



2019
Annual Report

**Annual General Meeting,
Sept. 25, 2019**

COM-SPAN INC.
2018-2019
Board of Directors

Dennis Schellenberg	President
Margaret Ellis	Secretary
Nike Bello	Treasurer
Clint Kehler	Director
Eugene Normand	Director

Com-Span Incorporated
Minutes of the Annual General Meeting, October 25, 2018
Held at 102-66 Moore Avenue, Winnipeg, MB R2M 2C4

1. The evening began at 5:00 pm with a delicious meal. At 5:30 pm Dennis Schellenberg, Chair of the Board, called the meeting to order.
2. Everyone who attended the meeting signed the guest book. Members of Com-Span were provided with a voting card. Potential members were given the opportunity to fill out an application form to become a member.
3. Everyone who attended the meeting was given a copy of the Com-Span Handbook.
4. Dennis Schellenberg welcomed everybody to the meeting and introduced the Board of Directors: Nike Bello, Treasurer, Margaret Ellis, Secretary, and the two absent directors: Eugene Normand and Clint Kehler. Dennis thanked the three directors who retired this year: Susan Sutcliffe, Gus Mauro and Eileen Froehlich.
5. **Motion:** Nike Bello, Margaret Ellis, “That the Minutes of the Annual General Meeting of September 28, 2017, be approved.” Carried
6. **Chair’s Report by Dennis Schellenberg.** Highlights:
 - Expansion of program to a second site was judged not feasible by the Board in 2017.
 - Growth in the number of participants in the Com-Span program necessitates the rental of additional space from Louis Riel Foundation. Renovation of the space will soon be underway. There is a waiting list to be accepted to the program.
 - The monthly financial reports to the Board have been revised to enhance clarity.
 - The separate roles of the Board in governance and of Executive Director in administration are clarified.
 - Up-dating policy manuals is ongoing. Com-Span Handbook was produced.
 - The Com-Span Foundation has been incorporated; waiting for registration as a charity from Canada Revenue Agency.
 - The Direct Service Workers unionized with CUPE in April 2017. The first collective agreement will be established over the next months.
7. **Treasurer’s Report by Nike Bello.** Highlights:
 - Reviewed the audited financial statements (distributed) prepared by Myers, Norris and Penny.

- Revenue increased by 17% due to increase in numbers of participants and to increase in funding for some of the participants.
- Year-end surplus was approximately \$130,000.
- Fiscal responsibility procedures are strong and the outlook is positive for the financial future of Com-Span.
- MNP found that the financial statements present fairly the financial position of Com-Span.
- Nike commended Jackie, Morteza and staff for their work ensuring finances are kept in order as they deliver excellent programs.

Motion: Nike Bello, Susan Sutcliffe, “That MNP be appointed auditor of Com-Span’s financial records for the 2018-19 fiscal year.” Carried

8. Executive Director’s Report by Jackie Nabudere. Highlights:

- Number of participants in the program rose from 37 to 43 this year.
- Com-Span will rent an additional room of 1700 sq. ft. from Louis Riel Foundation to accommodate the increased numbers. Total square footage will be over 10,000 sq. ft.
- Renovation projects for this year: new calming and relaxation room, a common room, additional washroom. A grant of \$7055 has been awarded by Disability and Health Supports Unit, Dept. of Families for the installation of overhead tracks and lift for the new washroom.
- “Meals on Wheels” awarded Com-Span a plaque for 5 years of volunteer service.
- An additional supervisory position was established.
- Jackie thanked the board, management, employees, families and care providers.
- Jackie provided a map of the city with the percentages of participants from each area.
- Cindy Dupuis, Coordinator, introduced the employees in attendance.

9. Nominations for Directors by Margaret Ellis:

- All five current Directors were elected for three year terms at the 2017 AGM.
- Nominations for additional directors were invited from the floor.
- No nominations were made and Dennis declared nominations closed.

10. Appreciation of Services: by Allison Delaurier

The following people received appreciation for five years of service: Raul Visarra, Jeje Oladipupo, Agnes Sia Gborie and Pratueng Sukperm.

11. Nike Bello moved adjournment of the meeting. Carried

Margaret Ellis, Secretary

President's Report

2018-2019

As has been suggested in my previous two reports, the focus of this year at Com-Span continues to be service. The well-being and growth of our participants is job one and everything the Board does it does with that in mind. The Board has met monthly together and periodically via email when decisions are required urgently or when Board members are out of town but available electronically. With this Annual General Meeting, our goal is accountability and transparency.

