



Com-Span Inc.
102-66 Moore Avenue
Winnipeg, Manitoba
R2M 0H8
Annual General Meeting
October 24, 2024

Present: Debbie Slobogian-Jones, Mariane Riding, Darcy Wilson, Clint Kehler, Haaris Uddin, Allison Delaurier, Megan Kozyra

Overview

The Com-Span Annual General Meeting (AGM) opened with a land acknowledgement by Debbie Slobogian-Jones, followed by the approval of the agenda and minutes from the previous meeting. The President's Report highlighted the organization's commitment to service and accountability amidst challenges, including a union contract settlement and leadership changes, while celebrating its 50th year of service and introducing a new board member, Dorsey Wilson. Treasurer Clint Kehler presented a financial overview, noting a revenue increase of 30.95% despite a deficit, with a positive outlook for the upcoming fiscal year. Additionally, the meeting included the nomination and approval of board members for 1-3 year terms and recognition of employees for their years of service, including Slobogian-Jones's five-year contribution. Key action items forthcoming include planning the 50th-anniversary celebration and updating policies to ensure program sustainability.

Opening and Agenda Approval

- Land acknowledgement given by Debbie Slobogian-Jones
- Agenda approval voted and seconded- Allison and Clint
- Introduction of current 2023-2024 Board of Directors
- Minutes of October 26, 2023, approved- Allison and Mariane

President's Report

- Focus on service and accountability
- Challenges: union contract settlement, Executive Director on indefinite leave
- Revenue stream concerns, but slowly improving
- Pride in dedicated staff and participant support
- Governance role: policy and oversight
- New board member: Darcy Wilson
- Acknowledgment of 50th year of service

Treasurer's Report

- Clint Kehler presented a financial overview
- Revenue increased by \$411,708 (30.95%)
- Deficit of \$203,165, improvement from previous year
- Staffing challenges and inflationary costs led to deficit
- Positive outlook for fiscal 2024-2025

Board Nominations and Employee Recognition

- Nomination and approval of board members for 1-3 year terms
- Employees recognition for years of service
- Debbie Slobogian-Jones recognized for 5 years of service

AGM Adjourned at 5:21

Treasurer's Report

Annual General Meeting – October 24, 2024

Presented by Clint Kehler, CPA

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

For the year ending March 31, 2024, I report on the extracts from the audited financial statements as prepared by Scarrow & Donald LLP.

Our Financial outlook was very neutral to negative, we started the year on a weak note both in fiscal responsibility and cash reverse for future capital purchases but started to gain momentum toward the end of the fiscal year.

Despite revenue increasing by \$411,708 or 30.95%, Comspan incurred a deficit of \$203,165 compared to a deficit of \$301,083 in the prior year. Comspan faced staffing challenges in the first half of the fiscal year resulting in reduced clients. This mixed with Inflationary cost increases led to a deficit position.

Com-Span ended the year on a positive note, returning to full or near full capacity and has been seeing positive results in the first few months of fiscal 2024/2025. The deficit position is expected to improve in the new fiscal year as the program will be operating at full or near full capacity. In the interim, strict expense management has been ongoing in an effort to reduce the deficit.

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

Thank you
Director, Finance
Clint Kehler, CPA

Presidents Report

Welcome to the Annual General Meeting of Com-Span Inc.

We thank you for taking the time out of your day to attend our Annual General Meeting, and we know you are here because of your interest in how we manage our programs and services. We are grateful for the support and all you continue to offer.

Service:

The focus 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 meets 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.

As an organization this has again been one of the most difficult and tumultuous years we have had with many challenges. We have settled a Union contract, which ends on March 31, 2025 – and an Executive Director on an indefinite leave of absence. The 2 Managers and staff are stepping up to fill gaps, and the Board Chairperson in filling in on the ED absence.

As a board we needed to work closely with all hands-on deck, ensuring the organization as a whole is meeting the needs of those we support as well as our staff.

Our revenue stream continues to be a concern, but slowly improving, as we reassess a number of individuals who have accessed an increase in our services, thus a request for an increase in funding.

Staff:

We continue to take pride in the dedicated and hard-working staff at Com-Span. Our participants thrive when they have competent and long-term support workers who they can rely on. As mentioned earlier, during this fiscal year we concluded our negotiations with CUPE and the collective agreement, which ends March 31, 2025. Although there were bumps in the road this year, the organization remains strong and healthy and our focus is on continued improvement and growth, this can be seen in the number of employees being acknowledged for their many years of service.

Governance:

The governance role is primarily a policy and oversight role. The major funder for Com-Span is the Department of Families of the provincial government. Com-Span has a fair number of policies that need to be updated to address changing circumstances. This enterprise will continue.

The role of a governance Board like ours is to create an organizational system that ensures that the organization continues to provide the services we are contracted to deliver. We have done this by way of ensuring we receive all the government support for which we were eligible and reduced spending where possible.

Our board remains engaged with our funders to review program needs and any available support where it's needed. Our board continues to review our program challenges and sustainability strategy. We continue to meet with our funders to review what else needs to be done to ensure our doors remain open. New people are being referred and are being admitted into the program. Our goal continues to be growth of the program and sustainability.

