



SISTARS

**SISTARS COMMUNITY
ECONOMIC
DEVELOPMENT CO-OP**

14th Annual General Meeting
Monday, 22 February 2021
6:00PM
Virtual - Zoom Platform

Table of Contents

Table of Contents	1
Agenda	2
2020 AGM Minutes	3
Report of Chair	7
Report of Treasurer	9
Report from Eagle Wing	10
Report of the Tenant's Liaison	12
Report of the Building Committee	13
Report of the Fundraising Committee	14
Report of the Greening Committee	15
Report of the Nomination Committee	16
Appendix: SISTARS 2020 Financial Statements	17

SISTARS 14th Annual General Meeting Agenda

- | | |
|--|------------------------------|
| 1. Welcome and review of virtual AGM | Jess Cranmer |
| 2. Approval of the agenda | Jess Cranmer |
| 3. Approval of the 2020 AGM Minutes | Jess Cranmer |
| 4. Report of the Chair | Jess Cranmer |
| 5. Report of the Treasurer | Judy Lam |
| 6. Report of the Audit | Cheryl Reid |
| 7. Report of Eagle Wing | Amanda Bokovay |
| 8. Report of Tenants' Liaison | Jess Cranmer |
| 9. Report of Building Committee | Rena Molinari |
| 10. Report of Fund Development | Jess Cranmer & Rena Molinari |
| 11. Report of the Greening Committee | Mamie Griffith |
| 12. Report of the Nomination Committee | Jess Cranmer |
| 13. Closing | Jess Cranmer |

23 February 2020
SISTARS 2020 AGM Minutes
99 Euclid Ave, Winnipeg
4:30 PM

Board Members: Jess Cranmer; Marcella Poirier; Elaine Bishop; Edna McPherson; Jess Lambrecht; Kathryn Boschmann; Judy Lam; Alana Ring-Woodard; Mamie Griffith; Amanda Bokovay; Jessica Beaudin; James Wright.

Members: Raymond Vilneff, Jenny Ralette; Corinne Fehilly; Quinn Carberry; Sheena Delaronde; Sandy Dzedzora; Stephanie Miller.

Non-members: Cheryl Reid; Anthony Cherewyk.

Regrets: Stephanie Warren; Rena Molinari.

Quorum (number of board, plus five): Reached.

Approval of the agenda:

2020.01.01 Motion by Alana to add Bylaws as an item to the agenda and to approve the agenda. Seconded by Jess L. Approved.

Approval of 2019 AGM minutes:

Marcella reviewed the minutes from the 2019 AGM.

Motion by Ray to approve the 2019 AGM minutes. Seconded by Sandy D. Approved.

Report of the Chair:

Marcella reviewed report. Update: Along with Chris Burrows, she noted the death of Robert Forbes, another SISTARS board alumni and an NPDSA Resident, who passed away in October 2019.

Motion by Alana to accept the Report of the Chair. Seconded by Ray. Approved.

Report of the Treasurer:

Elaine reviewed report. Update: The Eagle Wing budget was approved by the provincial government on 21 February 2020.

Motion by Alana to accept the Report of the Treasurer. Seconded by Ray. Approved.

Report of the Audit:

Cheryl Reid reviewed the audit. She emphasized that other fundraising efforts is imperative as the provincial government has not increased funding since 2013. No questions were raised.

Motion by Ray to accept the Report of the Auditor. Seconded by Jess C. Approved.

Motion by Alana to reappoint Reid and Associates Chartered Professional Accountants Inc. as SISTARS auditors for the financial year ending 31 August 2020. Seconded by Jess C. Approved.

Report from Eagle Wing:

Amanda reviewed the report. She emphasized heartfelt gratitude to the staff for their hard work at Eagle Wing.

Motion by Mamie to accept the Report of the Eagle Wing Director. Seconded by Alana. Approved.

Presentation by ECEII Student:

Sheena Delaronde gave a presentation based on her work as an ECEII Student where she created a learning story called Sparking Imagination. Thank you for the delightful presentation, Sheena, and for your dedicated work at Eagle Wing!

Report of the Tenant's Liaison:

Alana reviewed the report. She described the position of Tenant Liaison for anyone interested on taking on her position. The work involves staying in contact with tenants, making sure needs are accommodated, and communicating any arising issues between the board and the tenants. There is also a need to develop and finalize the leases and ensure their legality. She also thanked Ray for his reports about issues that arose in the building and on the grounds.

Motion by Ray to accept the Report of the Tenant Liaison. Seconded by Jess C. Approved.

Report of the Fundraising Committee:

Jess C. reviewed the report.