Service

While the year progressed, we realized that we had certain opportunities to expand and enhance our programs and services. This realization was sparked by the Department of Families urging us to consider a second site. The Board engaged in a fulsome analysis of the feasibility of this path and came to the conclusion that it was not in the interests of Com-Span to do this and, in fact, there may be some jeopardy to the current service configuration in doing so. So, the decision was not to proceed with a second site at this time. But, because our financial position for the year was looking very positive, we decided to expand our current site. In December, 2018, the Board in joint session with our managers, spent a Saturday morning airing ideas for an enhanced service provision at the current site. Out of that meeting an expanding space was designed to accommodate more participants and with new and necessary equipment. In addition to enhanced service provision, decisions were made to improve worker safety. So much of the year was spent enhancing quantity and quality of service.

Staff

We continue to take pride in the dedicated and hard working staff at Com-Span. Later in this evening you will be able to congratulate those who have devoted their labour to our participants over a longer term. Our participants thrive when they have competent and long term support workers who they can rely on. During this fiscal year, we engaged our staff in collective bargaining further to their decision to certify with CUPE. Because this was a first collective agreement for Com-Span, much time needed to be spent clarifying wording and content of this agreement. I am pleased to report that we do have a collective agreement with our staff that will serve the whole organization well over the next two years. With a growing number of participants, more staff has been hired to serve them. So, this year a new Coordinator was hired to level out the ratio of Direct Service Workers to Coordinators. Again, part of our growth at Com-Span.

Governance

The Board has grown over the year in its understanding of governance. All our service sectors, Direct Service Workers, Managers and Board members have their unique and clear roles to play in the delivery of effective services. The governance role is primarily a policy and oversight role. This year we spent a good amount of our efforts in revising our monthly financial statements to make them more understandable to the Board and to the funders. In doing this, again we became more transparent and accountable as an organization. The major funder for Com-Span is the Department of Families of the provincial government and they have been quite complimentary to us in the results of these changes to the financial

statements. The policy role has been active. Com-Span has a fair number of policies that need to be reviewed at least annually and revised to address changing circumstances. I am pleased to report that this enterprise continues and our expertise is evolving. Tonight you will also see one of the products of this review in considering a change to our quorum policy. During the year, as well, we embarked on the establishment of a foundation. The foundation will be the fundraising arm of Com-Span and will fund service enhancements not otherwise funded by our traditional funders. The foundation is now a registered company and has received charitable status through CRA. The name of the foundation is Com-Span Foundation Inc. We expect it will become active this fiscal year. Finally, the need to find new Board members has occupied us this year as well. We are pleased to announce that we have one new member coming on Board at the nominating section of this meeting. However, we do require new Board members. So if you are willing to participate in the governance of Com-Span or know someone who would be willing, please come forward. Board members need to be members of Com-Span.

To close this report, I want to express my and the Board's appreciation to all who have served to enhance the services of Com-Span this year. There are many who have had ongoing roles and some who have had a singular role. Specifically, let me recognize Jackie for her leadership role with staff and her advisory role with the Board. We have always been able to rely on her for necessary information and data along with recommendations on matters being considered by the Board. The Board itself is a small and devoted part of this organization. As Chair of the Board, I have come to appreciate their unique skills and perspectives and have been proud of the work we have done together. We look forward to another year of service and action.

Respectfully submitted

Dennis Schellenberg

President

Treasurer's Report

Annual General Meeting – September 25, 2019

Presented by Nike Bello

As the treasurer of Com-Span, my primary role is to oversee the financial matters as an integral part of the Governance Committee. We maintain the integrity of financial transactions, to safeguard the organization's assets, to eliminate fraud, and enhance public accountability.

For the year ending March 2019, I report on the extracts from the audited financial statements as prepared by MNP (Myers, Norris & Penny).

While our revenue increased by 12%, the number of clients we provide service for also rose from 37 to 42. The Operating financial statement had a surplus of approximately \$142,000.

As a result of the newly implemented policy by the government, \$156,370 remains payable to the Department of Family Services. The Management and Board forwarded a proposal to the department in order to retain this amount to fund future capital projects.

Our Financial outlook was very positive, we ended the year on a strong note both in fiscal responsibility and cash reserve for future capital purchases. We also partnered with our stakeholders to provide high-quality service to our clients.

Our future looks promising as we improve the financial reporting integrity with the emphasis on strong internal control, compliance, and budgetary process to streamline and mitigate against risks and uncertainties.

On a final note, Com-Span delivers excellence in day programming for individuals living with disability by focusing on our core value: Inclusiveness, Respect, Excellent Service and making a difference in the community that we love and care for.