Our board is pleased to have a new Board of Director brought into the organization this year, Darcy Wilson. Darcy will bring an expanse of knowledge and professionalism to the organization. We welcome him and look forward to learning from his expertise.

To close this report, I wish to express my and the Board's appreciation to all who have enhanced the services of Com-Span this past year. More Specifically, we would like to thank the Department of Families, Province of Manitoba, our landlord Sara Riel Inc. and Abilities Manitoba for their continued support in fulfilling their respective roles with Com-Span Inc., and our devoted and hard-working Com-Span staff.

2024 marked our 50th year of providing services to our community, and we will be planning a celebration of this milestone in the near future.

We look forward to another year of service and action.

Respectfully submitted,

Debbie Slobogian-Jones

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**Minutes of Annual General Meeting
Thursday October 26, 2023
5:00 p.m.**

The meeting was held in person and via Zoom.

Present in Person: Jackie Nabudere, Debbie Slobogian-Jones, Allison Delaurier, Megan Ready, Sukhman Sukkman, Emilie Takwa, Hassan Maadir

Present on Zoom:

1. The meeting was called to order at 5:03 p.m.
2. Motion: Debbie Slobogian- Jones moved the Agenda of the Annual General Meeting be approved.

Carried

3. Debbie Slobogian-Jones motioned the minutes of the September 27, 2022, meeting minutes be approved.

Carried

4. Introduction of the Board of Directors by Debbie Slobogian-Jones:
Clint Kehler- Treasurer, Haaris Uddin- Director, Mariane Riding- Director, Debbie Slobogian-Jones, Allison Delaurier- Secretary.

5. Presidents Report by Debbie Slobogian-Jones
 - Change of auditor
 - Two new members have been added to the Board.
 - Three of the Directors were able to attend a Board governance session.
 - As an organization we faced many challenges with our work force including union negotiations
 - Updated and revised policies and procedures
 - Individuals have rejoined the program.

6. Treasurer Report by Clint Kehler

- Financial outlook was negative to negative and ended on a weak note for the year. Com-Span had a deficiency of \$301,083 in comparison with \$242,373 the prior year.
- Lasting effective of the pandemic resulted in operating at less than 100% capacity of the fiscal year.
- Com-Span is in the processing pf recalling participants back to the program and is expected to return to full capacity in the next few months.
- The deficit position is expected to improve once the program is operating at full capacity.

Motion: Clint Kehler and seconded by Harris Udon to elect The Scarrow & Donald to be the auditors of Com-Span Inc. for 2023-2024 year.

7. Executive Directors Report- By Jackie Nabudere

- The challenges of the last year have taught us we are one community
- Our vision continues to be providing a program where everyone can enjoy life as equals
- Some individuals have chosen not to return to the program which has impacted our revenue stream
- Com-Span also struggles with staffing shortages
- With all the financial costs we have endured, our agency responded to and reached out to others for support

8. Nominations for the Board of Directors

Debra Slobogian-Jones, Clint Kehler, Haaris Uddin, Mariane Riding, and Allison Delaurier ae continuing membership for a 3-year term.

9. Recognition of Service by Jackie Nabudere

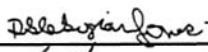

Jackie Nabudere-	Executive Director for 35 years
Raul Visarra	Support Worker 10 years
JeJe Oladipupo	Support Worker 10 years
Agnes Gborie	Support Worker 10 years
Prateung Sukperm	Support Worker 10 years
Megan Ready	Support Worker 5 years
Kidist Demessie	Support Worker 5 years
Heidee Alemania	Support Worker 5 years
Joanna Adag	Support Worker 5 years
Clint Kehler	6 years of Volunteer Service with Com-Span Inc.

10. Meeting Adjourned at 5:27 p.m.

COM-SPAN INC.
NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31

	<u>2024</u>	<u>2023</u>
ASSETS		
Current assets:		
Cash	\$ 109,737	\$ 153,768
Restricted cash (Note 3)	1,301	1,407
Accounts receivable	167,283	138,450
Due from Com-Span Foundation Inc. (Note 4)	40	-
Prepaid expenses and deposits	<u>1,287</u>	<u>3,738</u>
	279,648	297,363
Capital assets (Note 5)	<u>66,727</u>	<u>130,734</u>
	<u><u>\$ 346,375</u></u>	<u><u>\$ 428,097</u></u>
LIABILITIES		
Current liabilities:		
Accounts payable and accrued liabilities (Note 6)	\$ 309,178	\$ 183,047
Client trust funds (Note 3)	<u>1,301</u>	<u>1,407</u>
	310,479	184,454
Deferred contributions related to capital assets (Note 7)	<u>3,297</u>	<u>7,879</u>
	<u><u>313,776</u></u>	<u><u>192,333</u></u>
NET ASSETS		
Unrestricted	(113,071)	30,669
Invested in capital assets	63,430	122,855
Internally restricted (Note 8)	<u>82,240</u>	<u>82,240</u>
	32,599	235,764
	<u><u>\$ 346,375</u></u>	<u><u>\$ 428,097</u></u>

APPROVED BY THE BOARD:

 _____	Director
 _____	Director