



**Big Brothers Big Sisters**  
of Lanark County

# **2016 Annual Report**

## **Our Vision**

To provide every child in Lanark County who needs a mentor with a mentor.

## **Our Mission**

Big Brothers Big Sisters of Lanark County is a not for profit volunteer organization which helps children develop to their unique potential through consistent, dependable and non-conditional adult friendship.

## **Our Values**

We believe all children should be given the opportunity to reach their full potential. In providing these opportunities, the children will enhance their personal development as well as become engaged citizens in their community.

We believe that by changing the course of young lives we can in turn be changing the course of our community's future. That it could lead to a reduction in poverty and unemployment; to safer schools and neighbourhoods; to a renewed optimism for growth. We believe that it has the potential to lead to change on a broader, more far-reaching scale.

We believe that opening a child's eyes to "what is" opens his/her mind to "what could be."

We are Big Brothers Big Sisters of Lanark County, and we believe in the value of mentoring.

## **Board of Directors – 2016**

**Chair** – Sue Cavanagh  
**Vice Chair** – Katie Ireton  
**Treasurer** – Beth Cozens  
**Secretary** – Dawn Risebrough  
**Past Chair** – Linda Hewson

### **Directors**

Jamie Campbell, Sue Wright, Tammy Edwards, Amanda Neadow and Mona Wynn

## **Agency Staff – 2016**

Jennifer Miller - Executive Director  
Cliff Woods - Manager, Service Delivery  
Beth Sinclair - Resource Development Manager  
Sandra Walker - Jewel's Store Manager Smiths Falls  
Margaret Swanson - Jewel's Store Manager Perth  
Kiefer Vincent - Mentoring Coordinator  
Ashley Struthers - Mentoring Coordinator  
Jon Valentin - Mentoring Coordinator  
Sherry Burke - Agency Promoter  
Natalie Downing - After School Program Facilitator  
Emily Gray - After School Program Facilitator  
Jennifer Hogan - Office Administrator

**With special thanks to:**

Kara Saumure, Summer Student



**Big Brothers Big Sisters**  
of Lanark County



## **Letter from the Board Chair**

Submitted by Sue Cavanagh, Board Chair

There is a children's book entitled *The Little Engine that Could*. In the story there was a little blue train engine with the mantra "I think I can, I think I can" as it struggled to climb a mountain. The little engine eventually succeeded in its goal and concluded with the phrase "I thought I could" as it completed its journey on the other side of the mountain.

Big Brothers Big Sisters Lanark reminds me of this story of hope and perseverance, determination and effort. BBBS Lanark County is unique in that many of the BBBS sister agencies are struggling and/or closing their doors. This agency is a beacon of light in a time of change and uncertainty. It's no small task to raise all the funds for an organization for one year – this agency does this every year and is serving more children and raising more funds than ever before! A bubble, maybe, but I think of it as ingenuity and guts!

Many thanks to the staff for your dedication to excellence as you strive to enrich the lives of children, families and volunteers. And hats off to the volunteers, who devote their valuable time and energy to BBBS Lanark County in so many ways.



## **A Word from the Executive Director**

Submitted by Jennifer Miller

We have been fortunate over the years to be able to build a solid organization that has a strong foundation financially, and yet is nimble enough to react to opportunities and challenges as they arise. As I look back on 2016, it is evident that the foundational work is in place and that the agency is striving and thriving because of the base built by those that came before us.

2016 saw the number of children served grow to over 600, every fundraiser exceed its targets, and staff stability and expertise grow. The risk of doubling the Jewels Perth store paid off as record revenues hit the books. The agency was successful in securing a two year project grant from the United Way to grow After School programming, and is now the highest funded United Way agency in Lanark County. Two more After School programs were added, bringing that program to eight schools each semester.

Nationally the staff and board continue to be involved in the broader movement, participating in numerous committees and forums. Staff attended the National Convention as usual, but also the National Mentoring Symposium in Banff Alberta to reflect on mentoring throughout all organizations in Canada.