Motion by Sandy D to accept the Report of the Fundraising Committee. Seconded by Corinne. Approved.

Report of the Greening Committee:

Mamie reviewed the report. She welcomed community input for the development of the grounds.

Motion by Alana to accept the Report of the Greening Committee. Seconded by Jess C. Approved.

Report of the Nomination Committee:

Due to an error in the report and minutes last year, four directors were only approved until the AGM of 2020, rather than the AGM of 2021, as it should have been. These include Kathryn Boschmann; Jess Cramner; Mamie Griffith; and Rena Molinari.

Motion by Ray to re-nominate the above-named members to the SISTARS Board of Directors until the AGM of 2021. Seconded by Jess L. Approved.

Motion by Ray to re-nominate Jess Lambrecht for another two years of service, until the AGM of 2022. Seconded by Alana. Approved.

Judy Lam (incoming Treasurer), Stephanie Warren, and James Wright have all been appointed to the Board of Directors since the 2019 AGM and now require approval for their first terms of service.

Motion by Jess C. to approve the above-named directors for their first terms of service until the AGM of 2022. Seconded by Sandy. Approved.

The board would like to bring on Edna McPherson and Jessica Beaudin as new directors.

Motion by Jess C. to the above-named to the SISTARS Board of Directors for their first terms of service until the AGM of 2022. Seconded by Jess L. Approved.

We note that, as of this AGM, Marcella Poirier, Elaine Bishop, and Alana Ring-Woodard have completed their terms on the Board of Directors. We thank them for their diligent service to SISTARS and for the knowledge and expertise they have provided. Your presence on the board will be greatly missed! We look forward to seeing you at future SISTARS events!

Revision of Bylaws:

Elaine reviewed the revision of the bylaws. These were circulated to members along with a memo explaining changes when we sent out the notices for the AGM. See attached.

Motion by Jess L. to approve the revision of the bylaws. Seconded by Ray. Approved.

Closing:

Marcella opened the floor to questions. Sandy asked if we're going to do Doors Open. This will be carried to the board for the next meeting.

Amanda acknowledged the presence of the new parent committee and gave gifts to the exiting members.

Motion by Ray to adjourn the 2020 AGM. Seconded by Alana. Approved.

Report of the Board Chair

Report of the Chair: For Activities of the Fiscal Year Sept 1, 2019 - August 31, 2020

Thank you everyone for attending the virtual AGM. Although we cannot be physically together, I wish to acknowledge that Barber House and Eagle Wing Early Education Centre are located on Treaty 1 Territory in the heart of the Métis Nation.

Our Charitable Purposes

SISTARS exists to advance education through:

- a) Providing Early Childhood Education services through our Eagle Wing childcare program.
- b) Life skills training, arts and cultural opportunities for children, youth and families in the Point Douglas Community.
- c) Education and training in the field of Early Childhood Education to qualifying students attending a certificated ECE program.
- d) Maintenance of the greenspace at 99 Euclid for the neighbourhood

We are dedicated to providing these community benefits through our charitable organization.

Looking back....

As we closed our last AGM on February 25, 2020, we could hardly foresee the major upheaval we would experience less than three weeks later. Many of us had heard media reports of a virus overseas but the speed at which it spread and the rapid changes in public health took all of us by surprise. My first year as board chair is one, I will never forget!

I want to acknowledge the incredible job Amanda Bokovay and the team at Eagle Wing has done, and continues to do, to manage the health and safety of the daycare, the team, and the children. With almost daily revisions in public health updates and memos coming from all directions, we were, and still are, carefully navigating uncharted landscape. I also want to thank all the board members for being more than available to discuss these rapid changes, making decisions on the fly and being incredibly supportive.

A major change with the new public health landscape has been and continues to be the closure of Barber House as a public space for rent. To meet the needs of the daycare we were forced to make a difficult decision to no longer allow community groups to rent the space. The board extends its gratitude to the NPD Seniors Association and Mama Bear Clan for their understanding with this decision.

Another major change was the retirement of Ray Vilneff, our long-time maintenance person at Barber House. Due to COVID we were unable to wish Ray goodbye in person but want to thank him for his years of service to the organization.

Highlights

It is hard to believe our fiscal year started September 1, 2019, and we want to acknowledge that we did host one of our last public events, our annual Safe Halloween open house in October 2019. This popular event hosted dozens of community members and provided a safe space to enjoy the celebrations.

We also were able to have our annual veggie garden plant sale in May, with an increase in demand in 2020 for these organic kits. We pivoted to deliver these directly to our buyers and I thank all the board members for coordinating these deliveries.

