

BIST

Brain Injury Society of Toronto



Annual General Meeting 2013 - 2014

Monday June 24, 2013

The Agenda

1. Call to order & Acceptance of Agenda
2. Proof of meeting notice
3. Acceptance of minutes from June 2013 AGM
4. Presentation of the audited financial statements for fiscal year 2013-2014
5. Selection of the Board of Directors
6. Report from the Board of Directors
 - BIST Strategic Plan
 1. Other business
 2. Close of meeting

Welcome

- Call to order & Acceptance of Agenda
- Proof of meeting notice
- Acceptance of minutes from June 25, 2013 AGM

Presentation of Audited Financial Statements

Finance Overview

BIST has continued to grow and mature as an organization. As a result we have been offering more programs and services, increasing our staffing commitments and increasing our efforts in fund development. This year we have managed to once again increase our revenue from our two major events; The Mix and Mingle generated just over \$58,000 and the BIST Run Event generated almost \$51,000. Trillium funding was down as expected due to this being the last year of the agreement but so was the corresponding expenses.

This year we created an adhoc committee to develop more sophisticated financial policy and procedures. This work is now completed and will help guide the organization over the next several years. I want to thank Steve Gregory and Colleen Worsley for all their efforts on this committee.

I want to thank our members, community partners, sponsors, OBIA, Ontario Trillium Foundation and our staff for all their monetary and volunteer work as all efforts help contribute to BIST being a viable organization. For the third year in a row we ended the year in a surplus position.

Income Statement

April 1, 2013 - March 31, 2014

INCOME

OBIA	21,804
Mix and Mingle	58,176
Run Event	50,863
Donations	6,648
Trillium	21,000
Misc, incl interest	933
Total Income	159,424

EXPENCES

Staff Wages	79,560
Trillium Wages	16,000
Trillium Prog Exp	7,895
BIST Prog Exp	4,209
BIAM Event	5,313
BIST Run Event	11,652
Admin Exp	11,452
Insurance	1,639
Volunteer Event	581
Office Rent	12,538
Communication	3,209
Bank Fees	174
Total Expenses	154,222
Surplus/Net Income	5,202

Balance Sheet

BALANCE SHEET as at March 31, 2014

ASSETS

Cash 93,926

Total Assets 93,926

LIABILITIES

Accounts Payable 4065

EQUITY

Opening Equity 84,659

add: Surplus 5202

Ending Equity at March 31,2014 89,861

Total Assets and Liabilities 93,926

Comparisons of Interest for 2011, 2012 and 2013

Comparisons of Income and Expenses for 2011, 2012, 2013 and 2014

Income and Expenses

	2011	2012	2013	2014
Total Income	48,170	114,407	166,560	159,424
Total Expenses	51,397	75,490	131,461	154,222
Surplus/(Deficit)	<u>\$ (3,227)</u>	<u>\$ 38,467</u>	<u>\$ 35,099</u>	<u>\$5,202</u>

Fund Raising Events

OBIA/BIST Mix and Mingle	\$ 23,406	\$ 46,195	\$ 57,582	\$58,176
BIST Run Event	\$ -	\$ 29,106	\$ 42,403	\$50,863

Selection of Board of Directors

- What does the Board do?
- Selection Process
- Election Process
- Presentation of Nominees
- Election

What does the Board do?

The Board of Directors

- Provides leadership to ensure BIST meets its mandate
- Plans for the future (with input from members)
- Ensures that the legal responsibilities are met
- Establishes and enforces policies and procedures
- Pays the bills, signs the contracts
- Keeps records (including financial ones)
- Oversees the activities of BIST and its committees

Selection Process

1. Needs Analysis—what does the Board need?
2. Nomination committee (Board members)
 - Notice sent asking for applications
 - Applications received, reviewed
 - Applicants interviewed
3. Nomination Committee makes recommendations based on interviews and needs analysis
4. Election at AGM

Needs Analysis

Who should be on the Board?

- Maximum 11 Board Members
- Together, Board needs a variety of backgrounds and skills
- At least one survivor/family member if possible

Plus knowledge/experience in:

- ABI, Legal, Financial, Communications, Fundraising, Marketing, Project & People Management, Building partnerships
- AND of course,
- Board experience, collaboration, PASSION, and ability to make the time commitment

Selection Process

Now we have the nominee, what happens?

1. Introduction of nominee to members
2. Vote Yes/No

If the membership votes:

- **YES** for a nominee, the nominee will become a Board Member
- **NO** for a nominee, that nominee will not become a Board Member

And the Nominees Are....

Susie Cooke

Susie is a Senior Manager at Deloitte with over 9 years of experience in accounting. Originally from the UK Susie completed her undergraduate degree at Durham University and obtained her accountancy qualification from the Institute of Chartered Accountants of England and Wales before moving to Toronto in 2008.