Partnerships continued to be critical to the health of the agency, with strong ties to both other not for profits and the private sector. Canadian Tire and Jumpstart continue to heavily fund After School programming. Program development work was done with Rideau Community Health Centre. Discussions started with the Town of Smiths Falls about summer programming opportunities. Broader impact discussions take place at the Lanark County Planning Council Table each month. Working with other groups ensures we do not duplicate efforts, and helps us build on the foundation of mentoring we have created over 43 years.

Much gratitude goes out to the incredible staff team who not only thrive in their various roles, but excel at the job description line that reads 'other duties as required'. It is truly an all hands on deck atmosphere. The Board of Directors continues to be dedicated to the cause, and my appreciation for their guidance and wisdom is heartfelt.

Many thanks to all those reading this report, the more that we are all engaged with making mentoring happen, the more that we can serve every child who needs a mentor in Lanark County.

## **Big Brothers Big Sisters of Lanark County Mentoring Team Annual Report**

In 2016 Big Brothers Big Sisters of Lanark County served a total of 607 children and youth across our mentoring programs. This represents a 9% increase from our 2015 number of children and youth served and a 75% increase over the past 5 years. In particular, our After School Program and Go Girls Program continued to expand across the county. Our relationships with community partners remained strong allowing us to provide our mentoring programs to more children and youth than ever before.

As 2016 came to a close the Mentoring team proved to be a very strong and cohesive group of individuals. The diversity of each of the team members work experiences proved to be valuable in dealing effectively with any issue or concern that may have presented itself over the course of the year. Kiefer Vincent and Ashley Struthers remained in their roles of Mentoring Coordinators. Jon Valentin continued in his role as the Coordinator of our After School Program. In February 2016 we were able to add Emily Grey and Natalie Dowling to our staff compliment as part time After School Program Facilitators. Cliff Woods continued in his role as Manager of Service Delivery.

The Mentoring Team was very proud of the quality of work they accomplished by providing these life impacting mentoring relationships. The team was honoured and privileged to be part of the lives of the children, youth, parents and guardians and volunteers who chose to be part of this great agency.

In addition to a great staff complement, Big Brothers Big Sisters of Lanark County offered practicum opportunities to college and high school students to complete their required placements. In 2016 we provided placements for first and second year Algonquin College Social Services Worker program students and to secondary school Co-Op students from Smiths Falls District Collegiate Institute and Perth and District Collegiate Institute.

### Community Based Program (Big Brother, Big Sisters, Big Couples)

The core program of Big Brothers Big Sisters of Lanark County continues to be our Community Based program of matching a child one to one with a caring adult mentor as a Big Brother or Big Sister. Growth within this program remains a priority but we understand the ongoing challenge in recruiting dedicated and committed volunteers, especially males to fill the need for mentors across the county. Our numbers for 2016 have remained consistent. A total of 39 children and youth were served in Community Based matches.

### In School Mentoring Program (Adult, Co-op, Youth in Care, College Placement)

Our In School Mentoring program continued to provide valuable one to one relationships for children and youth in our local schools. A total of 100 children and youth were mentored in our Adult, Co-op, Youth In Care and College Placement Students In School Mentoring programs.

### Go Girls! Healthy Bodies, Healthy Minds

In 2016 a total of 139 girls attended 13 Go Girls programs at 12 different schools and 1 Youth Centre across the County. Programs were offered in Perth at St. John Intermediate, Drummond Central Public School, North Elmsley Public School and PDCI, in Lanark at Sacred Heart, in Smiths Falls at St Francis de Sales, Chimo Public School and Duncan J Schoular, in Carleton Place at Notre Dame CHS and in Almonte at ADHS and Holy Name of Mary. We also offered a program at the Lanark Highland Youth Centre.

### Game On Eat Smart Play Smart

35 boys from three local schools and one youth centre participated in our Game On program in 2016. The program was offered in Smiths Falls at Chimo Public School and St. Francis de Sales, in Perth at PDCI and the Lanark Highlands Youth Centre.. All the participants really enjoyed all the activities, snacks and mentoring sessions of the program.

### Canadian Tire After School Program

Our After School program expanded in 2016 to offer this very popular program at eight sites in three different communities.