Despite the challenges of COVID SISTARS was fortunate to access several emergency grants, successfully receive other project grants and host a Canada Summer Jobs student. In addition, Eagle Wing worked very hard to ensure a smooth (and normal as possible) day-to-day running of the centre, including incorporating summer activities and summer camp for the children.

We also wish to extend thanks to our many community partners, friends, and supporters.

Report of the Treasurer to the Annual General of SISTARS Community Economic Development Coop

- In preparation for this AGM the audit is complete. Reid and Miller Chartered Professional Accounts Inc. will present the financial statements next.
- The charitable return, required annually by the Canada Revenue Agency will be filed before the end of the month.
- **Eagle Wing's 2020/2021 budget**, which requires provincial departmental approval, has still not been approved. We continue to receive funding based on the prior year's budget. Eagle Wing, like all daycare centres, continues operating under the basic daycare funding since 2013.
- **Many thanks to SISTARS' charitable donors!** Charitable donations are accepted at any time throughout the year. Charitable receipts will be issued for contributions of \$10 or more. Contributions may be received in:
 - Cash
 - Cheque
 - E-transfers to sistars.northpointdouglas@gmail.com
 - Through the Canada Helps website

Donors who so wish may make monthly contributions which are helpful in enabling SISTARS to more effectively budget our cash flow.

- SISTARS continues to need our members to share responsibility of ensuring the financial sustainability for SISTARS. This is important because SISTARS and Eagle Wing make irreplaceable contributions to the people and community of North Point Douglas.

SISTARS is a cooperative so our members have this unique opportunity to share in this important work. So we invite all members of SISTARS Coop to make a charitable contribution to SISTARS that fits within each member's financial situation.

- I recommend to the AGM that **Reid & Miller Chartered Professional Accountants Inc.** be re-appointed as auditors for SISTARS for the financial year ending August 31, 2021.

Judy Lam, Treasurer, February 22, 2021

Eagle Wing Early Education Year in Review: September 2019-August 2020

September 2019 started off with the usual fall activities, getting the school age program going and organizing the associated routines.

New for 2019 was the Graffiti Art program who hosted our school age children out of the satellite building of Norquay Community Centre. The children attended a weekly class with the end goal of having a presentation to share with families. We hope to be able to pick this up once COVID health orders are relaxed and we are again able to participate in indoor community activities.

In October I facilitated my first Circle of Security Course with Eagle Wing families and staff. I am so happy to have shared this program and I am proud to say that 9 caregivers graduated.

All Nations Coordinated Response (ANCR) graciously donated to our nutrition program, allowing us to provide nutritious food to our children. This group has been a long-term supporter of Eagle Wing and we value their continued support.

In February 2020, we wished Carmelle our long-term Educator in the Infant Program well wishes as she retired from her position. Carmelle has gifted us for many years with her gentle nature and insightful common sense. She is greatly missed.

The landscape changed dramatically in March, and I will never forget listening to the news reporting that the schools and daycare centers would be closed due to COVID-19. With the support of the SISTARS Board of Directors the decision was made to close Eagle Wing and the staff were all released from employment. Never in my career did I ever think this would be something that would happen. I stayed on in my position to keep the paperwork and projects on track. With the centre closure I undertook some big projects such as:

- Painting of the entire centre
- Re-finishing the floors
- Installing new flooring in the entranceways
- Renovating the infant play space.
- Completing carpentry projects including new benches, new shelving and an outdoor kitchen

These improvements were waiting for the Educators to come back to work mid-May and after much cleaning and organizing we were ready to welcome our families back for June 1st, what a great day!

In July 2020, Corinne marked her 10-year anniversary at Eagle Wing. Corinne is a valuable senior staff member who is always up for fun and excitement and she leads with her whole heart.

August saw the school age children experience a week of outdoor fun at Camp Manitou. While observing all precautions our children were able to enjoy all the activities offered including biking, hiking, and swimming and of course the rock wall.

The rest of the summer was filled with our normal fun activities with an emphasis on outdoor play. We had four fabulous summer students who assisted the Educators in meeting all the new cleaning practices and protocols which needed to be followed.

I would like to thank all the Eagle Wing Educators for their continued support of the families and children who serve at Eagle Wing. There have been some hard times and plenty of good times and I am prouder than ever to lead such a dedicated team of Educators who show up every day and give the children the best experience and care they can.

Thank you to the SISTARS Board of Directors, I could not have navigated managing our childcare centre in a global pandemic without their continued support and guidance.

