

DIXON HALL (“the Agency”)
2017 ANNUAL GENERAL MEETING OF MEMBERS

September 28, 2017

1. OPENING MEETING

Chair:

Chair Darren Cooney welcomed members to the 2017 Annual General Meeting of Dixon Hall.

Special guest Derryck Williams, Partner, Grant Thornton and auditor for Dixon Hall was introduced and welcomed.

The meeting was called to order. The Chair introduced the Board members present: Rod Bolger (Vice Chair), Cameron Scrivens (Chair, Governance Committee and Secretary), Martha Tory (Treasurer), Scott Bell, Thompson Egbo-Egbo, Barbara Feldberg, Esther Tock, Tim Moseley and Barbara Volk. He acknowledged Board Members Kevin Hibbert, who could not attend and Jordana Greenberg, who was en route. He also introduced Neil Hetherington (Chief Executive Officer) and Vivien Dzau, past Board Chair.

2. DECLARATION OF MAILING

Secretary:

Cameron Scrivens, Secretary of Dixon Hall read the Declaration of Mailing of the notice of the Meeting, confirming that the notice was properly sent to members.

“I, Cameron Scrivens, Secretary for Dixon Hall, certify that, a notice of the Annual Meeting for today, September 28, 2017, was mailed to all members of Dixon Hall.”

3. CONSTITUTION OF MEETING

Chair:

The Chair confirmed the meeting had quorum and could proceed, and that those who had purchased their memberships before August 29, 2017 could vote.

4. MINUTES FROM PREVIOUS MEETING

Chair:

The Chair noted that the previous AGM took place in September 2016, and the minutes of that meeting were distributed as members arrived at this meeting. Members were invited to raise any questions regarding the minutes.

Carolyn Gray asked that the spelling of her name in the minutes be fixed.

RESOLVED that the minutes of the 2016 Annual General Meeting be accepted and approved with the clerical amendment requested by Carolyn Gray.

MOVED: Irene Ianniello
SECONDED: Carolyn Gray
ALL IN FAVOUR: CARRIED

5. CHAIR'S REPORT

Chair:

The Chair began by noting that he is retiring from the Board with a mixture of mourning and sadness and pride at the Agency's accomplishments during his tenure.

The Chair highlighted the Annual Report, noting the wealth of information on the Agency's programs that can be found inside. He went on to note the many accomplishments of the Agency during the year, including an increase in the agency's physical presence and achieving United Way Anchor Agency status.

The Chair thanked Agency staff, CEO Neil Hetherington and the Board of directors for their work on behalf of the Agency and thanked the Agency's members for believing in the Agency.

6. FINANCIAL STATEMENTS

Chair:

The Chair invited Treasurer, Martha Tory, to address the financial statements.

Treasurer:

The Audited Financial Statement was posted on the Dixon Hall website, available at 58 Sumach on request and was distributed alongside the Treasurer's report to members entering the meeting.

Although the board budgeted for a break even position, there was again a small operating surplus of approximately \$52,000 – less than 1% of the agency's total operating expenses of almost \$14 million. The Treasurer acknowledged the hard work of the staff and leadership team working with funders and donors to raise money and deliver high quality services to clients in a cost effective and efficient manner. At year-end, the agency had an adequate cash position for the current year, reflecting the results of operations and fundraising.

The Treasurer explained financing plans for the new Youth Centre, which will be funded by donations. However, there will be a delay between when pledge commitments are received and when cash is received. DHNS will finance construction costs during the period before the donations are received using cash on hand and a 4-year bridge loan, which we expect to max out at approximately \$2 million.

The Treasurer thanked her fellow directors, the Finance and Audit Committee, management team and staff, and Finance Director Gretchen Daniels and her team for their dedication and hard work. She invited the membership to ask questions or request clarifications. No questions were raised.

7. APPOINTMENT OF AUDITORS

Treasurer:

The Treasurer noted that as it is not necessary for the members to approve the financial statements, the next item of business is the appointment of auditors.

The Treasurer asked for a member to move and for another member to second the following resolution:

RESOLVED that Grant Thornton LLP be appointed as auditors for the next year for a fee to be approved by the Board of Directors.

MOVED: Carolyn Gray
SECONDED: Bill McWilliam
ALL IN FAVOUR: CARRIED

8. ELECTION OF DIRECTORS

Secretary:

Secretary Cameron Scrivens introduced the candidates for re-election and election to the board:

- Thompson Egbo-Egbo (re-election)
 - Susanne Gossage and Trevlyn Kennedy (election)
- Discussion was invited, and none arose.

