



**Abilities Manitoba**  
agencies supporting people with intellectual disabilities

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# Annual Report

## 2012-13

## Mission, Vision, and Values Statements

### **Mission Statement**

Abilities MB, a network of agencies, exists to foster excellence in service delivery for people with intellectual disabilities.

### **Vision Statement**

Together we can create a province where all Manitobans value the quality of life of people with intellectual disabilities, and the partnership between communities, governments, families, and agencies that supports them.

### **Values**

- **Community Participation:** We need community participation to make inclusion, choice and respect for all people a reality.
- **Respect:** The people we are supporting are deserving of qualified staff. Member agencies must comply with all pertinent legislation such as the Vulnerable Persons Act, Human Rights and all others to ensure all persons are treated equitably.
- **Human Rights:** We promote the interests, rights and freedoms of supported individuals in member agencies.
- **Transparency:** Member agencies will be respectful of and accountable to the people they serve, employees, funders/government and the community at large.
- **Not-For-Profit:** Services provided to the people we support will be not-for-profit.
- **Natural Supports:** We recognize the value and contribution of natural supports for people with intellectual disabilities.

*(adopted in final form in March 2008)*



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2011-2012 Annual Report: [www.epicmb.ca](http://www.epicmb.ca)  
e-mail: [info@epicmb.ca](mailto:info@epicmb.ca) | [www.epicmb.ca](http://www.epicmb.ca)

## **Annual General Meeting Agenda June 6, 2013**

**9:30 a.m – 2:00 p.m**

**Canad Inn Polo Park – Ambassador Room 4  
Winnipeg MB**

1. Call to order
2. Welcome and introductions
3. Approval of agenda
4. Approval of meeting minutes from May 17, 2012 Annual General Meeting
5. Committee Reports
  - a. Executive Committee
  - b. Public Relations Working Group
  - c. Case Study Working Group
6. Financial Report
  - a. Financial Report 2012-13
  - b. Proposal: Travel Expense Reimbursement for Executive Members
  - c. Proposal: Graduated Membership Fee Structure
  - d. Budget 2013-14
7. Director Elections
  - a. Proposal: Director Term Adjustment for 2014-15 to Ensure Continuity
  - b. Election of Directors for 2013-14
8. Strategic Planning
9. Adjournment

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Lunch will be provided at the cost of \$25/person. Cheques payable to Abilities MB can be brought to the meeting or mailed to RPO Portage & Maryland, Box 26131, Winnipeg MB, R3G 0M4.

**Please RSVP to [info@epicmb.ca](mailto:info@epicmb.ca) by May 29, 2013.**

**Abilities Manitoba**  
**2012 Annual General Meeting**  
**Canad Inns Polo Park - Winnipeg**  
**May 17, 2012 at 10:00 am**

**In Attendance:**

DASCH	Scott Smith
Winnserv	Leslie Udell
Epic Opportunities	Jeannette DeLong
enVision	Ed Barkman
enVision	Darryl Marsh
Family Visions Inc.	Joanne Didur
COR Enterprises	Terri Silvius
Brandon Community Options	Brenda Elmes
New Directions	Charmayne Dube
New Directions	Rob Wray
SMD Services	Ian Anderson
Community Ventures	Courtney Welch
Community Living Wpg	Janet Forbes
Community Respite Services	Michelle Hammond
Shalom Residence	Nancy Hughes
Prairie Partners	Jason Dyck
L'Avenir Cooperative	Marc Piche
New Directions	Leanne Kennedy
New Directions	Alicia Ordonez
Rolling Dale Enterprises	Teri Schroeder
Epic Opportunities	Malinda Roberts
Epic Opportunities	Ruby Reimer
FSL	Elaine Hawkins
Opportunities for Independence	Brad Torgerson
Pulford CLSI	Jonathan Dionne
Pulford CLSI	Scott Morden
Pulford CLSI	Adell Matthys
Pulford CLSI	Sandra Waldmo
ImagineAbility	Jeannie Alexander
ImagineAbility	Daryn Turcotte
Blue Sky	Richard Neufeld
Shalom Residence	Maureen Baskin
Trailblazers Life Choices	Andrea Tait-Eros
People First MB	Shelley Rattai
People First MB	Shane Haddad
WASO	Chantal Johnson
Com-Span	Jackie Nubedere
Com-Span	Allison Delaurier
ACL Selkirk	Maria Freeman
Westman Opportunities	Wendy Kennedy
Westman Opportunities	Mlee Phillips
Gateway Resources	Jim McNeil
Southwest Community Options	Ron McCullough
enVision	Lynette Penner
St. Amant	Leanne Fenez
Red River College	Debbie O'Donnell
Red River College	Tara Mullen
Red River College	Cheryl Martens
L'Arche Winnipeg	Jim Lapp
SCE Lifeworks	Oly Backstrom
Simaril	Jeff Daly