Respectfully submitted,

Nike Bello

Treasurer

Com-Span Inc.
Statement of Financial Position
As at March 31, 2019

	2019	2018
Assets		
Current		
Cash (Note 3)	561,978	241,596
Portfolio investments (Note 4)	20,767	40,720
Restricted cash	6,578	3,192
Accounts receivable - general	16,846	135,154
Goods and service tax receivable	2,630	2,555
Prepaid expenses and deposits	9,769	7,639
Client trust funds	1,823	1,484
	620,391	432,340
Portfolio investments (Note 4)	61,473	40,380
Capital assets (Note 5)	316,957	379,859
	998,821	852,579
Liabilities		
Current		
Accounts payable and accruals (Note 6)	115,120	105,354
Client trust funds	1,831	1,484
Working capital advance (Note 7)	11,000	11,000
Payable to Department of Families - excess amount (Note 8)	156,370	-
	284,321	117,838
Deferred contributions related to capital assets (Note 9)	43,924	50,558
	328,245	168,396
Net Assets		
Unrestricted	308,725	270,590
Invested in capital assets	279,611	332,493
Internally restricted (Note 4)	82,240	81,100
	670,576	684,183
	998,821	852,579

Approved on behalf of the Board

Director

Director

The accompanying notes are an integral part of these financial statements financial statements

Meeting Executive Director's Report

2018/19 was a memorable year at Com-Span and I'm proud of all we have accomplished.

Com-Span is more committed than ever, in providing individuals with disabilities across Winnipeg with the essential services required on a daily basis. As individuals with developmental disabilities basic human rights become increasingly at risk. We are dedicated to helping the most vulnerable among us lead healthy, respectful and dignified lives.

This year we were able to complete the renovations to the space we had acquired the previous year. We have designed our space accordingly to suite the needs of each individual, because people have such different personalities, our space represents who we are and what we do.

We are grateful to the City of Winnipeg Community Incentive Grant Program, for the grant that was used to purchase an overhead lift and an exercise table which is being used in the newly renovated Studio and to the Disability Health Support Unit, the Department of Families, who have continued to provide health and safety support equipment to the program.

As a not-for-profit organization, we are often conflicted because we have to determine whether the organization's mission or sustainability is paramount. We know that there can be no mission delivery without financial strength. I am pleased to report that the organization's mission is now on much sounder footing than it has been in several years. This is due to the focus of the board of directors and management on building financial strength.

As a result of better financial footing and cost efficiencies attained by program delivery staff, we were able to move forward with the installation of automatic doors. The doors provide greater independence to the individuals we support and better accessibility to various program areas.

This coming year our goal will be to examine the structure of the organization. Is it still appropriate to what we do and is it consistent with our mission and guiding principles? Our hope is to direct any surplus towards greater mission delivery.

We are grateful to the board of directors who continue to be engaged in the decision making of the organization as we continue to focus on being other-centred. I want to express my gratitude to the managers and staff for their dedication. I thank each of you for the opportunity given to us, to be of service and for the support you have given to our program over the years.

Jackie Nabudere, Executive Director

ACKNOWLEDGEMENTS

Annual General Meeting
September 25, 2019

Com-Span Inc. gratefully acknowledges the support and donations of those listed below to the success of our program during the past year.

Province of Manitoba Department of Families
Fee for Service
Pension & Benefit
Sara Riel Foundation Property Capital Improvement

GRANTS

HRDC Canada
Disability and Health Support Unit Dept. of Families
City of Winnipeg Community Incentive Grant Program

CASH DONATIONS

Asper Foundation	\$500.00
Home Equip	\$500.00
Oldfield Kirby Esau	\$500.00
Carolyn Rice	\$500.00
Dennis Schellenberg	\$500.00

OTHERS CASH DONATIONS

Ian Graham
Julie Graham
Debra Jones
Mr. & Mrs. Firouz Abadi
Duah Bargeboe
Jim Spence

EQUIPMENT DONATION

Manitoba Lotteries

Community Volunteer Opportunities

Meals on Wheels
St. Mary's United Church

Student Volunteers

Hasting School
Dakota Collegiate
Zoey Delaurier
Alexandra Reformado

Donations received for the 2019 Com-Span Community BBQ

Winnipeg Blue Bombers

Maple Leaf Construction

Mariane Riding

The Hisco Family

Party Lite Candles

Rumors Restaurant and Comedy Club

Co-op

G & K Electric

Cambrian Credit Union

Manitoba Liquor and Lotteries

9 Round 30 minute Kick Box Fitness

BA Robinson Co. Ltd

Lacoste Garden Centre

Uptown Alleys

Olen Cosmetics

Boston Pizza