



Big Brothers Big Sisters
of Lacombe and District

2016 Annual Report

Released May 11, 2017





Big Brothers Big Sisters
of Lacombe and District

Annual General Meeting

AGENDA

Thursday May 11, 2017 6pm – 7:00pm
Lacombe Memorial Centre

1. Welcome, introductions & supper served
 - a. Slide Show
2. Call meeting to order
3. Adopt agenda
4. Adopt 2016 minutes
5. President's Report
6. Treasurers Report
 - a. Motion to Transfer Note
 - b. Approval of 2016 Year End Financials
7. Executive Director's Report
8. Board of Director's Roster Approval
9. Closing Remarks ~ Heather Astle
10. Adjournment

Empowering Youth Everyday!

5102 – 50 Avenue Lacombe, AB T4L 1K6
www.bigbrothersbigsisters.ca/lacombe
Charitable # RR0001 886595396
Incorporated since 1989

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ANNUAL GENERAL MEETING

AGM Minutes

MAY 12, 2016 – LMC

PRESENT

BBBS REPRESENTATIVES:

Darcy Stingel
Jenn Rolston
Crystal Zens
Karissa van der Heiden
Chelsey Hudkins
Cary Shelstad
Janet Hall
Leanne Simpson
Heather Astle
Donna Vandenberg
Cheryl Christie
Emma Vockerath
Brooke McBurney
Tanya Kenyon
Steve Christie **City of Lacombe**
Maigul Wickham
Janet Dewald
Monica Bartman **Chamber of Commerce**
Jessica vander Woerd

The AGM began with a special guest speaker in-school mentor Brooke McBurney sharing her involvement with Big Brothers Big Sisters. Crystal welcomed all who were present.

Heather called the meeting to order @ 5:55. Thank you for the wonderful Boston Pizza dinner. Heather motioned to accept the 2016 AGM agenda. Cheryl accepted, Darcy second, passed. With no questions regarding the 2015 minutes, Heather motioned to accept the 2014 minutes as read, Cary accepted, Jess second, passed.

ANNUAL REPORTS

- President's annual report was delivered by Heather Astle.
- Treasurer's annual report was delivered by Heather Astle.
 - Heather motioned to Transfer Note. Cary accepted, Leanne second, all in agreement. Passed.
- Executive Director's report was delivered by Crystal Zens. During this time, Crystal gave a special thank-you to Donna for her years of service to the board.

2015 YEAR END FINANCIALS

The 2015 Draft Year End Review Engagement Financials were presented in the AGM package and Heather Astle reviewed for information. *Note page 3, 5, 7, and 9 were not included. Reviewed on power point. Heather Astle made the motion to the membership to approve the 2015 Financials as presented. Donna accepted the motion, Darcy second, passed.

2015 BOARD ROSTER

The Board Roster was read by Heather from the AGM package. Darcy nominated Jess to fill Donna's position as secretary. Jess accepted this nomination. Heather made a motion to accept the amendment to the 2015 Board Roster. All members were in favor, passed. Heather made the motion to accept the 2015 Board Roster to the membership. Jess accepted the motion, Cary second, passed.

The closing testimony from 8 year volunteer Emma Vockeroth.

Closing comments from Heather and thank-you to all board members. With no further questions, Heather adjourned the meeting at 6:50.



The Board of Directors for Big Brothers Big Sisters Lacombe and District is pleased to announce an exciting and successful 2016 year.

The year began with uncertainty, as we searched for a new home. This was a new adventure for our organization, which created new challenges, opportunities and resulted in the successful acquisition of our new location, the Bamford House. Shortly after moving into the Bamford House, our organization went through National Accreditation. This was a time consuming, yet positive experience.

Throughout the new challenges in the year, the board's primary focus was and will continue to be our core programming and encouraging the youth in our community. This aligns with the vision of Big Brothers Big Sisters of Lacombe and District:

“Big Brothers Big Sisters of Lacombe and district is a strong, independent, innovative, diverse, volunteer based organization that provides programs and services and role models to any child in need.”

As a Governance Board, we ensure the organization has specific goals, adequate finances and the staff required to meet those goals.

Goals: The primary goals in the 2016 year were to complete Accreditation and obtain a new location while maintaining core programming and securing funding to do so. This is in contrast to previous years where expansion was a focus. After years of expansion, the organization is now at a place of maintaining that level of mentoring relationships to provide a continuous impact for the community.

