

London Community Chaplaincy

AGM 2020

June 16th, 2020



*London Community
Chaplaincy*

Building Community, Serving Community
in the Heart of the Community

Agenda for Annual General Meeting

June 16, 2020

ZOOM Format

1. Welcome- Linda Latella, Board Chair
2. Opening Reflection and Prayer – Pam Cullen, Chaplain
3. Motion to approve AGM 2020 Agenda/Declaration of conflict of interest
4. Motion to approve 2019 Minutes
5. Chaplain Report- Pam Cullen
6. Financial Report/Acceptance of Review Engagement/Appointment of 2020
Review Engagement- Anne Jeffrey
7. Appointment of 2020 Directors (list distributed)
8. Board Chair Report- Linda Latella
9. Motion to adjourn

Minutes of the Annual General Meeting of the London Community Chaplaincy Board

March 28th, 2019

Present: Chima Adejuwon, Pat Boost, Anne Jeffery, Linda Latella, Brent Nolan, Betty Poole (chair), Misty Murphy, Lynda Sheils

Regrets: Sheila Wilkes

Resource: Pam Cullen-Baron

Welcome: Betty welcomed everyone to the AGM.

Opening Reflection: Pam read from the Book of James referring to faith by deeds. She also read the piece on love that she had placed on the Chaplaincy Facebook page after the terrorist attacks at the mosques in New Zealand. She followed the readings with a prayer.

Motion: Misty moved to approve the proposed agenda. Lynda seconded the motion. Carried

No conflicts were declared.

Motion: Chima moved to approve the minutes of the 2018 AGM. Brent seconded the motion. Carried

Chaplain/ED report: Pam highlighted the three priorities that she sees for adult programming: parenting and personal support outcomes, adult community building and social inclusion outcomes, and food security and basic needs accessing outcomes. She expressed gratitude for all the support that LCC receives from agencies and individuals in the community.

Treasurer's Report: The cost of the review engagement carried out by Lamont Dennerley costs about \$1,000. The review showed that we continue to be in a good financial situation. Responding to a question, Anne explained the difference between fundraising events and other events organized by LCC that also generate funds. Basically, fundraising events do not provide tax receipts. For example the Walkathon is not a fundraiser but the sale of raffle tickets is.

Motion: Anne moved that the Exam Review Engagement be approved. Misty seconded the motion. Carried

A discussion followed re the benefits of having audited statements as opposed to the Exam Review Engagement. Audited statements would cost approximately \$4,500 but they would allow us to apply for larger grants from such organizations as the Trillium Foundation and the City. Trillium requires audited statements when the requesting organization has income over \$250,000.

The decision to request audited statements was postponed.

Motion: Anne moved that we appoint Lamont Dennerley to perform the Exam Review Engagement/Audit for 2019. Lynda seconded the motion. Carried

Motion: Misty moved that the Board of Directors be appointed as per the distributed list. Lynda seconded the motion. Carried

Pam will distribute a list of staff contact information.

Chair's Report: Betty spoke of Board members and volunteers as being "doers of the word", modelling the love that Jesus taught us. She thanked Pam for her leadership, hard work and dedication. She thanked the Board members, treasurer and secretary for their work.

Motion: Brent moved that the Annual General Meeting be adjourned at 7:25pm. Anne seconded the motion. Carried

London Community Chaplaincy 2019 Executive Director AGM Report

As I meet with partners and faith communities interested in our ministry, I am consistently challenged to summarize the work of the Chaplaincy. At the Chaplaincy we serve many diverse families with unique needs and our work is comprised of many programs, opportunities, and challenges. Words I use to describe what we do often include: local, grassroots, personal, tangible, responsive, faith fueled, hopeful and present. Our ministry strength lies in our relational connectedness and in really knowing the families and individuals we serve. Working together with residents, we build community and serve community in the heart of the community.

Regular programming has continued within our key areas of focus:

- Parenting and Personal Support
- Adult Community Building and Social Inclusion
- Food Security and Basic Needs Access
- Children and Youth Afterschool and Summer Programming

Key indicators of success from 2019 include:

