

Centre for Treatment of Sexual Abuse and Childhood Trauma

ANNUAL GENERAL MEETING

Monday, January 31st, 2011
6.30 pm
Honeywell Room Ottawa City Hall

MINUTES

Present: Gail Mitchell, Mary Hogan Finlay, Susan Kim, Paula Kingston, Mathew Kerr, Gonnie de Witte, Jan de Crespigny, Rebecca Nemiroff, Cheryl Geeson, Susan Oke, Ellie Kanigsberg, Karen McCallum.

Regrets: Brenda Saxe, Margo Lemelin, Kim Lancaster, Bev Cimmermanis

Absent: Barry Lett, Yvonne Silson

Invitees: Lisa Mayhew, Steve Laroque

1. Welcome: Gail Mitchell (Chairperson of the Board) welcomed everyone and invited them to introduce themselves and help themselves to a cup of tea and a snack.

2. Report from the Chairperson of the Board: Gail started by acknowledging that there had been huge changes since the last AGM. She said that the Board had worked to support the Centre and those therapists who were devoting time, creativity and energy to re-inventing the Centre. She commended everyone for managing to continue to provide excellent services to the community in spite of the challenges faced in moving from what had been a familiar geographical space. She expressed her appreciation to those who have established a new way of administering the Centre as a virtual organization; one where all the therapists are now working out of satellite offices.

Gail expressed the gratitude of the Board to Susan Kim whose leadership had been vital to the survival of the Centre and to helping it come into the 21st Century. She congratulated all the therapists for their hard work in overcoming the challenges of the last eighteen months and urged them to keep doing their good work. She emphasized that the therapists should continue to look to the Board for support and advice.

Gonnie de Witte (Chair of the Financial Committee) then added to what Gail had to say by expressing her pleasure that the Centre had done amazingly well from a financial point of view and that things seem to have been turned around from the very bad situation faced in 2008.

3. Report on Administration and Programming: Susan Kim.

The 2009-2010 operating year at the Centre for Treatment of Sexual Abuse and Childhood Trauma saw many changes. When facing a possible change in location due to end-of-lease increases in rent, the Associate Therapists at the Centre, through much careful consideration (with Board support) decided to decentralize the operations of the Centre and pilot a one-year membership-

based satellite model. Therapists were then able to become member therapists with the Centre, practicing out of their chosen locations while the Centre maintained a down-sized central office where intakes, referrals, and Centre administration continued to be done by the office coordinator.

The Centre's lease ended January 31st and the membership model began at that time. Four membership categories were formed (Associate Emeritus, Full Associate, Associate Member, Professional Member). Two membership categories (Associate Emeritus, Full Associate) formed a Steering Committee that continues to report to the Board of Directors.

Since the beginning of the pilot model, a number of administrative changes have taken place – mainly to reflect the current operations which have downsized significantly. Of particular note, the services of a bookkeeping firm – Henschel Business Services have been used since May 2010, and the Centre has been using the services of a temp agency (Excel HR) to staff it's Administrative Coordinator position. Both of these changes have had positive impacts on the efficiency and quality of the processes – and significantly reduced the level of volunteerism required of the Steering Committee members.

Membership

Throughout the pilot year, members of this new model were individuals who have had a previous affiliation with the Centre. During the year, the Centre welcomed two new Full Associate members – Rebecca Nemiroff, Ph. D and Matthew Kerr, Ph. D. We are lucky to have them as part of the Steering Committee, making such a meaningful contribution to the Centre. The Centre is very thankful to all members for providing consistent services and high quality of care to the clients referred to the Centre. Thank you to all members for your commitment and energy and for the hours of volunteer work. The Centre membership now includes 3 Full Associates, 4 Associates Emeritus, 4 Associate Members and 1 Professional Member - a total of 12, all of whom were invited to attend the AGM.