In the spring of 2016 we ran two After School pilot programs in Beckwith Public School and Naismith Memorial School. In September we continued to offer the After School Program at Naismith and started a new program at Caldwell Public School. After school programs continue at The Stewart School, Glen Tay Public School, Queen Elizabeth Public School, St. John Elementary, St Francis de Sales and Arkland Public School.

In total 275 children participated in these programs.

### Other Site Based Programs

The summer of 2016 saw Big Brothers Big Sisters of Lanark County offer a Summer Sports program that introduced different sports and games to the participants. 15 children participated in the program.

In the fall of 2016 Big Brothers Big Sisters of Lanark County in partnership with Van Horne Retirement Home offered an Intergenerational program for 4 students from Chimo Public School. The program matched these students with seniors to participate in arts and crafts and other activities



The agency continued to support and assists the Smart Play program at Duncan J Schoular School.

In 2016 a total of 607 children and youth were involved in some way in one of our life impacting mentoring programs. We expanded our programs to service more schools and more communities as the need for mentors continues to grow. We recruited and screened volunteers in a timely manner ensuring programs could be run efficiently and effectively. The dedication and commitment of our Mentoring Team and of all of our volunteers ensured that we continued to meet our mission of “To provide every child in Lanark County who needs a mentor with a mentor.”

## **Key Partners in Fund Development Submitted by Beth Sinclair**

Big Brothers Big Sisters of Lanark County has worked tirelessly to diversify its streams of revenue over the more than 40 years of serving the Lanark County Community. The agency does not receive sustainable government funding, requiring it to rely heavily on Community Partners to provide the funding needed to raise its entire budget.

Events such as Tim Hortons Bowl for Kids Sake, 3M Golf for Kids Sake, Tim Hortons and Kinsmen Curl for Kids Sake, and Dine Out Day contributed to 30 percent of the funds raised in 2016. Without the support of Sponsors and participation of the community these events would not be the “Sold Out”, well attended events that they are.

The two Jewel’s Gently Used Clothing (thrift stores) have been invaluable Social Enterprise Ventures for the agency. These two volunteer run stores raise approximately 18 percent of the budget necessary to maintain and grow Big Brothers Big Sisters of Lanark County. These stores bring great visibility and awareness to the work that the agency is doing. The Perth store also provides a second physical location for the agency to have an office and meet with partners.

BBBSLC has also benefited for many years now from Ministry of Education funds and other one-time grants. These grants that staff applied for contributed to approximately 24 percent of the 2016 budget.

Likewise the United Way of Lanark County has been an essential partner, raising community awareness and financially supporting the agency. In 2016, Big Brothers Big Sisters was the highest funded agency in Lanark County by United Way.

Municipal support has been growing over the last few years, as the community has shown their appreciation and recognition of the work that is being done by the agency through mentoring and changing the lives of local children. Along with providing one time grants, many of the town councillors and staff of various municipalities participate in agency events such as Tim Hortons Bowl for Kids Sake and 3M Golf for Kids Sake. Staff are always warmly received and encouraged when they do delegations at local municipal meetings.

Another 14 percent of the budget that was raised in 2016 came from private donations and gifts, memorial donations, and service clubs, et. al. These individual partners and champions continue to make it possible for BBBSLC to grow and expand and improve our community, one child at a time.

We are grateful for all of the various streams of funding that it received in 2016, providing us with opportunities to expand and serve more children than ever before.

# **Committee Reports**

## **Nominating Committee**

Submitted by Linda Hewson, Committee Chair

The 2016 nominating committee was made up of Sue Wright, Dawn Riseborough, Kim Sumara, Linda Hewson and Jennifer Miller (Staff Liaison)

At the Annual General Meeting the following slate of officers was presented.