- 20 plus hours per site of available onsite adult pastoral care support
- 2-3 weekly regular adult community groups per site (sewing/quilting, breakfast, book clubs, cooking)
- Monthly evening family/adult social inclusion based connecting opportunities (soup nights, games nights, craft nights)
- Bi-weekly distribution of free fresh food and produce at each site
- Ongoing and daily access to a fully stocked food cupboard and basic personal hygiene supplies
- Diverse seasonal celebrations (March Break family pancake party, Easter Egg hunts, Iftar evening meal, June strawberry social, summer BBQ's, Fall Pumpkin Palooza, and Family Christmas Party)
- 250 Christmas Hampers were delivered
- Daily and varied afterschool programs were held: Art, Violin, Girl Talk, Boys Connect, Winter Skating Clubs, True North Outdoor Play, Sports on the Court, Preschool, Jr Youth, Sr Youth and Friday Drop in
- Consistent PA Day and March break Programming (very popular!)
- 8 weeks of meaningful summer programming for children ages 3-16 with a focus on literacy and leadership
- 120 kids sponsored at 15 different camp partnerships including local VBS and faith-based camps
- 50 volunteers, 10 placement students, 6 partner agencies served alongside us

The following are the new initiatives from 2019:

New to our ministry has been engaging the reality that clients move from the Southdale or Limberlost complexes for many reasons: family breakdown, neighbourhood tensions, new jobs, career growth and home ownership, new schools for their children or eviction. We continue to develop a small "mobile" chaplaincy component, which allows us to follow families through these transitions, to ensure they have the supports in place to succeed in their new housing situations. In addition, we accept community referrals from partner agencies and support a small number of families in crisis or critical need that have very limited support systems.

New to our ministry has been energy focused on the LMCH Simcoe Street adult only building. Predominantly in this building are single adults who live on the Ontario Disability Support Program. At the request of LMCH, we have brought food security supports to this building when our regular sites have seen a surplus of resources or when programming conflicts have allowed us to maximize use of resources by changing sites. Predominantly this support was over the summer months, sharing food from our partnership with the London Food Coalition. Finally, one church partner blessed this community with a collection of breakfast items. We were able to create and distribute 50 Christmas morning breakfast kits to some of these residents. This community sees very little support and they have been very grateful for all these blessings.

New to our ministry has been an intentional focus on creating a youth pathway and youth ministry. We are committed to breaking the cycle of poverty for these families and intentional youth mentoring is at the core of this vision. Due to a new multi year core funder, "Making a Difference Fund" via London Community Foundation, we have been able to keep one key youth leader in place and are intentionally developing this pathway. Weekly Jr High and Sr High groups were held at each site, resume and summer job searching seminars were held, college application support and leadership development was prioritised.

New to our ministry has been a growing partnership with the London Public Library. The Library ran book clubs, preschool programs and weekly summer literacy drop ins at each site. Their staff brought a level of expertise and engagement that greatly benefited our communities. Adults and children alike enjoyed these opportunities.

As an agency we continue to work on fund development, long term financial stability and board renewal. We are very grateful for the deep commitment of our diverse faith-based partners, service clubs, foundations, and individuals that make this work possible. A full list of our financial partners is listed with gratitude on our web site. Our committed volunteers and our partnership with Fanshawe College student placements truly make the volume of programs we offer possible. Our small but committed staff team is a blessing and privilege to work with. Our board works tirelessly and selfless so often behind the scenes. Together, we are positively impacting at risk families and individuals in London one day and one person at a time. Finally, we are grateful for all the families that we are blessed to know and love.

Rev. Pam Cullen, Executive Director/Chaplain

The London Community Chaplaincy
Financial Statements
For the year ended December 31, 2019
(Unaudited)

The London Community Chaplaincy
Financial Statements
For the year ended December 31, 2019
(Unaudited)

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Review Engagement Report

**To the Directors of
The London Community Chaplaincy**

We have reviewed the statement of financial position of The London Community Chaplaincy as at December 31, 2019 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the organization.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

Chartered Professional Accountants
Licensed Public Accountants

London, Ontario
March 18, 2020

**The London Community Chaplaincy
Statement of Financial Position
(Unaudited)**

December 31 **2019** **2018**

Assets

Current assets

Cash	\$	78,463	\$	122,324
Short-term investments		444		347
Government remittances recoverable		975		-
Prepaid expenses		2,734		2,250
		2,734		2,250
	\$	82,616	\$	124,921

Liabilities and Net Assets

Current

Accounts payable and accrued liabilities	\$	1,285	\$	2,732
Government remittances payable		-		4,165
Deferred contributions (Note 1)		19,724		49,024
		21,009		55,921

Net Assets

Unrestricted net assets		61,607		69,000
		61,607		69,000
	\$	82,616	\$	124,921

On behalf of the Board:

