

**ELIZABETH FRY SOCIETY OF NORTHWESTERN ONTARIO
2019 ANNUAL REPORT**

**Prepared for the
ANNUAL GENERAL MEETING**

Held on

**September 17, 2020
VIA ZOOM**



The Elizabeth Fry Society of Northwestern Ontario

**Annual General Meeting
September 17, 2019**

Agenda

1. Welcome and call to order
2. Establish quorum
3. Approve agenda
4. Approve Minutes from AGM of June 24, 2019
5. Receive Reports
 - a. Caycie Soke, President's Report & Human Resources Report
 - b. Mary Kozorys, Coordinator's Report
 - c. Jennifer McKeown, Coordinator of Development and Communications' Report
 - d. Committee Reports
 - i. Kate Brindley- *Advocacy Committee*
 - ii. Jennifer McKeown & Mary Veltri- *Fundraising Committee*
 - iii. Erin Bellavance & Caycie Soke- *Governance Committee*
 - iv. Mary Kozorys & Caycie Soke- *Housing Committee*
 - v. *Treasurer's Report and Independent Financial Review*
6. Appointment of Independent Reviewer for 2020
7. Election of Directors
8. Other business
9. Adjournment

Minutes AGM June 24, 2019

Present: Caycie, Jen, Brad, Carlina, Mary K., Jamie, Karli B, Kate, Rita, Nicole, Mary V., Lori, Bev, Tara

Minute taker: Tara

Carlina Marchese, Speaker's School

- Facilitating and corrections
- 14 week program – altered to fit the needs of correctional facility. 2-6 weeks
- Residences were kept separate
- Challenges – were not able to bring in paper clips staples etc
- After each session they would do a debrief to be apprised of how the women felt about the sessions – enjoyed calming music, liked interactive aspect, candy
- Women of all different cultures involved
- Lesson plans were made, however they could be adapted based on the attendees
- Learning went beyond just the communication skills, but lent to their ability to socially interact with the other inmates and have human interaction
- Women greatly benefited from the program

Approve the Agenda

Mary V. mover, Jamie, seconder, approved.

Approve Meeting Minutes of 2018 AGM

Jamie mover, Mary V. seconder, approved.

President's Report

- See written reports by Mary V. and Caycie

Coordinator's Report

- See written report by Mary K.
- Community connections – problem for women to reconnect, trouble finding what they need and how to access the resources
- Housing and recidivism go hand and hand
- We need to find a balance – a place to go and a surety, many women have one without the other

Committee Reports

- 1. Fundraising Committee**
 - We now have a fulltime fundraising staff member, Jen
 - See written report by Mary V.
- 2. Advocacy Committee**
 - See written report by Kate
- 3. Human Resources Committee**
 - See written report by Caycie
- 4. Research Committee**
 - See written report by Mary V.
- 5. Governance Committee**

- See written report by Caycie
6. **Treasurer's Report**
- Nicole part time bookkeeper
 - New treasurer, Jean taking over the role this year
 - See updated EFry Film night report provided by Lori, approximately \$3,200 raised

Independent Financial Report – Brad Mayes

- See written report by Brad
- We need improve match expenses to specific projects
- Need to have salary dollars coded

Motion to accept committee reports

Mary V. mover, Caycie seconder, approved

Motion to accept Independent Financial Report 2018

Mary V. mover, Caycie seconder, approved

Motion to appoint Independent Review for 2019

Lori mover, Jamie seconder, approved

Election of Directors

Slate of Directors: Mary V., Lori, Bev, Caycie, Jamie, Kate, Tara, Erin, Jean

All accepted their nominations

All acclaimed

Motion to accept nominees – mover Mary V., seconder Kate, approved.

Motion to Adjourn

President's & Human Resources Report- Caycie Soke 2019

Much thanks to our dedicated staff and Board and volunteers, 2019 was an incredible year of growth for our (not so) little organization! While our staff and volunteers continued providing excellent programming such as yoga, meditation, Stay on Your Path, arts and crafts programming, book club, Safe Food Handling, facilitated artists workshops, Speaker's School, and a sweat lodge with Ma Nee Chacaby, we were able to continue to grow our organization sustainably by adding a new staff member. In the spring of 2019 we were successful in obtaining Status of Women Funding for 3 years which enabled us to hire Jennifer McKeown in the position of Coordinator of Communications and Fundraising. Jen has brought an energy, positivity and boundless enthusiasm to the position that has seen us expand our funders to include TBay Tel, Catherine Donnelly Foundation, Thunder Bay Community Foundation, Gender Equality Fund, Women and Gender Equality and National Housing Strategy. Thanks to Jen, we have recently rebranded our website and modernized our methods of disseminating information on our work and projects to the public.