## Agenda Items:

### 1. Welcome, call to order, introductions – 10:14am

### 2. Approval of the Agenda

- Motion by Jeannette Delong
- Second by Brenda Elmes
- Carried

### 3. Approval of 2011 Annual General Meeting Minutes

- Motion by Jeannette Delong
- Second by Ed Barkman
- Carried

### 4. Committee and representative reports:

- Executive Report (Courtney Welch): see attached Annual Report
- PR Working Group (Jeannette Delong): see attached Annual Report
- Case Study Working Group (Janet Forbes):
  - Working has met a few times in 2012. A strategy could be proposed that includes an economic analysis and benefit of investing in better funding models for government to “buy in” and compare wages Canada wide as opposed to similar fields just in Manitoba.
  - Consideration was given on how to engage relevant Unions, as this was identified as a significant factor in the gains made in BC and Ontario. The Working Group recognizes that this needs to be thought out carefully given the reluctance of many organizations to consider union/politics.
  - Working Group identified a draft for their Terms of Reference (ToR).
  - The ToR for the Case Study Working Group was discussed (copy of ToR attached). Discussed that the language was very vague and it was suggested that it include specific content outlining the outcome of the Case Study in the ToR. There was also a question posed if the ToR should have a timeline, a question was welcomed by the Working Group and would invite a discussion about this topic. It was decided to put off the approval of the ToR until the next general meeting so the Working Group has a chance to make changes. It was also asked if there will be an open discussion in the future about the involvement of unions, which there will be.
- Functional Efficiencies Committee (Richard Doyle):
  - The Committee did not meet during the last fiscal year. One of the sub-committees, which includes Daryn Turcotte, Rod Retelback, Elaine Hawkins, Adell Matthys, and Leanne Fenez, did meet in October to discuss the topic “quality of support” further. The conversation revolved around different types of support models and the use of support networks, should a person have a support network.

- Barrier-Free Manitoba (Jeannette Delong): see attached Annual Report

#### **5. Distribution of 2012 salary survey results:**

- The salary survey was finished and distributed to the membership, the government, Manitoba Federation of Non-Profit Organizations, and the HR Council for the Non-Profit Sector. It was mentioned that the more widely distributed the better.
- The Manitoba Federation wants to add the report to its website and give a copy to their Board. Some members found this concerning due to Unions having access to the average wages and possibly using it in negotiations, which could negatively affect agencies. Other members did not see this as a concern.
- Motion was made to summarize the information from the report and bring it back to the next general membership meeting for discussion.
  - Motion: Malinda Roberts
  - Second: Mark Piche
  - Carried

#### **6. Proposal to contract Administrative Assistant:**

- Malinda discussed the history behind the discussions of Abilities MB requiring an Administrative Assistant. Because the discussion came up again Malinda volunteered to look into creating a list of tasks and the costs associated with hiring an Administrative Assistant.
- The list of duties are attached.
- Discussion was had regarding the attached list – some members felt like the average hours were low, which will need to be reviewed as time goes on; it was felt that having an Administrative Assistant will free up the Executive's time to do other important tasks; there is a possibility of a member agency, that has the staffing capacity to do so, to supply the Administrative Assistant; the Executive could end up spending some extra time fostering the employee relationship with the Administrative Assistant; it is a good first step as we grow.
- Motion was made to approve the Administrative Assistant list:
  - Motion: Ian Anderson
  - Second: Jason Dyck
  - Carried

#### **7. Financial Report by Richard Neufeld:**

- Richard reviewed the financials and the proposed budget
- Suggestion was made to double the membership fees. The Executive has discussed the possibility of increasing the fees based on a sliding scale according to agency budget size but could not implement anything by this AGM due to lack of time. The Executive will discuss in the coming year. There will likely be a Constitutional amendment required.
- Motion was made to approve the report as presented:

- Motion: Ian Anderson
- Second: Ron McCullough
- Carried

8. **Executive Committee elections (Michelle Hammond):**

- The Call for Nominations announcement is attached
- Correction was noted in the attachment – Malinda Roberts was listed as the Vice President; however, she is actually a Director. There is no current Vice President.
- Michelle read over the attachment.
- There were no nominations from the floor.
- Each person up for nomination stood up and provided a brief introduction of themselves.
- After two secret ballots the following people were elected onto the Executive: Charmayne Dube, Jason Dyck, Brenda Elmes, and Ed Barkman.