Submitted by Amanda Bokovay

Executive Director

Eagle Wing Early Education Center

January 31,2021

Tenant Report

Sept 1, 2019 – August 31, 2020

Position on board is currently vacant. Report is prepared by Jess Cranmer.

The impact of COVID cannot be overstated. On March 17, 2020, the SISTARS board closed Barber House to any rentals with no known timeline on when we could re-open. This was a difficult decision but ultimately the best one for the safety of the daycare and community.

SISTARS wishes to thank our rental tenants NPD Seniors Association and Mama Bear Clan for their understanding.

Although we still cannot predict when it will be safe to re-open the space, SISTARS is committed to seeing Barber House back in action as a community space for all to access.

Building and Maintenance Report

AGM February 22, 2021

Current Activities/Issues

- Mechanical systems services (sprinkler system and emergency lights) apparently there are some issues which need to be addressed.
- AFM Mechanical (in floor heating) onsite visit – outcomes?
- Big tree was trimmed before the holidays
- HVAC maintenance and service
- Repair of furnace in playtrium
- Replacement of filters
- Temperature and duct sensor
- Rust and Corrosion on main water line for the sprinkler system
- Quote from AFM mechanical for upgrade to in floor pump.
- Quote from Triad for the repair to the water main pipe with corrosion. Working on a schedule as they need to turn off the water at the street and we can not operate the centre without water.

SISTARS – Fund Development Report

Sept 1, 2019 – August 31, 2020.

Prepared by Jess Cranmer and Rena Molinari

Grants

Below is a review of grants approved and distributed during the fiscal period of Sept 1, 2019 to August 31, 2020. SISTARS wishes to extend its gratitude to our sponsors and donors. Without financial support we would be unable to achieve our mission.

The Winnipeg Foundation:

- Summer Camp Grant – to assist in sending up to 15 age school children to Camp Manitou during the summer of 2020 and supporting additional camp activities on-site.
- Stabilization Grant – to assist SISTARS in covering the losses experienced in 2020 due to COVID and the inability to rent Barber House to the community.

The Canada Post Foundation:

- Arts and Cultural Programming at Eagle Wing – to support Eagle Wing Child Care’s arts and cultural programming. Allowing them to bring in local musicians, artists, theatre groups and other individuals.

We also wish to thank

- The Kiwanis Club of Winnipeg
- WFPS Run Inc
- All individual donors

... your support means the world.

SISTARS Community Economic Development Co-Op

February 22, 2021

Report on Sustainability and Greening Committee

The Sustainability and Greening Committee is responsible for advising on continued upkeep for the grounds at 99 Euclid including Barber House and Eagle Wing Early Education Centre, planting organic vegetable and flower beds, and long-term planning for the property through continued community engagement.

This year we had another successful partnership with **Hearts and Roots** to provide accessible vegetable kits to the surrounding community, board members and friends. This aligns with overall neighbourhood greening initiatives and providing healthy sustainable food options for the community. We are looking forward to planting organic vegetables this year, and providing our Hearts and Roots vegetable fundraiser kits once again.

Our partnership with **Spark Winnipeg** and Monica Giesbrecht from **HTFC Planning and Design** was put on hold during Covid, we hope to continue with developing and fundraising for implementing a master plan for Barber House and Eagle Wing grounds. We will continue to engage with our neighbouring organizations, North Point Douglas Women's Centre, Norquay Community Club, and Manitoba Indigenous Cultural Education Centre with any future developments and programming. We are continuing to follow up with local organizations and will have a sketch plan of the property ready to present to the SISTARS board for the March meeting.

We had a Canada Summer Student last year, to help care for the grounds. They were a pleasure and we hope to hire another Student again this summer. Thank you to Canada Summer Jobs for your support.

We are actively looking for partnerships and collaborations for our grounds, gardens, and programming. Please reach out with any suggestions or join the Greening Committee.

Mamie Griffith

Greening Committee

mamiegriffith@gmail.com

Report of the Nominations for the SISTARS 2021 Annual General Meeting

As per the SISTRAS by-laws (#3.05) Directors are elected for a two-year term and may serve up to three consecutive terms for a total of six years. The board currently has seven members and is actively seeking to fill new director spots.

Directors being re-nominated for further terms of service:

- Jessica Cranmer for a third term ending in 2023
- Mamie Griffith for a second term ending in 2023
- Rena Molinari for a second term ending in 2023
- Kathryn Boschman for a third term ending in 2023

Directors moving into a “advisory member at large” role:

- James Wright
- Jessica Beaudin

Directors retiring – we thank them for their service:

- Stephanie Warren

If these nominations are accepted this leaves the SISTARS Board with 7 members so needing 3 more members. The Board can continue to work while short on members as it still is able to reach quorum (6 members) However, it is better to have a full Board to help with all the work!