Starting the 2<sup>nd</sup> year of TERM 5 (by virtue of holding an office)

Linda Hewson (Past Chair)

Starting the 1<sup>st</sup> year of TERM 3

Katie Ireton

Sue Cavanagh

Beth Cozens

Starting the 2<sup>nd</sup> year of TERM 2

Dawn Risebrough

Starting the 1<sup>st</sup> year of TERM 2

James Campbell

Starting the 2<sup>nd</sup> year of TERM 1

Sue Wright

Tammy Edwards

Mona Wynn

Starting 2<sup>nd</sup> year of TERM 1

Amanda Neadow

Lynn Miskelly

Officers were named as follows:

Sue Cavanagh, Board Chair

Katie Ireton, Vice Chair

Linda Hewson, Past Chair

Beth Cozens, Treasurer

Dawn Risebrough, Secretary

The board underwent some changes in the year with the resignations of Mona Wynn and Sue Wright. These resignations resulted in board vacancies. Joining the board and filling the vacancies, we welcomed new member Kim Sumara..

The nominating committee would like to thank all Board members for their dedication to their roles on the board and to the overall mission of Big Brothers Big Sisters of Lanark County.

Respectfully Submitted, Linda Hewson

## **Fund Development Committee**

Submitted by Tammy Edwards and Amanda Neadow, Committee Members

The Fund Development Committee strives to generate ideas for increasing funding as the service level to the community has grown exponentially, serving over 600 children and youth this past year. One of the goals is to work as a committee to continue to increase the funds for Big Brothers Big Sisters and to “develop sustainable long term and major gifts...”. Together as a committee, ideas are discussed of how the committee can continue to grow and deepen the partnerships in order to continue to increase funding for the agency.

In 2016, the committee was excited to implement the first Funder’s Breakfast. Carolina Suites hosted the event in the fall and the committee was privileged to have a great After School Participant share about her experience with the agency. She truly stole the show! Tim Carter, owner and operator of multiple local McDonalds Restaurants, was also a captivating speaker at this event. It was a great morning of networking for the committee with the agency’s generous funders, having an opportunity to learn about one another and the work that BBBS is accomplishing through our Mentoring Programs.

We continue to enjoy watching the Named Community Fund grow. The funds now on deposit at the Perth and District Community Foundation have increased to \$19,336.00. This paid \$3,787.51 of income to BBBSLC in 2016. Beyond that, BBBSLC received another grant for \$3,000.00 from the Perth and District Community Foundation in 2016.

In 2016, Tammy, Amanda, and Beth were excited to have the opportunity to share with the Board about the work that the Fund Development Committee is doing. They provided information to the Board on how they could assist the committee and invited them to take an active role in becoming more “financially sustainable” as an agency. They appreciated the opportunity to share with the Board the needs of the agency and ways that they could assist in meeting those needs. The Board provided some great insight on how the Board and Agency might be able to work together to meet those needs.

The committee has continued to identify individuals and corporations in the community to approach for additional contributions. The results are positive and growing. This process will help establish more stable and sustainable funding for the work of Big Brothers Big Sisters of Lanark County.

The committee is very thankful to those who supported Big Brothers Big Sisters generously this year.

## **Governance Committee**

Submitted by Katie Ireton, Committee Chair

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Following up on the work in 2015, the Governance Committee implemented an annual board operating plan and board evaluation process with feedback to the Board.

The committee also developed a standardized annual performance review process for the Executive Director, including specific and measurable goal-setting in alignment with the Agency's strategic goals. A significant component of the Executive Director's future performance review will be directly tied to the previous' year's measurable goals.

The Governance Committee has previously reviewed all policy manuals within the past three years and no significant changes were required in 2016. An on-going cycle of policy review was established.

## **Finance Committee**

Submitted by Beth Cozens, Committee Chair

Members include Carole Fuller, Jennifer Miller, Executive Director, and Beth Cozens, Treasurer and Committee Chair, and the Chair of the Board, Sue Cavanagh.

2016 was another financially successful year for our organization.

Funds raised through Bowl for Kids Sake, exceeded our goal, and other fundraising efforts also reaped excellent returns.

We reviewed our investments, and the restructured GICs are working well. We also set up a special GIC for insurance liability/deductibles and have renamed it Restricted for Contingencies. We reviewed our mortgage, and determined that we should be able to pay it in full in 2017.

It was determined that the pay grid would need updating, with a goal of end of 2018. Our bookkeeper is doing a fantastic job, and we appreciate her efforts.

We could not have a successful year without the dedication of our wonderful Staff.