In the fall of 2019 we wrapped up our Law Foundation Project in partnership with Stephanie Campbell, Dr. Rebecca Schiff, Dr. Helle Møller and Dr. Deborah Scharf and published the research project entitled "Housing Insecurity and Justice System Involvement Among Women in the Thunder Bay Region". The completion of this research has allowed us to move into "Phase II" of our Housing Project, whereby we use this important research to develop a plan for our own housing project to meet the needs of our clients. Catherine Donnelly Foundation has provided us with funding to disseminate our research and connect with important community partners and stakeholders and create a Housing Committee to guide our work in this area moving forward. We are hopeful to have a cohesive housing project plan in the near future!

Our Coordinator, Mary Kozorys, has worked tirelessly this past year assisting clients both inside and outside of the Correctional Centre. Mary's commitment to our clients and her fearless advocacy allows our clients to access many resources (such as housing, food, hygiene products and transportation) they would not otherwise have fulsome access to.

Our Bookkeeper, Nicole Etreni, increased her hours in 2019 and has assisted us in maintaining good financial health as our projects and funding sources increase. She has worked well alongside our new Treasurer, Jean Armstrong, who brings years of accounting experience to the Board. The increasingly complexity of our finances led us to establish a Finance Committee, made up of the President, Treasurer, Coordinator of Development and Bookkeeper. The ad hoc committee allows us to address emergent budgetary and funding issues with the goal of ensuring we use our funding allocations to their full potential.

With a new staff member recently added to our roster (May 2020), and exciting funding opportunities in the wings we are looking forward to another exciting year of growth at Elizabeth Fry!

Board Comings & Goings:

In early 2020, we said good bye to our long-time Board Member, Lori Gilbert. Lori was a long-time Board Member whose time, attention and support has been completely indispensable to the financial health of our organization in her time as Treasurer. She will be sorely missed, but we wish her best

of luck and are very grateful that she took time out of her busy life to lend us her skills and perspectives.

Prior to our summer break, we learned that our past president and long-time Board Member, Mary Veltri, will be resigning in the Fall of 2020. Mary has been instrumental in the development of the organization over her tenure on the Board. Her impeccable ethics and strong sense of professionalism have allowed our organization and Board to become more sustainable and regimented in its processes and policies. Mary's 'can-do' attitude and unflappable belief in the work we do has been the engine of our success in recent years and we will miss her dearly!

Co-ordinator's Report prepared for the Sept. 17 AGM (2019 Program Year)

With the support, skills and dedication of our program volunteers, board members, donors and our funding partners, the United Way of Thunder Bay and the Ministry of Community Safety and Correctional Services, 2019 was a 'banner' year for programming. We continued to provide a broad range of programs at the Thunder Bay Correctional Centre on an ongoing weekly basis including yoga, arts and crafts, life skills, mindfulness and meditation as well as a Sunday afternoon book club. These group programs provide positive opportunities for the inmates to interact as well as to share and develop new skills for healthy living. For the organization, the ability to deliver programming provides insight into the operations of the institution and an opportunity to raise and address inmate concerns.

Through the funding support of the Ministry of Community Safety and Correctional Services, we continued to augment the weekly programming with individual visits. The goal of these pre-arranged visits has been to assist women with a range of individual issues and concerns including release planning. The year also saw the increase in request for clothing upon release and for court appearances. As a result of the requests we have partnered with the Admitting and Discharge unit at the Thunder Bay Correctional Centre to create an informal clothing bank which is regularly restocked with seasonal items. The Ministry continues to contribute to the cost of providing basic hygiene items for a 'discharge' bag offered to inmates upon release.

Ministry funding also allowed us to facilitate some special programming. In September 2019, Elder Ma-Nee Chacaby, assisted by volunteers Mary Veltri and Jennifer Tett, built and facilitated sweat lodge ceremonies over a two-day period. Another highlight was the screening of Michelle Derosier's film "Angelique's Isle" followed by a week of workshops facilitated by Michelle on the art and craft of storytelling. Additionally, two 6-week sessions of Speakers School as well as two 2-day Safe Food Handling classes were offered during the year.