To be eligible to serve candidates must be members of SISTARS, be older than 18 and neither bankrupt nor found by a court to be of ‘unsound mind’. After serving 6 years individuals need to take at least a year off before being nominated again. Candidates need to be available to attend monthly Board meetings generally held on the 4th Monday evening each month at 5:15. Board members also are expected to serve either on a committee or to take on a specific task. Candidates can be nominated by other SISTARS members. Expressions of interest in the Board are warmly welcomed!

Appendix: SISTARS 2020 Financial Statements

SISTARS Community Economic Development Co-op Inc.

Profit & Loss

September through December 2020

	<u>Sep - Dec 20</u>	<u>Sep - Dec 19</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4104 · Non-Charitable Donations	1,500.00	2.50	1,497.50
4105 · Charitable Donations	530.00	810.00	(280.00)
4160 · Interest Earned	8.06	6.43	1.63
4170 · ACU Community Incentive Grant	-	-	-
4180 · Fundraising	-	132.62	(132.62)
4200 · GRANT INCOME	16,494.68	500.00	15,994.68
4800 · Eagle Wing Occupancy Costs	9,500.00	9,500.00	-
4850 · Rent Income	-	1,800.00	(1,800.00)
Total Income	<u>28,032.74</u>	<u>12,751.55</u>	<u>15,281.19</u>
Expense			
8000 Occupancy	11,374.61	11,220.03	154.58
5000 · Administration	456.04	533.82	(77.78)
5260 · Miscellaneous Expense	-	0.22	(0.22)
7000 · Projects	-	836.58	(836.58)
Total Expense	<u>11,830.65</u>	<u>12,590.65</u>	<u>(760.00)</u>
Net Ordinary Income	<u>16,202.09</u>	<u>160.90</u>	<u>16,041.19</u>
Other Income/Expense			
Other Income			
9100 · Capital Income	2,248.00	-	2,248.00
Total Other Income	<u>2,248.00</u>	<u>-</u>	<u>2,248.00</u>
Net Other Income	<u>2,248.00</u>	<u>-</u>	<u>2,248.00</u>
Net Income	<u><u>18,450.09</u></u>	<u><u>160.90</u></u>	<u><u>18,289.19</u></u>

SISTARS Community Economic Development Co-op Inc.
Profit & Loss Budget Performance
 December 2020

	<u>Sep - Dec 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4103 · Membership	-		
4104 · Non-Charitable Donations	1,500.00	164.00	1,336.00
4105 · Charitable Donations	530.00	336.00	194.00
4106 · Charitable Gifts in Kind	-	164.00	(164.00)
4160 · Interest Earned	8.06		
4170 · ACU Community Incentive Grant	-		
4180 · Fundraising	-	-	-
4200 · GRANT INCOME	16,494.68	5,000.00	11,494.68
4800 · Eagle Wing Occupancy Costs	9,500.00	9,500.00	-
4850 · Rent Income	-	1,500.00	(1,500.00)
4900 · Miscellaneous income	-		
4990 · Uncategorized Income	-	1,000.00	(1,000.00)
Total Income	<u>28,032.74</u>	<u>17,664.00</u>	<u>10,368.74</u>
Expense			
8000 Occupancy	11,374.61	12,396.00	(1,021.39)
5000 · Administration	456.04	1,522.00	(1,065.96)
5260 · Miscellaneous Expense	-	418.00	(418.00)
7000 · Projects	-	2,000.00	(2,000.00)
Total Expense	<u>11,830.65</u>	<u>16,336.00</u>	<u>(4,505.35)</u>
Net Ordinary Income	<u>16,202.09</u>	<u>1,328.00</u>	<u>14,874.09</u>
Other Income/Expense			
Other Income			
9100 · Capital Income	2,248.00		
Total Other Income	<u>2,248.00</u>		
Net Other Income	<u>2,248.00</u>	<u>-</u>	<u>2,248.00</u>
Net Income	<u><u>18,450.09</u></u>	<u><u>1,328.00</u></u>	<u><u>17,122.09</u></u>

SISTARS Community Economic Development Co-op Inc.
Profit & Loss Budget Performance
December 2020

Annual Budget

5.00
500.00
1,000.00
500.00
-
10,000.00
31,500.00
4,600.00
2,900.00
3,000.00
54,005.00
38,400.00
7,270.00
1,250.00
6,000.00
52,920.00
1,085.00
-
1,085.00