Susie's work with the Canadian Breast Cancer Foundation and United Way has led her to want to further expand her work in the community. Although Susie does not work in the field of Acquired Brain Injury she has direct experience support family members who have been effected by Brain Injury. In addition to this She has very close links with some of the research that is being undertaken at the University of Toronto on the area of Brain Injury. These two areas of experience and Knowledge have resulted in Susie's desire to work further in this area to support and raise awareness of ABI>

Susie is hoping to bring her in-depth knowledge and expertise in the area of finance and accounting to the role of Treasurer to assist BIST in meeting its strategic priorities and ensure the success and sustainability of BIST's operations.

Jordan Assaraf

Jordan Assaraf is a lawyer at Gluckstein Personal Injury Lawyers. By being involved in contact sports his entire life, Jordan has seen how traumatic brain injuries can occur and affect not only those who have suffered the injury, but also those that are surrounded by the injury. This has led Jordan be the personal injury lawyer he is today, but has also led him to volunteer his time and raise awareness about brain injuries by joining BIST. Jordan's other volunteer experience includes leading his law firm's team in the annual Wheelchair Relay Race and supporting the charitable organization THREE TO BE in their efforts to assist children with neurological disorders. Jordan is committed to raising public awareness about the effects of brain injuries on victims, their families and the broader public.

Time to Vote

- Mark **YES** if you accept the Board's recommendation (1 yes/no for each individual nominee)
- Mark **NO** if you do not accept the Board's recommendation (1 yes/no for each individual nominee)

BIST Strategic Plan

BACKGROUND

Brain Injury Society of Toronto (BIST) decided to develop a strategic plan to set the direction for the organization going forward.

As part of that process, we gathered information from a number of sources:

- Interviews with 19 key informants
- A member survey
- SWOT analysis prepared by each Board member
- Focus groups (members, CHIRS clients, staff)
- A review of environmental trends
- An operational review

These reports were used by the Board in the strategic planning sessions and form an integral part of the strategic planning process.

Agreed objective: Articulate clear strategies, goals and measures for the next 3 years.

BIST Strategic Plan 2013-2016

MISSION REVISIT

Current mission statement: **The mission of the Brain Injury Society of Toronto is to enhance the quality of life for people in the City of Toronto, living with the effects of acquired brain injury through education, awareness, support and advocacy.**

The group reviewed the mission statement by answering 3 questions:

- Who does BIST exist to serve?
- What is BIST's goal for those they serve?
- What does BIST do to achieve that goal?

It was decided that the current mission statement stands.

BIST Strategic Plan 2013-2016

- Agreed that one thing we do well is programs and supports – that is not going to change!
- HOW we do things might change (the backroom stuff).

The group then answered the question, “What changes do we want to see in 3 years?” This work formed the basis for developing strategies, goals & indicators. The what and the how.

- PROGRAM DEVELOPMENT (More programs for more people)
- BUILD CAPACITY FOR ADVOCACY
- MORE ENGAGED & DIVERSE MEMBERSHIP
- DEFINE COMMITTEE ROLES (enhance communication, review committee structure and roles)
- LEVERAGE PARTNERSHIPS
- IMPROVE ONLINE PRESENCE
- INCREASE STAFF CAPACITY –
- SHORE UP THE FOUNDATION (Policies and Procedures, Governance, Volunteer Strategy)
- RAISE MONEY
- BUILD BOARD CAPACITY

BIST Strategic Plan

2013-2016

Increase the number of people involved with BIST by expanding opportunities for engagement and leveraging partnerships.

Increase and diversify our revenue to ensure the sustainability of our operations.

Build our capacity for advocacy to become a more effective voice for individuals and families affected by acquired brain injury.

Ensure that BIST has a sustainable infrastructure by improving our governance and enhancing our staffing model.

1st Year Operating Plan

Increase the number of people involved with BIST by expanding opportunities for engagement and leveraging partnerships.

- Developing new programming
- Conducting a program evaluation
- Working with hospitals to enhance connection to BIST at earlier stage
- New Awareness plan

Increase and diversify our revenue to ensure the sustainability of our operations.

- Corporate Sponsorship Plan
- Grant Applications
- 3rd party fund raising
- New Event (maybe speaker series)

Build our capacity for advocacy to become a more effective voice for individuals and families affected by acquired brain injury.

- Exploring idea for an Advocacy Council
- Self advocacy resources and workshops
- Focus on Wheeltrans

Ensure that BIST has a sustainable infrastructure by improving our governance and enhancing our staffing model.

- Building on infrastructure already in place – focus on HR policies and financial policies
- Board Self- Assessment
- Succession Planning
- Developing multiyear staffing plans : includes a look at who we need (e.g., fund development person, volunteer lead)
- Review/renew committee structure in line with strategic directions

What an incredible year!



We are saying goodbye....

- Tanya Flaming
- Julie Osbelt

Thank You!

Other Business

- BIST Programs- Kat Powell
- 2015 Program Plans- Michelle McDonald

Close of Meeting

Looking forward to another
great year!