RESOLVED that Thompson Egbo-Egbo be re-elected to the Board of Directors for a second three-year term, and that Susanne Gossage and Trevlyn Kennedy be elected for a three-year term.

MOVED: Carolyn Gray
SECONDED: Irene Ianniello
ALL IN FAVOUR: CARRIED

9. ACKNOWLEDGEMENT OF RETIRING DIRECTORS and VOLUNTEER RECOGNITION

Chair:

The Chair recognized the retirement of Lisa Smart from the Board in April 2017 and thanked Ms. Smart for her service.

Vice-Chair:

The Vice-Chair noted that Directors Darren Cooney and Martha Tory will be retiring. Mr. Bolger thanked Ms. Tory for her unique perspective, broad range of knowledge and dedicated preparedness. Mr. Bolger thanked Mr. Cooney for his professionalism and diplomacy through long service to the Agency and to Mid Toronto Community Services.

10. CHIEF EXECUTIVE OFFICER'S REPORT

CEO:

Chief Executive Officer Neil Hetherington highlighted the valuable work done by all parts of the Agency during the year, as reflected in the Agency's new Mission, Vision and Values.

The CEO particularly highlighted certain statistics on DHNS' programs, including Employment Services, which, on average, finds permanent full time work for one person each day; the Music School, in which every program participant who graduated high school this year has moved on to higher education; Seniors' Services, which has expanded the Meals on Wheels program dramatically and started a much-needed Care for Caregivers program; Children and Youth, which provides intervention and support for the future of Regent Park; Community Advocacy, which is a new role focused on impact measurement for the organization.

Mr. Hetherington thanked the Board for all of the support they provided to the Agency during the year.

Mr. Hetherington noted that the Seniors Department has made a card for the family of Councillor Pam McConnell, who had been a singular advocate for the Youth Centre and Dixon Hall prior to her passing.

11. REVISION OF BY-LAWS

Chair:

The Chair thanked the CEO for his report and asked Governance Committee Chair Cameron Scrivens to address the proposed revisions to the Dixon Hall By-Laws.

Governance Chair:

Governance Committee Chair Cameron Scrivens noted the proposed revisions to the by-laws were posted on the DHNS website, available on request at 58 Sumach and distributed as members came into the meeting.

Mr. Scrivens briefly explained each of the proposed amendments and noted that both were intended to provide flexibility around who can be a Board member. Mr. Scrivens invited questions or comments. None were raised.

RESOLVED that the By-Laws be amended as distributed.

MOVED: Carolyn Gray

SECONDED: Irene Ianniello

ALL IN FAVOUR: CARRIED

12. OTHER BUSINESS

CEO:

Order of Dixon

At the Agency's 80th anniversary, in 2009, the Order of Dixon was created to recognize those special friends who have made an outstanding contribution to the organization, either through a gift of time, a gift of money or a gift of their special expertise. Each year since 2009, the Agency selects two individuals to honour and recognize. This year there are two recipients; Corrine Chan and Darren Cooney.

Heather Johnson, Volunteer Coordinator

Ms. Johnson honoured Corrine Chan with the first Order of Dixon award. She remarked that Ms. Chan had volunteered with the Meals on Wheels program for over 10 years, including both personal participation and organizing her coworkers at RBC as a team lead, as well as spearheading corporate volunteer grants for the Agency.

The Chair then introduced the second recipient, Darren Cooney, Board Chair. Mr. Cooney has volunteered with the Agency in a number of capacities, including Meals on Wheels volunteer, Committee Member, and Board Chair.

13. TERMINATION OF MEETING

Chair:

The business of this meeting was concluded.

The Chair requested a motion to close the official business of the meeting. The Chair added that once the official business meeting has been closed, members are welcome to ask questions on any subject.

Irene Ianniello thanked the AGM's planning team for choosing to hold the event at 402 Shuter and noted that one of the buses used to transport seniors was unavailable. Christine Chow, Director of Seniors and Settlement Services, noted that the bus, is indeed in the shop for repairs.

MOVED: Carolyn Gray
SECONDED: Roseline Houchey
ALL IN FAVOUR: CARRIED

STATEMENT OF VERIFICATION FOR
MAILING OF NOTICE OF ANNUAL GENERAL MEETING

I, Cameron Scrivens, Secretary for Dixon Hall, certify that, a notice of the Annual Meeting for today, September 28, 2017, was mailed to all members of Dixon Hall.

Signature: _____ Date: _____

APPROVED