Programming

At the beginning in the 2009-2010 operating year, a film and discussion series featuring the TV series "In Treatment" was facilitated by Mary Hogan-Finlay. This event has been very well received and Mary has provided a rich program for participants. Twenty participants were registered and this made for an intimate setting in which open discussion around clinical issues could take place. Additionally, Jan de Crespigny also coordinated a very successful workshop in November (our current operating year), featuring Dr. Martha Stark from Harvard University titled, "Relentless Hope: the Refusal to Grieve". Seventy-one people attended and were extremely positive in their feedback. Profit on the "In Treatment" series was \$2,430.50, and on the Martha Stark Workshop, \$12,114.23.

Intakes and Referrals

Intakes in the 2009-2010 year were 155, and for 2008-2009 were 165. A slight decrease, year over year, in the months of January and February in particular, is quite probably due to the organizational changes occurring at that time (i.e. office relocation, development of new operating model, increased administrative demands)

2009-2010 Audit

We received the final 2008-2009 Audit in December along with the adjusting journal entries for the start of the 2009-2010 fiscal year. The bookkeeper has just made these adjustments, and BDO/Newton has been informed that we are engaging with another firm as auditors. We are now ready to proceed with the 2009-2010 Audit with hopes of completion by the end of March, 2010.

At the end of Susan's report, Gail suggested that it might be a good idea to conduct a survey of a sample of the Centre's clients to get their feedback on how services are being provided under the new model. This idea should be discussed by the Steering Committee at the next Business Meeting.

4. Report on the 2008/2009 Audit: Gonnie de Witte reported that the delay in the preparation of the Financial Statements for 2008-2009 could be contributed to the following circumstances:

- a. Transition to a new accounting software in the middle of the fiscal year, resulting in incorrect and incomplete transfers of financial information from the old to the new system, and a Trial Balance that did not match the closing entries of the previous year.
- b. Additional work that was required to sort out the input and the balances.
- c. Staff changes at Newton & Company.

Current Status: A final draft of the Financial Statements was received. The Statements were reviewed for accuracy and have now been finalized.

Charity Return: Because the Charity Return and Financial Statements were not completed at the due date (i.e. six months after the end of the fiscal year or March 31st, 2010), CTSACT received an extension until the middle of July, 2010. In order for CTSACT to keep its charity status, a draft Charity Return and draft Financial Statements had to be prepared which needed to be filed by the deadline. Newton & Co. prepared the required documents which were filed on July 15th 2010. The final Charity Return has now been completed and the signed document will be filed together with the Financial Statements. These will replace the draft statements that were filed in July.

Financial Statements 2009-2010: All financial transactions have been recorded and a trial balance has been prepared. Our new auditors are Watson Folkins Corey LL.P. (Chartered Accountants). Financial Statements will be prepared and should be ready for discussion in early March. Upon review and approval of the Board, the Financial Statements and Charity Return for the fiscal year 2009-2010 will be finalized for filing by the due date at the end of March 2011.

5. Current YTD: Susan Kim presented the statement of Profit and Loss prepared by the book keeper (Henschel). There was a request from members that the items be broken down and explained in more detail.

6. Resignation letter from Kim Lancaster/Status of Board Membership: Gail said that she had received a letter from Kim Lancaster stating that she has decided that she needs to step back from the Board for now. She has been dealing with significant personal health issues which have been costly to her and her family. She said that it had been a pleasure to work with all of us and “to support, in whatever small way, the terrific and important work of the Centre”. She wished us “courage, strength and grace moving forward”. Gail passed around a card for us to sign which she will send to Kim.

Mathew invited Lisa Mayhew to attend the AGM. She is a Chartered Accountant and a friend of his, and is interested in being considered for the Board. Gail and Jan will arrange to meet with her to explain what board membership entails and to find out more about her interests and background.

7. Membership: Rebecca reported on the current status of the membership and said that notices would be going out tomorrow to remind people that their membership fees for 2011 are now due.

8. Other Business: Cheryl asked that the Board discuss what is happening with regard to subsidies, at the next Board Meeting.

9. The next Board Meeting will be held at **7.30 pm on Monday, March 28th at 436 MacLaren Street** by which time, we hope, Gonnie will have had time to review the draft Financial Statements for 2009/2010.

10. Meeting Adjourned.

