

**39<sup>TH</sup> ANNUAL GENERAL MEETING OF THE BOARD OF DIRECTORS OF THE**

**SASKATOON HOUSING COALITION, INC**

**TUESDAY JULY 19<sup>TH</sup>, 2022 at 2:00 pm**

**319 CAMPONI PLACE, SASKATOON**

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**1 min 1.0 CALL TO ORDER AND INFORMATION SHARING**

**1 min 2.0 APPROVAL OF AGENDA**

**2 min 3.0 APPROVAL OF MINUTES: June 24, 2021, The 38<sup>th</sup> Annual General Meeting**

**20 min 4.0 REPORTS**

**4.1 CHAIRPERSON'S REPORT**

**4.2 EXECUTIVE DIRECTOR'S REPORT**

**5 min 5.0 PRESENTATION AND MOTION TO ACCEPT THE 2020-2021 AUDITED  
STATEMENTS**

**2 min 6.0 APPOINTMENT OF THE AUDITOR**

**2 min 7.0 NOMINATING COMMITTEE**

**15 min 8.0 PRESENTATION OF STAFF SERVICE AWARDS**

**1 min 9.0 ADJOURNMENT**

38<sup>th</sup> ANNUAL GENERAL MEETING  
SASKATOON HOUSING COALITION, INC  
JUNE 24<sup>TH</sup>, 2021, 2:00 PM  
319 CAMPONI PLACE, SASKATOON

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PRESENT: Shayne Zaba (Board member), Maureen Graham (Board member), Tara Bunton (Board member), Nancy Kelly (Board member), Gaylene Wetzel (Board member), Gunnar Janetzki (Board member), Pat Smith (Board Member), Michael Brannen (Board member), Max Lingard (auditor), Faith Bodnar (CMHA), Ross Grandel (SHC) Deana Grunerud (SHC), David Crumley (public member), Terra Andrews (staff), Monica Sebok (staff), Daniel Ong (staff), Fola Adefemi (staff), Jennifer L'Oste-Brown (staff), Vanessa Tremeer (staff), Sheri Horbay (staff), Ken Laing (staff), Kate McKinney (staff), Liz Shoofy Stabler, Heather Freund (staff), Drew Bilboe (staff).

1.0 CALL TO ORDER

Drew Bilboe called the meeting to order at 2:00 pm. No information to share.

2.0 APPROVAL OF AGENDA

The agenda was reviewed and Drew asked if anyone had any additions. None were suggested.

Motion: to approve the agenda as presented.

3211 Moved by: S. Zaba Seconded by: T. Bunton Carried

3.0 MINUTES OF THE 37<sup>TH</sup> ANNUAL GENERAL MEETING

The July 27<sup>th</sup>, 2020, annual general meeting minutes were reviewed. Drew asked if anyone saw any errors or omissions. None were brought fourth.

Motion: to approve the 37<sup>th</sup> AGM minutes as presented.

3212 Moved by: S. Zaba Seconded by: G. Janetzki Carried

4.0 REPORTS

4.1 CHAIRPERSON'S REPORT

Shayne read and spoke to his report. He thanked everyone for coming to our 38<sup>th</sup> annual general meeting and acknowledged the important work of the organization.

4.2 EXECUTIVE DIRECTOR'S REPORT

Drew read his annual report of the organizational activities for the past year. He expressed his gratitude to our tenants, community partners, and staff for their support.

5.0 PRESENTATION AND MOTION TO ACCEPT THE 2020-2021 AUDITED FINANCIAL STATEMENTS.

Max Lingard (auditor) presented and spoke to highlights of the audited financial statements. Max described our audit as being a clean audit report that is fair and follows the guidelines and discussed the first statement of our financial position outlining our current assets, current liabilities, and fund balances. He then went over the unappropriated equity (deficit) and the reserves. Max discussed how the Board made two motions to transfer

\$120,929.00 from the operating fund to the capital fund; and to transfer \$145,367.00 from operating fund to the reserve fund. Max then went into our Statement of Operations, and the revenues and expenses for all the different programs were also discussed. Overall, the organization is financially healthy. Gunnar asked a question regarding mortgage interest rates. No other questions were brought fourth.

Motion: to accept the 2020-2021 audited financial statements as presented.

3213 Moved by: S. Zaba Seconded by: M. Graham Carried

#### 6.0 APPOINTMENT OF THE AUDITOR

The Board of Directors is pleased to nominate Lingard + Dreger as auditors for the 2021-22 fiscal year period.

Motion: to accept the nomination of Lingard + Dreger for the current fiscal year audit.