_____ Director
 _____ Director

**The London Community Chaplaincy
Statement of Changes in Net Assets
(Unaudited)**

For the year ended December 31	2019	2018
Unrestricted net assets, beginning of year	\$ 69,000	\$ 49,009
Excess (deficiency) of revenues over expenditures	<u>(7,393)</u>	19,991
Unrestricted net assets, end of year	<u>\$ 61,607</u>	<u>\$ 69,000</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The London Community Chaplaincy
Statement of Operations
(Unaudited)**

For the year ended December 31	2019	2018
Revenues		
Donations and grants	\$ 251,219	\$ 260,914
Fundraising and other income	2,622	2,374
Interest income	728	624
	254,569	263,912
Expenditures		
Bank charges and fees	721	663
Cleaning, refurbishing and landscaping	5,306	1,657
Equipment purchases	4,136	1,612
Fundraising	681	4,550
Insurance	6,219	6,205
Office supplies and other expenses	7,551	5,442
Payroll and benefits	183,665	164,440
Professional fees	1,024	1,055
Programs	45,897	51,595
Telephone and internet services	4,634	4,046
Travel	2,128	2,656
	261,962	243,921
Excess (deficiency) of revenues over expenditures	\$ (7,393)	\$ 19,991

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The London Community Chaplaincy
Statement of Cash Flows
(Unaudited)**

For the year ended December 31 **2019** **2018**

Cash flows from operating activities		
Cash receipts from donors and grants	\$ 221,919	\$ 247,880
Cash receipts from fundraising and other income	2,622	2,374
Cash paid to suppliers and employees	(269,033)	(242,043)
Interest received	728	624
	(43,764)	8,835
Cash flows from investing activities	-	-
Cash flows from financing activities	-	-
Increase (decrease) in cash and cash equivalents during the year	(43,764)	8,835
Cash and cash equivalents, beginning of year	122,671	113,836
Cash and cash equivalents, end of year	\$ 78,907	\$ 122,671
 Represented by		
Cash on deposit	\$ 78,463	\$ 122,324
Short-term investments	444	347
	\$ 78,907	\$ 122,671

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

The London Community Chaplaincy Summary of Significant Accounting Policies (Unaudited)

December 31, 2019

The London Community Chaplaincy (the "organization") is the response of London area churches to the requests of Southdale and Limberlost housing complex tenants for on-site ministry. In July 2013, The London Community Chaplaincy was formed by an amalgamation of Southdale Chaplaincy Inc. and Limberlost Chaplaincy. The organization was incorporated under the Laws of Ontario as a not-for-profit organization and is a registered charity under the Income Tax Act.

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

Short-term Investments Short-term investments are recorded at the lower of cost and market value.

Tangible Capital Assets The organization expenses the cost of tangible capital assets in the year of purchase or development.

Revenue Recognition The organization follows the deferral method of accounting for contributions. Any restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can reasonably be estimated and collection is reasonably assured.

Donations and other similar receipts are recorded only as received. Accordingly, pledges for donations which may be received in future periods are not reflected in these financial statements.

Contributed Services Volunteers contribute significant time to assist the organization in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Use of Estimates The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

**The London Community Chaplaincy
Notes to Financial Statements
(Unaudited)**

December 31, 2019

1. Deferred Contributions

Deferred contributions represent unspent resources externally restricted for specific purposes and are recognized as revenue in the year they are spent and earned. Changes in deferred contributions in the year are as follows:

	<u>Opening Balance</u>		<u>Donations Received</u>		<u>Donations Recognized</u>		<u>Closing Balance</u>
<u>Children's Programs</u>							
After School Children	\$ 25,445	\$	13,000	\$	(35,579)	\$	2,866
Cantorion Choir	-		3,320		(592)		2,728
LCF Acorn School	700		-		(200)		500
May Court	2,810		5,918		(4,253)		4,475
<u>Men's Programs</u>							
City of London	281		8,000		(7,418)		863
Trillium	252		-		-		252
<u>Other</u>							
Community Support White Oak	1,550		1,850		(2,404)		996
LCC Goes Country	194		9,024		(8,733)		485
Quilt	142		80		(93)		129
Summer	558		23,014		(21,580)		1,992
Summer Camp	3,000		-		(3,000)		-
Vital People Program	-		-		-		-
<u>Parenting & Adult Advocacy</u>							
CAS	-		1,500		(1,500)		-
Sisters of St. Joseph	14,092		14,105		(25,259)		2,938
<u>Youth Programs</u>							
LCF After School	-		19,290		(17,790)		1,500
Leadership Program	-		-		-		-
	<u>\$ 49,024</u>	\$	<u>99,101</u>	\$	<u>(128,401)</u>	\$	<u>19,724</u>

**The London Community Chaplaincy
Notes to Financial Statements
(Unaudited)**

December 31, 2019

2. Financial Assets and Liabilities

Fair Value

The fair value of the organization's cash, short-term investments, interest receivable, and accounts payable and accrued liabilities approximate their carrying amounts.