- National Accreditation. This is an audit administered by National Big Brothers Big Sisters of our case files for each individual involved in our organization, as well as our accounting and policies. This is essential for the safety of all our members. We received affirmation of many things done well, as well as suggestions to enhance and strengthen our organization.
- Bamford House. This is truly a home for our organization. It represents a safe place for staff, stakeholders, volunteers and the youth in our community. It represents security; that our organization will continue to have a permanent home. It is also a visible reminder to the community of our presence and positive collaborations that have contributed to the organization's success. It also represents the stakeholders' contributions to Big Brothers Big Sisters, Lacombe and District, whether it be through the donation of their time or funds.

Adequate Finances: Similar to 2015, the economic environment for the not-for-profit sector has been a challenge. Additional funding obligations for the Bamford House



required the board to be even more critical of operational spending. The Board of Directors monitored and maintained adequate finances throughout the year by reviewing financial reports at each monthly board meeting and providing direction in accordance with our goals and mission. This includes addressing fund development planning and policies. See our Treasurer's report for further details.

Staff: The Staff of Big Brothers Big Sisters of Lacombe and District work tirelessly and passionately for the benefit of our communities. They have truly outdone themselves this year. We are very thankful to have an amazing team.

- Crystal Zens, our Executive Director, oversees the organization's daily operations and maintains key relationships with the community. Whether it's meetings, applying for grants, supporting the staff, or reporting to the board, Crystal's passion for the organization is constant and inspiring.
- Karissa, Chelsey and Miranda are our case workers. Thank you for your professionalism, positivity and continued investment into the youth of the communities we serve.

In summary, we had an exciting and successful year. We met our goals of obtaining a new location, embracing National Accreditation, and ensuring that every child that needs a mentor gets a mentor.

Looking Ahead

We have the continued responsibility to focus on fund development to become mortgage free as soon as possible. We look forward to maintaining and enhancing relationships with businesses, individuals, families and other community organizations

The organization is continually looking for individuals to join the Board of Directors. The Board is made up of dedicated individuals who come together with one common goal - to serve the youth in our community. We encourage individuals who have an interest in our mission to apply.

Another thank you for your continued support. We are proud of our community, and we are proud of Big Brothers Big Sisters of Lacombe and District. Together, we are changing the lives of children and strengthening our community. Our organization continues to succeed through the immense amount of support from the Community. We are volunteer driven, and we appreciate every volunteer hour, supportive word, and donation that contributes to our success. Be it a traditional mentor, in-school mentor, board member, or community advocate, we cannot operate Big Brothers Big Sisters without your continued support.



Big Brothers Big Sisters.ca

**President's
Report**

Respectfully Submitted

Heather Astle,
Board President, Big Brothers Big Sisters of Lacombe and District

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Treasurer's Report (AGM) – December 31, 2016

Summary

Recap of 2015 Goal from AGM as this drives the 2016 report:

Every child who needs a mentor, has a mentor

- This is the goal that supersedes all, we need to raise funds for a building but must maintain our operating budget to serve our mission. This is the reason we need a building.

Program Statistics tied to Financials – Please see attached

- In 2016 BBBS has 84 clients (kids/teens) of which 46 were in multiple programs
- BBBS had 111 mentors

On average it is costing BBBS:

- Direct expenditures - Clients **\$168.12** per kid/teen/month
- Direct expenditures – Volunteers **\$127.23** per volunteer/month
- Administration costs are \$198.40 per kid/teen/volunteers per year

We are very conscious of our costs, we provide great service directly to our community and are focused on the long term.

The financial statements were reviewed by BDO and no qualifications were noted.

Financially, we were coming off a very tough 2015 year. 2015 was the hardest year that we have had in my 5 years with Big Brother Big Sisters of Lacombe and District (BBBS) and really reflect what we have gone through in Central Alberta as no one has been immune to the economic downturn.

We came into 2016 expecting this year to be equally difficult for BBBS. Cash was tighter than it ever had been before as the reserve we worked so hard to maintain was eroded taking away our safety net that we relied upon to make sure we can operate for the long term. In addition, we knew we needed a new home and were also scheduled for accreditation in the current year.

