloomin' Gardening
- Bridge PALs
- Pin PALs
- Men's Breakfast PALs
- Movie PALs
- Lunch PALs
- PAL Trips/Outings
- PAL Putters



- PAL Pedallers
- Monthly At-home Movies

We appeal to our membership to volunteer some hours each month to join a committee or be a convener for a PAL club.

Respectfully submitted by Olive Nimblett, Chairperson of the Programming Committee, May 2018

FUNDRAISING COMMITTEE REPORT

Committee Members

Jerry Jerrett, Chairperson
Alanna Jones, Co-Chair
Val Slate, Secretary
Tony Zienkiewicz
Bob Newman
Bob Thompson
Bob Roehle

Corporate Canvassers

Jerry Jerrett
Alanna Jones
Val Slater
Tony Zienkiewicz
Bob Newman
Bob Roehle
Margaret Wilcock
John Gray
Betty and Allan Jones

Story Point Consultants

Roxanne Tackie
Rochelle Greaves

Strategic Plan for Fundraising

A three-year Strategic Plan for Fundraising was developed with five main thrusts identified:

1. Outreach and the expansion of PAL (55+) membership.
2. “Together We Can”/Member Campaign, with a focus on educating our membership about the important position that PAL accompanies within the community and the need to consider the legacy of the organization that we are building beyond the current individual benefits that the organization may provide. This aspect of the campaign also saw the creation of the Pre-authorized Remittance Program (PAR) which currently has 10 participants generating just over \$200 per month in much-needed revenue for PAL’s operations.
3. “Together We Can”/Corporate Campaign, with a focus on educating local businesses about PAL’s mission and developing long-term funding relationships which provide mutual benefit to all parties.
4. Fundraising activities – the development and promotion of multiple fundraising activities that are of interest to our stakeholders.



5. Legacy Fund – the development and promotion of a Legacy Fund to provide for the long-term financial stability of the organization.

“Together We Can”

PAL launched the “Together We Can” Fundraising Campaign, as part of a three-year strategic plan for fundraising, in March of 2018. This campaign identified two priority areas, office space/equipment and volunteer/program support, with a goal of raising \$50,000. In the development of the 2018-2019 budget, this financial goal was modified to \$30,000 for the 2018-2019 fiscal year.

Campaign Launch

The Campaign Launch was hosted by Riverwood Square in March 2018 and consisted of a lovely wine-pairing event. Seventy-four people were in attendance to enjoy delicious hors d’oeuvres and an assortment of wines, all generously donated by Riverwood Square, as well as a highly enjoyable evening of live music and dancing.

\$1,290.00 was raised at this event.

Campaign Launch Door Prize Donors:

- Janice Lukes, City Councillor, South Winnipeg-St. Norbert Ward
- Riverwood Square

Member Campaign

In January 2018, over 1,000 donation request letters were mailed out to current and past members, as well as to past donors and volunteers. To date PAL has received 61 responses to that call, totalling \$6,125.00 in financial contributions. To those individuals we say thank you for your support!

Corporate Campaign

Beginning in March of 2018, ten PAL (55+) members have been reaching out to local businesses, as part of our corporate canvas. To date, nine businesses have donated a total of \$5,700.00 to the campaign and one has pledged an additional \$5,000.00 for this fiscal year. This canvas will extend into the fall of 2018 and will then become an annual campaign, taking place in the fall of each year.

The focus of these meetings is three-fold: to introduce PAL, our mission and the vital role that we occupy in the community; to inform them about the “Together We Can” campaign and to explore ways that they may want to participate; and to develop a long-term relationship, of mutual benefit to all parties.



List of Corporate Donors:

- Karma Property Management
- Royal Bank of Canada
- Bank of Montreal
- Thomson in the Park Funeral Home & Cemetery
- The Medicine Shoppe Pharmacy
- Murray Chevrolet
- LaSalle Insurance & Travel Services
- CIBC Richmond Square
- Costco South Winnipeg
- Glen Lawn Memorial Gardens & Funeral Home
- Story Point Consulting

List of Corporate Sponsors:

- Keith Tod, Seniors' Specialist Realtor
- Riverwood Square

Pre-authorized Remittance (PAR) Program

The PAR program allows participants to set up a convenient monthly donation from their chequing account or credit card.