Advocacy, both personal and systemic continues to be a critical activity inside and outside of the institution. An issue raised by an inmate and taken up by our provincial advocate Erin Bellavance as well as by the Advocacy Committee is that of shackling during medical appointments/treatment outside of the institution.

Going forward, it is my hope that we continue to build and foster relationships with other like-minded community partners. Through our participation with other agencies we are not only able to share and discuss issues of common concern, but to work collectively to support individuals whose voices are not always heard. It is also a reminder that successful reintegration into the community is dependent on a number of social determinants that can only be addressed through community collaboration.

Finally, thank you to our President and Past President for your guidance, as well as to all of the Board members for your selfless caring and commitment to our work. Also heartfelt thanks to colleagues for your boundless energy, caring and creativity!

Coordinator of Development and Communications Report- Jennifer McKeown

Development

- Catherine Donnelly Foundation – Phase 2 – Housing Initiative – Approved
- Thunder Bay Community Foundation – Phones for Women Approved
- Tbaytel – In Kind Support – Phones for Women – Approved
- Tbaytel Christmas Campaign – Kits for a Cause – Declined
- Signed up as a partner for Kits for a Cause
- UWTB 2020 Funding Application Submitted
- Picked up donation boxes from LCBO
- Created a Giving Tuesday Campaign
- Signed up for PayPal- Completed
- Created new General and Corporate Ask Letters – incorporated Mail Merge
- Sent out General and Corporate Ask Letters
- Tracked all incoming donations and funding in Revenue Tracking Document

Communications

- Updated Canada Helps account
- Created a Twitter, Instagram, and LinkedIn Account
- Updated Facebook Page
- Created communications material for social media pages as well as a infographic to be used for presentations, printed materials, social media, direct mail campaign
- Created new letterhead
- Created new business card template
- Signed up for a free Survey Monkey Account
- Created a Canva Account
- Created a Adobe Spark account
- Created Giving Tuesday Communications Materials
- Rolled out EFry Awareness Giving Tuesday Campaign
- Created Social Media Analytics Report document to measure success of the Giving Tuesday Campaign
- Drafted and Released Press Release for Research Paper
- Website edit – resources tab added, and research report uploaded
- Media interviews with Mary K and Dr. Schiff – CBC - Dougall Media
- Media Launch of Mended Hearts Campaign
- Posting regularly on social media sites

Outreach/Engagement

- Contacted Beth Stewart at Thunder Bay District Municipal League to discuss a potential speaking opportunity at their 2020 Annual Conference – Oct to present our research findings.
- Sent out correspondence introducing myself to all provincial Efrys looking to share resources and create a support network. – connected with Sudbury and Ottawa.
- Set up monthly phone calls with E Fry Ottawa to share resources and supports
- Attended Market Days booth

- Scheduled multiple market days booths
- Created Partnership between EFry and Tbaytel

Administration/Meetings/Committees

- Finance Committee Meeting 2x
- HR Meeting x1
- Fundraising Committee Meeting 1x
- Had a meeting and walk through with Colleen @ JHS
- Had a meeting with JHS
- Attended Housing and Homelessness Coalition Meeting 1x
- Attended TBCF Grant Reception Banquet with Mary K
- Phone call with Lynsey from WAGE – Project Update 2x
- Meeting with Katie Watson – Roots to Harvest
- Meetings with Alexandra Calderon – TBCF 3x
- Touch point meetings – 5x CS/JM

Operations/Programing

- Visited the Thunder Bay Corrections Centre with MK
- Organized, Scanned, and Shredded paper documents
- Answered phone and directed our clients as needed
- Provided bus tickets and tracked who was receiving them
- Assisted clients who came into the building as best I could.
- Creation of multiple Tracking Sheets – Revenue, Asks & Follow up, Members/Donors, various contact lists, clients served etc.