3214 Moved by: S. Zaba Seconded by: G. Wetzel Carried

#### 7.0 NOMINATING COMMITTEE

Shayne called for nominations to the Board. David Crumley, a current tenant of Saskatoon Housing Coalition, requested to become a member of the Board of Directors. Shayne indicated that the Board was seeking representation from our tenants and that David should forward a resume to Drew, and the Board would follow-up at the next meeting in September 2021. Shayne presented the following slate of officers for the 2021-22 term as follows:

Shayne Zaba and Tara Bunton are in the first year of the second two-year term.

Gaylene Wetzel is in the second year of another two-year term.

Maureen Graham and Nancy Kelly are in the second year of another two-year term.

Pat Smith and Gunnar Janetzki are in the second year of the first two-year term.

Michael Brannen is in the first year of the first two-year term.

Motion: to accept the Board nominations as stated above for the 2019-20 fiscal year.

3215 Moved by: S. Zaba Seconded by: N. Kelly Carried

#### 8.0 PRESENTATION OF STAFF SERVICE AWARDS

Kate McKinney (Program Coordinator) was presented with her 25<sup>th</sup> year of service award. Monica Sebok (CMHW) was presented with her 15<sup>th</sup> year of service award. Bernadine Sapp was presented with her 5<sup>th</sup> year of service award. These staff members were thanked for their commitment to the organization.

#### 9.0 ADJOURNMENT

Shayne adjourned the meeting at 2:35 pm. Everyone was thanked for joining the online meeting.

## EXECUTIVE DIRECTOR'S REPORT 2021-22

Thank you for attending our 39<sup>th</sup> Annual General Meeting. The 2021-22 fiscal year continued to be a year of interesting program challenges. Each month of last year, we provided services to over one hundred and forty clients which reflected full capacity for our services. This remains consistent with past years as we have a maximum number for our caseloads with our existing staffing resources.

I have added an agency snapshot to demonstrate the level of service that we are providing to the community of Saskatoon through our group home, supportive apartments, transitional apartment, community outreach, hoarding and the Transition Team programs. Given our mission is to provide services to those who are living with a chronic and severe mental illness, this snapshot supports that our services are being delivered to those who have a mental health diagnosis.

Our Supportive Apartment Program saw a slightly higher increase in vacancy spots as we were completing much needed renovations to suites; as well as navigating issues with increasing criminal activity in the neighbourhoods where our apartment complexes are located. Over the past fiscal year, I have heard from many of our clients about the benefits of our services as well as suggestions or concerns around them. I continue to encourage you to provide us with feedback.

As an agency, we continue to explore the most effective means to deliver our services with the resources that we have. During the past year, staff have continued to provide the core services of counseling support, illness awareness, medication management, and life skills coaching. We are optimistic that next year many of our recreational and social activities will take place again with Covid hopefully being less of a concern. This spring, staff initiated a gardening program at Canterbury Place and in-between the Shirley Skelton Manor and Prairie Sky Apartment buildings, and we are planning a summer BBQ in late August that everyone will be invited to.

As property owners there were various maintenance projects that occurred over the year in our apartments that are worth mentioning. A couple of suites in Canterbury Place and in Sunrise Apartments, as well as one suite in Ruth Robinson Place received all new flooring due to old carpeting needing replacing and tenant movement. All our buildings received new camera surveillance systems, as we endeavour to provide a safe place for our tenants to reside in. Our buildings also received all new 10-year battery free smoke and carbon monoxide detectors. Of course, I cannot go without mentioning our continuing battle in dealing with pests, namely bedbugs and cockroaches. All of this was in addition to the regular janitorial and maintenance costs that occur throughout the year to ensure that our properties are functional, clean and presentable.

I continue to appreciate the quality service and commitment the staff has for our organization and services. They have a genuine concern and interest in our tenant's well-being and are always ready to advocate on their behalf or be available to support someone during a difficult time. The staff is truly one of the important pillars contributing to the foundation of our organization.

The Board of Directors is another important foundational pillar within the organization. They are committed volunteers who meet on a regular basis to discuss our mission, provide direction on where the organization should go into the future and ensure that all the current administrative

duties of the Board are attended to; as well as to ensure that our organization is in good standing related to our funding and provincial requirements. The Board is currently in the process of forming sub-committees that will help to support our organizational needs even more going forward.

Finally, I would like to thank the Saskatchewan Health Authority and the Saskatchewan Housing Corporation for all their funding and moral support in assisting the Saskatoon Housing Coalition to thrive and to strive for the best service delivery for supportive housing that we can provide.

Sincerely,

Drew Bilboe

SLATE OF OFFICERS FOR AGM  
JULY 2022

Committee presents the following slate of officers and terms for the next Nominating fiscal year.

It is as follows:

Shayne Zaba is in the second year of the second two-year term.

Gaylene Wetzel is in the first year of another two-year term.

Maureen Graham and Nancy Kelly are in the first year of another two-year term.

Gunnar Janetzki is in the first year of the second two-year term.

Michael Brannen is in the second year of the first two-year term.

Jodi Perpelitz is in the first year of the first two-year term.