Liquidity Risk

The organization's exposure to liquidity risk is a result of being dependent on the receipt of funds from its financial supporters in the form of donation and grant revenues.

AGM Report for LCC

June 16, 2020

London Community Chaplaincy is a ecumenical faith based organization working in the midst of community residents at the London-Middlesex Housing Corporation at Southdale and Limberlost. In 2019, we expanded our mission to include the adult Simcoe residence on several occasions.

Though the needs are many, the LCC has continued to develop relationships and connections with the residents of all of these sites. Our Chaplain, ED Director, Pam Cullen, leads programming, fund raising, speaking engagements, meetings with London Housing Officials, supervises staff, supervising and hiring staff, developing programming and special events as well as faith initiatives to support our communities in many ways. Pam gives 110% to both communities and our communities are very fortunate to experience her empathy, ideas, leadership initiatives and her caring.

Pam reports to a Board of Directors of nine dedicated people who believe in social justice principles. They are Anne Jeffrey, treasurer, Pat Boost, secretary, Linda Latella present Chair but past Chair was Betty Poole during 2019. Our other members are Chima Offor, Limberlost rep., Misty Murphy, Southdale rep, Brent Nolan, Health and Safety, Sheila Wilkes, Lynda Shiels, and Betty Poole, Chair Emeritus and Linda Latella, Chair. We are nine volunteers who help with activities when we can, do fundraising, driving, food pick-up and delivery and many other times when needed. We meet monthly to report on our activities, any problems, and financial situation of the LCC. We are totally funded from donors, grants and our own fund raising. Our financial picture for 2019 has been positive. Our main fund raising activities are selling tickets for a draw. We raised 8,000.00 dollars with the goal of sending many children to various summer camps. Our Fall Walk-a-thon is done in solidarity with those experiencing low incomes. We walk to the nearest grocery store which is a good 40 minutes away, buy groceries then carry them back to our sites. This is humbling for all of us and brings home the reality for many parents in our communities. We raised 5,000 dollars from our walk. The last fund raiser is an Angels of Hope campaign that is done in November. We ask donors for donations and include an angel bookmark in our letter. The rest of our funds come from grants. Pam spends hours writing grant proposals to cover funds for staff, part-time staff, supplies, office management and miscellaneous items like bus tickets for our residents.

The programming for both sites has been very extensive in 2019. Alyssa Stevenson, our Program Administrator, arranged youth support at both sites and worked intentionally at developing summer programs. The children and youth were offered art classes, violin lessons, special trips such as skating in Springbank Park, March Break daily fun activities, summer camps on-site for young ones including swimming trips to local pools and to Grand Bend for families, strawberry socials for both communities, and Halloween trips to the scary Springbank Park, exciting Christmas parties where Santa gave everyone gifts and other fun stuff and more. Our adults enjoy Wednesday breakfasts at Limberlost, and a ladies group at Southdale. The men also had a Men's Community Builder for most of the year.

Every February, we have a whole day work session to renew our vision and growth plans as well as financial pictures for the year. 2019 was healthy in that respect and we were able to cover costs for

summer staff for children and partial costs for overnight camps. For the past year, we renewed our commitments to our residents with our vision, to empower, support and walk with our residents with faith and love through happy and challenging times. Areas of concern were time management. There is so much to do with time divided by two sites. Our inability to establish committees due to numbers is a reality. The idea was to share the workloads but that has been shelved for now. A Board/Staff Volunteer Handbook was approved as well.

As Chair, I would like to thank all of the volunteer hours that the Board of Directors offers to our programs. We also have regular volunteers, such as Eleanor Taves, who gives generously of her time and talents. Thank-you to all who make a difference in the lives of many. We have been blessed with our current chaplain, Pam Cullen as well. She embodies the meaning of caring and social justice for many. As well, Alyssa Stevenson is another person who gives totally to our residents and is very creative in planning. She and Pam have formed many close relationships and built trust in both communities. Our part time staff bring enthusiasm and fresh ideas to our communities. Our Bookkeeper Laura VanZanden is always ready to help and works diligently to keep our accounts up to date.

2019 was a positive year in many ways. At that time, we looked forward to more progress in 2020.

Linda Latella, Chair