Professional Development

- Attended TBay Cross Collaboration
- Attended United Way Info Session
- Attended a public talk on Human Trafficking

Social Media Followers		
Platform	Then	Now
Facebook	323	425
Instagram	0	173
Twitter	0	51
LinkedIn	0	21

2019 TARGETS VS. ACTUALS - REVENUE

TYPE OF SUPPORT	TARGET	ACTUAL	DEFERRED	NOTES
United Way	27,000	27,000	0.00	N/A
MCS	19,248	19,248	0.00	N/A
LFO	14,937	2,602	0.00	5,976 received in Feb 2019 3,374 returned to LFO upon their request – Dec 7,468 received and realized in 2018 2019 Target budget should have read 7,469 instead of the full 14,937 listed.
Status of Women	49,276	24,638	24,638	Project began half way through 2019 fiscal.
Fundraising	3,200	4407.50		United Way Billboard 788 Paint Night – 659 Film Night – 2960
Donations	8,000	11,032.25		N/A
Membership	0.00	70.00		7 members
Thunder Bay Community Foundation	0.00	1,830	Deferred to 2020	Received approval in 2019 – project to start in 2020
Catherine Donnelly Foundation	0.00	24,000	Deferred to 2020	Received approval in 2019 – project to start in 2020
Tbaytel	0.00	2,000	Deferred 2020	Received approval in 2019 – project to start in 2020
Interest	0.00	28	0.00	N/A
Totals	121,661	89,025		This is based of the original totals vs actuals
	89,555	89,025		This is representative of the true 2019 targets explained in the notes section
	89,555	120,229.75		This is to represent the total amount of funds brought in in 2019 though not fully realized

COMMITTEE REPORTS

Advocacy Committee Report- Kate Brindley: In 2019-2020, the Advocacy Committee was able to meet on two occasions prior to the pandemic. The committee met to discuss and to strategize responses to ongoing to advocacy issues particularly for women in custody.

Additionally, the committee designed and supervised a research project for a ProBono Students of Canada volunteer from the Law School. The volunteer, Upashna Ray, helpfully produced a research memo on the use of physical restraints on persons, particularly women, in custody accessing medical care. This will be the basis for an ongoing project expected to be continued by a new volunteer in the 20/21 year.

Finance Committee- Caycie Soke: The increasingly complexity of our finances over 2019 led us to establish a Finance Committee, made up of the President, Treasurer, Coordinator of Development and Bookkeeper. The ad hoc committee allows us to address emergent budgetary and funding issues with the goal of ensuring we use our funding allocations to their full potential.

Fundraising Committee Report- Mary Veltri: In 2019, the committee consisted of Mary Veltri as Chair, Caycie Soke, Bev Picard, Tara Hum and Cheyanne DeGagne. The Committee's Terms of Reference underwent a major change in July 2019 when we hired Jennifer McKeown to be our Fundraising, Grant Writing and Communications Coordinator (now known as Coordinator of Development and Communications).

Prior to this, the Committee provided leadership on the annual fundraising plan and activities including organizing community events and submitting grants to funders in support of our operations and various projects. A few of the fundraising activities in 2019 included the annual film night and silent auction in May, participating in the LCBO in store donation program and linking up with TBay Tel to provide cell phones to women upon release from prison. Upon hiring Jennifer, the Committee has been fortunate to have someone dedicated on a full time basis to writing grants and carrying out fundraising activities. The committee's role is now more of an advisory one, providing input to Jennifer and the board on fundraising priorities and grant development, as needed.

Governance Committee Report- Erin Bellavance: The Governance Committee has spent time this past year reviewing and updating policies and procedures. As the Elizabeth Fry Society NWO has continued to grow, the Board of Directors acknowledged that some policies needed to be updated and others created to reflect these exciting changes.

In our 2020 Strategic Plan, we have outlined Governance Structures and Policies as a priority. We are currently reviewing Governance Structures and Policy Manuals from other agencies and are continuing to build and implement appropriate H.R, agency, and Board policies and procedures.

Housing Development Committee Report- Mary Kozorys: The Housing Development Committee was established to assist and make recommendations to the Board in the research, design, development and implementation of a transitional housing program to address the needs of criminalized women in Thunder Bay. The Committee was created as a transition from the work of

the Housing Research and Advisory Committees. The year saw the concluding activities of the research into housing insecurity including the facilitation of two meetings with representatives from Indigenous organizations who serve women involved with the criminal justice system in diverse ways. Key points from these meetings included the importance of emphasizing cultural considerations in all aspects of the relationship between housing insecurity and criminal justice involvement.

The latter part of this reporting period was marked by two exciting events including the official release of the Final Report of the housing research. The report, “Housing Insecurity and Justice System Involvement Among Women in the Thunder Bay Region” as well as an Executive Summary are available on the organization’s website. The second event was the approval of a grant from the Catherine Donnelly Foundation which will enable the organization through the Housing Development Committee to move into the second phase (Planning and Development) of the intended transitional housing program during the next year.