The new home would involve fundraising and bring with it new operating costs that we previously did not incur in the past. We knew that fundraising for the building, while exciting might take donations away to our programs which is of course the very reason we operate (Every child who needs a mentor, has a mentor). For me, as treasurer, this was my biggest fear, that we would fundraise for a much-needed building at the peril of our programs. I am very happy to stand here today and tell you that my fears did not



come true. BBBS was able to meet and exceed our operating budget while meeting our capital budget.

In August 2016, thanks to the generosity of the people of Lacombe and with the help of the Bamford Foundation (Title sponsor for the house), the Lacombe Kinsmen Club, the Lacombe Rotary Club, Servus Credit Union who provided our mortgage and all of the amazing businesses (see the sponsors attached, please take a look at these great businesses and please support those who support us) who donated their hard earned money and/or time we were able to purchase our new home, what is now known as the Bamford House. Thank you to all who helped us with this. A truly big step for BBBS. We would also like to specially thank Arthur Kent who sold us the house, we are privileged to carry on and maintain the legacy of the Kent House as one of the great historic buildings of Lacombe.

We bought the house at a cost of \$300,000 which we paid for by way of:

1. Cash down-payment of: \$125,000
2. Tax donation receipt of: \$ 25,000 issued to the vendor
3. Mortgage on the house of: \$150,000 (Balance of \$147,475 as of Dec 31, 2016)

As mentioned, what is most important, is that we were able to achieve this goal, while maintaining our programs which I will now explain in our financial results.

Financial Results:

Given the decline in the economy, we changed the way we budget. We broke our historic annual budget into monthly budgets so we could estimate where our cash balance should be at each month and investigate any variances which really helped us to stay in control of our finances and see shortfalls before they happened.

Cash Account:

From our budget, we expected to have \$12,579 of cash in our bank as of December 31, 2016, we ended up with cash resources of \$33,892 (page 3 of the BDO financial statements) which is \$21,313 better than we expected. This is because operationally we ended up having a loss of \$36,534 (cash loss not counting amortization) when we expected a loss of \$46,421 (\$9,887 better than budgeted) and in addition we raised \$13,581 more in capital donations for the building than expected.

Statement of Revenue and Expenditures – (revenue and expenses for programming) (page 6)

Total revenue (note added back direct expenses included in revenue to calculate) for the year ended December 31, 2016 was \$179,502 (\$212,836 in 2015). This is \$12,202



more program revenue than we budgeted for. We diversified our fundraising the current year, adding our monthly lottery and the landlord of the month to help offset expenses.

Direct program expenditures were \$169,466 (\$188,594 in 2015) which represents 81.41% of our costs (ie. for every dollar BBBS spends – 81.41 cents goes directly to program delivery). This is down from 84% in 2015 and is a direct result of the increased operating costs associated with the new building as well as costs needed for accreditation. Our goal is to never go below \$0.80 of every dollar.

Planning and admin expenditures increased to \$38,689 (\$35,528 in 2015) due to higher operating costs.

We budgeted to have total expenses of \$213,721 but ended up with expenses \$216,036 (\$169,466 + \$38,689 + \$7,881) so we spent \$2,315 more than expected (more than offset by our increase in revenue).

Deficiency of revenues over expenditures before transfers for the year ended December 31, 2016 was \$36,534 and we budgeted to have a loss of \$46,421 so we finished \$9,887 better than budget which we are very proud of.

Conclusion:

- We made it through a difficult year and did better than we thought.
- Our programs focused on our core vision – Every child that needs a mentor, has a mentor.
- Our programs were not effected by our new home.
- It is our goal to make sure our focus is on our programs and our new home is used as an asset to help run these programs.
 - to do this our goal is to pay off our mortgage via casino funds, donations and grants
 - rebuild our operating reserve to have a plan to cover costs that our associated with the building so that unforeseen repairs do not take away from our programs
- Continue growing our programs in our District with a strategic focus on Lacombe and Blackfalds with the goal of having programs sufficiently funded by each location (ie. Lacombe funds support Lacombe programs, Blackfalds funds support Blackfalds programs).