As PAL (55+) does not have the capacity to administer a program such as this at the present time, it was necessary to find a service provider who could. PAL researched a number of service providers, including our own bank, the Assiniboine Credit Union, before deciding to engage the United Church of Canada (UCC) in this role. The UCC was selected because they had the lowest administration fees which allow PAL (55+) to retain the highest percentage of each donation.

The PAR program currently has 10 participants and generates around \$200 per month for PAL.

The Fundraising Committee is looking into ways of promoting this program to encourage more people to sign up, including a friendly competition among programs in the fall.

PAL (55+) Fundraising Stats

Donations received to March 31, 2018:

- Individual donations \$5,375.00
- Corporate donations \$2,400.00
- PAR \$130.00



Donations received to date:

- Individual donations \$6,125.00
- Corporate donations \$5,700.00
- Pledges \$5,000.00
- PAR \$550.50

PAL (55+) would like to thank our funders, sponsors, donors, partners, supporters, elected representatives, advisors, members, volunteers, and staff, without whom we simply would not exist. Our success in the community is due to all of you.

Funders



Funded by the Government of Canada



Donors (over \$500)





Sponsors



*Respectfully submitted, Jerry Jerrett, Fundraising Committee Chair and Alanna Jones,
Executive Director, June 2018*



PEMBINA ACTIVE LIVING (55+)
ANNUAL REPORT 2018

FINANCIAL REPORT FOR FISCAL YEAR ENDING MARCH 31, 2018

PEMBINA ACTIVE LIVING (55+) INC.,

Balance Sheet

March 31, 2018

March 31, 2017

ASSETS

Cash

ACU Chequing	\$ 42,413	\$ 19,762
ACU Savings	22,894	22,762
ACU Savings - Building Fund	31,596	38,338
Petty Cash	100	100
Total Cash	97,004	80,962

Other Assets

Accounts Receivable	730	1,000
GST Receivable	663	830
Prepaid Expenses	719	251
Inventory	272	380
Total Other Assets	2,384	2,461

TOTAL ASSET

\$ 99,388	\$ 83,423
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LIABILITY

Current Liabilities

Accounts Payable	\$ 2,761	\$ 4,427
Receiver General Payable	221	526
Total Current Liabilities	2,982	4,953

Long Term Liabilities

Deferred Revenue - New Horizons Grant	13,524	
Deferred Program Fees	10,507	13,514
Total Long Term Liabilities	24,030	13,514

TOTAL LIABILITY

27,012	18,467
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EQUITY

Retained Earnings

Retained Earnings- opening balance	26,618	14,148
Interfund Transfer	6,742	
Current Earnings	7,420	12,470
Total Retained Earnings	40,780	26,618

Building Restricted Funds

31,596	38,338
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TOTAL EQUITY

72,376	64,956
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LIABILITIES AND EQUITY

\$ 99,388	\$ 83,423
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PEMBINA ACTIVE LIVING (55+)
ANNUAL REPORT 2018

FINANCIAL REPORT FOR FISCAL YEAR ENDING MARCH 31, 2018

PEMBINA ACTIVE LIVING (55+) INC.,

Income Statement for the year ended	Actual Year to date March 31, 2018	Budget March 31, 2018
Revenue		
Grants		
WRHA Grant	\$ 40,104	\$ 40,104
City of Winnipeg	\$ 310	
Total Grant Funding	<u>40,414</u>	<u>40,104</u>
Communications	3,832	3,933
Fundraising	2,489	16,000
Wine Pairing Sales	3,775	
Picnic	3,218	
Donations	1,445	9,700
TOGETHER WE CAN	8,061	
Other Income	568	200
Membership Fees	10,120	10,000
Programming Fees	46,780	53,658
Total Earned Revenue	<u>80,288</u>	<u>93,491</u>
Contributed Services	67,307	
Total Revenue	<u>\$ 188,009</u>	<u>\$ 133,595</u>
Expense		
Administration	\$ 56,655	\$ 62,766
Communication	3,246	3,397
Fundraising	206	8,500
TOGETHER WE CAN	7,089	
Picnic	1,646	
Governance	596	1,725
Membership	149	500
Programming costs	27,756	42,029
Rent - St Norbert CC	3,825	
Rent - Fort Garry CC	1,213	
Rent - Grace Church	8,350	
Catering Committee	2,551	4,550
	<u>113,282</u>	<u>123,467</u>
Contributed Services	67,307	
Total Expense	<u>180,588</u>	<u>123,467</u>
Excess of Revenue over Expense	<u>\$ 7,420</u>	<u>\$ 10,128</u>