Treasurer



Welcome to all of our guests, volunteers, stake holders and staff to our 2017 AGM. As I reflect back on the year 2016, it will go down in my books as one of the toughest 21 years of operating a charity. With adversity come extraordinary opportunities for learning and success. I am personally so proud of our staff, charity members and supporters for coming together in a difficult time and taking on more work than ever before. I soon realized part way into 2016, that we could not do this alone. Together with the Board of Directors and staff, local businesses and citizens came together to do amazing things in a short amount of time. Board members and staff worked tirelessly on the capital campaign, new fundraising projects, moving and National Accreditation. I am super proud of everyone involved who came with their full hearts and worked every day last year. As a team and community we kept the BBBS kids as the main focus.

And we survived 2016! Thank you for contributing as a donor, volunteer, mentor, board member, advocate or staff. I would like to publicly acknowledge our major capital campaign donors as well that helped us accomplish the goal of purchasing a new home.

Thank you to the following:

Title Sponsor – \$100,000 Gord Bamford

Big Champions \$30,000 – Lacombe Rotary and Lacombe Kinsmen

Big Builder – \$10,000 DB Bobcat & Shantro Developments

Big Impact – \$5,000+ Lacombe Dental & Neighborhood Place

Big Dreamer - \$3,800 – Gish Law Office

Big Match Maker - \$1000+ - Dancers Edge Studio, East Side Eatery, ATB, CASCH, Rick Camps

New fundraising initiatives that are currently sustaining the new home is the Landlord of the Month (11 out of 12 months for 2017 sponsored), Gold Rush Raffle and keeping up with the regular fundraising initiatives. A special thank you to Joey and Marti Ingram for creating Landlord of the Month and a shout out to Darren and the Lacombe Ford Team for sponsoring 6 months of mortgage.

United Way of Central Alberta, FCSS of Blackfalds and Lacombe, County of Lacombe, Vermilion Energy, Tim Hortons and Fraser RV are just a few supporters that have contributed greatly to sustain our core programs.

Our service area covers Lacombe, Blackfalds, Alix, Clive, Bentley, Eckville and everywhere in between. We have served Lacombe & County for 28 years and had 364 volunteers help this agency throughout the year. These volunteers mentored, were board members, fundraised, participated in summer programs, facilitated marketing, helped move the agency, worked on the Bamford House, sold raffle tickets, ran booths, and contributing in a positive way to make the communities we serve a better place.



We aren't over the hurdles yet and still have 50% left on our new mortgage, but we have a home where we can grow and do better and bigger things.

Out of all my job duties and experiences, still to this day I get the most enjoyment and refreshing outlook from hearing our littles & bigs stories and experiences from their matches. It makes all of the tough experiences worth every moment. I am going into my 9th year with Big Brothers Big Sisters and this has allowed me to watch some of our littles grow into strong, amazing, healthy citizens that give back to not only our charity, but their communities. It has been a difficult but rewarding year and I personally wouldn't have changed anything.

"Every great achiever is inspired by a great mentor."

A handwritten signature in blue ink, appearing to read 'CZens'.

Crystal Zens
Executive Director
Big Brothers Big Sisters of Lacombe & District



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2017 BOARD OF DIRECTORS ROSTER

January 9, 2013

Astle, Heather
President

(587) 876-7833

Site 5 RR 4

Box 20

Lacombe, AB T4L 2N4

Email: heather.astle@mnp.ca

December 10/07

Hall, Janet
Director

(403) 786-2348 (res)

(403) 350-4494

1 Pickwick Lane

Lacombe, AB T4L 1T6

E-mail Address: bjahall@telusplanet.net

September 20, 2011

Stingel, Darcy
Director

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5413 46th St.

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E-mail Address: dstingel@goldenwestradio.com

June 12, 2012

Shelstad, Cary
Vice President

(403) 350-6803 (cell)

113 Chinook Street

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Nov 15, 2011

Ingram, Joey
Treasurer

(403) 318-8970

(403)786-2406

21 Burns Road

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October 11, 2012

Vander Woerd, Jessica
Secretary

(403) 505-5073

RR4 - 40301 Rg Rd 262

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Email: Jessica_23_88@hotmail.com

Sept 15, 2016

Dewald, Janet
Director

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Dewald01@telusplanet.net

Last Updated on May 1, 2017

Sept 15, 2016

Bartman, Monica

Director

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5235 50 Street

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Building Committee

Darcy Stingel, Joey Ingram, Jessica VanderWoerd, Heather Astle

Fundraising Committee

Janet Hall, Janet Dewald

Accreditation Committee

Heather Astle, Leanne Simpson, Crystal Zens (ED)