Respectfully submitted by Wendy Memryk, Treasurer, June 2018



MINUTES OF THE ANNUAL GENERAL MEETING, JUNE 8, 2017
Grace Christian Church - 50 Barnes Street

- 1) **Welcome:** President Robert Roehle announced that a meeting quorum had been achieved. He welcomed everyone to the meeting and announced that Janice Butcher would chair the meeting and then introduced the members of the present Board of Directors.
- 2) **Traditional Territories Acknowledgement:** Board member Karla Weir acknowledged Winnipeg Mayor Brian Bowman's reconciliation initiative in recognition of the Indigenous Accord by stating *"That this PAL (55+) Annual General Meeting is being held on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration."*
- 3) **Call to Order:** Janice Butcher called the meeting to order at 1:13 p.m. Janice welcomed and introduced MLA Sarah Guillemard - Ft. Richmond and MLA - St. Norbert Jon Reyes as well as Madeline Kohut - Community Development and Seniors Specialist from the WRHA (Winnipeg Regional Health Authority).
- 4) **Approval of Agenda:** The Agenda was presented as distributed with the inclusion of *Business Arising* as well as *Other Business*. Bob Thompson moved that the Agenda be adopted; including the inclusions as announced - the motion was seconded by Valerie Slater - Carried.
- 5) **Adoption of 2016 AGM Minutes:** A motion was moved by Darlene W. And seconded by Suni M. That the minutes of the 2016 AGM be approved as distributed. Discussion followed and the motion was carried.
- 6) **Business Arising:** A question concerning the Financial Statement (page 16 of the AGM report) regarding the terms *"Building Fund and Project Fund"*. The chair pointed out that the question would be clarified in the upcoming Financial Report - next on the agenda.
- 7) **Approval of the Financial Report:** A written financial report for the fiscal year ending March 31, 2017 was attached to the Annual AGM Report. Bev Witt provided the members with a verbal report and explained that a more in-depth report by the "Reviewer" would not be available at this point in time due to matters of a personal nature but would be available on June 29, 2017 for further discussion and questions. Bev gave an explanation of the terms *Building Fund and Project Fund* - Bev also announced



that PAL has a fully funded Building Fund at this point in time. Discussion followed and a motion was moved by Bev W. and seconded by Karla W. to accept the report as read. Carried. Robert Roehle thanked Ann T. And Bev W. for a great job for the work which was done with PAL's Finances.

8) Appoint a Reviewer: Bev W. moved a motion which was seconded by Julie C. That PAL appoint Greg Bradshaw - CPA of Craig & Ross to be the Reviewer for the 2017-18 Financial Statement. Discussion followed and the motion was carried.

9) President's Report: President Robert Roehle presented a detailed written report which is contained in the body of the AGM Report. Discussion followed and the report was accepted and filed as information.

10) Executive Director's Report: Alanna Jones provided a written detailed in-depth report also found in the body of the AGM Report. Discussion followed and the report was accepted and filed as information.

All other Committee Reports are in writing and attached to the AGM Report.

11) Discussion, Questions and Answers: Questions arose regarding the increase in Program Fees. Explanations were provided by the Executive Director. Darlene W. moved a motion, seconded by Suni M. that all reports be accepted as presented. Carried.

12) Amendment to the By-Laws: Vice President and Governance Committee Chairperson Jerry Johnstone presented the current By-Law changes which are contained in the AGM Report. Discussion followed and Jerry J. moved a motion which was seconded by Jerry Jerrett that the By- Law changes be accepted and approved as distributed. The motion carried.

13) Election of Directors: Jerry Jerrett was nominated as a member of the Board for a three-year term (2017-20) Nominations were called three times and no others were nominated. Jerry J. agreed to stand with thanks to his nominator and was elected by acclamation.

14) Presentation of 2017-18 Board Members: With thanks, members of the Board were introduced to the members.

15) Other Business: A question of concern arose regarding fees for the PAL Swimming Program. Alanna J. responded to the concern.

16) Adjournment: Darlene W. moved a motion to adjourn 2:40 p.m. Carried.

*2017 AGM minutes prepared and respectfully submitted by Tony Zienkiewicz, PAL(55+)
Secretary, June 2018*