## Abilities MB – Executive Committee Report 2012-13

Throughout this past year, we have been intentional about being focussed on the Abilities MB mission statement and the strategic goals identified by the membership at the 2011 Annual General Meeting. The four strategic goals were the following:

**1. Public Relations and Advocacy:** This goal focussed on creating a higher profile within the community for Abilities MB and for services to people with intellectual disabilities. It also included advocating on behalf of member agencies regarding staffing, training, funding, services and general procedures. Developing Abilities MB into a more robust advocacy entity is part of this goal.

### Highlights of work in 2012-13:

-The Public Relations Working Group is one of the main vehicles through which we are working towards our public relations goals. They have been very active this past year and will provide a separate report on their activities.

-Jeannette DeLong has represented Abilities MB on the Barrier Free MB steering committee since 2008. The Barrier Free MB steering committee was created to ensure that Manitoba enacted accessibility legislation and a huge goal was achieved in April when the province tabled the Accessibility for Manitobans Act in the legislative assembly.

-Community Living Disability Services (CLDS) created a "CLDS Redevelopment Advisory Committee" in the fall of 2012. Abilities MB has a seat on this committee (after initially being declined a voice) and participates on behalf of our members. Terms of reference for this committee have not yet been finalized.

-Abilities MB also has representation on the Community Inclusion Awareness group, which is focussed on planning and implementing a public awareness initiative to address the problem of nimbyism ("Not in my Backyard").

-Membership increased by 7 agencies in 2012-13. These agencies either renewed memberships that had lapsed in recent years or became members for the first time. Abilities MB represents approximately 66% of the non-profit agencies in the province that provide services to people with intellectual disabilities and we have representation in every region. Membership growth is an important part of a strategy to develop into a more robust advocacy entity.

**2. Funding:** This goal focussed on general funding issues (per diems not keeping up with service costs, differences in funding across regions, etc.).

### Highlights of work in 2012-13:

-Abilities MB wrote a letter to the Minister of Family Services and Labour in response to agencies not receiving a cost of living funding increase in 2012-13. The Minister responded by offering Abilities MB a meeting with her staff, which occurred in October 2012.



-We wrote a letter to the Premier, identifying our concerns regarding the changes to the PST rules and the subsequent cost increase to agencies. This issue was also discussed at the joint CLDS/Abilities MB meetings.

-In May 2013, we wrote another letter to the Minister identifying the continued pressure that agencies were experiencing related to inadequate funding levels. We requested a meeting with the Minister and offered to bring representatives from families, boards and people receiving services with us so that the Minister can hear about the impact of funding levels directly from them. A meeting has been scheduled for Sept. 4, 2013.

**3. Wages, Recruitment and Retention:** Closely linked to general funding issues, this goal focusses specifically on increasing wages and reducing recruitment and retention challenges that agencies face.

#### Highlights of work in 2012-13:

-It has been clear this past year that many agencies throughout the province (particularly in Westman/Parkland regions) are either in crisis or on the verge of crisis due to both funding shortfalls and difficulty recruiting and retaining employees. Some agencies have been forced to close homes, displacing people that they serve to other communities. Others have made difficult financial decisions without corresponding funding increases in order to attract employees while other more sustainability strategies are planned.

-Member agencies demonstrated their support for agencies in the Westman/Parkland regions in the fall of 2012 by participating in a letter writing campaign. Approximately 75 letters from member agencies from every region of the province were sent from Boards, families, employees and community members to the Minister of Family Services and copied to MLA's. Family Services responded to this and advocacy by other groups by meeting with agencies that were in crisis and working to address their funding needs in order to stabilize.

-The professionalization of disability support work is a key strategy in improving wages, recruitment and retention. Abilities MB is involved in the work of a group that is working to facilitate the development of a Manitoba Association of Direct Support Professionals. An initial meeting was held with interested disability support workers in April 2013.

**4. Agency Support and Teamwork:** This goal focusses on increasing networking opportunities with agencies around the province for problem solving, sharing knowledge, resources and experiences.

#### Highlights of work in 2012-13:

-We have been intentional about providing opportunity within our General Membership Meetings for members to share experiences and assist each other in problem solving. Much good discussion has taken place! Members have also been encouraged to have lunch together following General Membership Meetings. A group of varying size consistently take advantage of this networking opportunity.

-Last night, we organized an evening for members to come together and network while enjoying a meal. Approximately 35 people were in attendance and it was a great opportunity to take some time away from our days and to connect with colleagues and peers.

Several other things were accomplished in this past year. Abilities MB engaged in a contract to provide administrative support to our network, we represented the interests of our members on other active committees (ex. Disability and Community Support Advisory Committee at Red River College), and met quarterly with representatives from Community Living disAbility Services.

There is much that can be accomplished when we work together to provide excellent services to people with intellectual disabilities. Serving on the Executive Committee and as President for this past year has been a very positive experience and I am so appreciative of the support that I have received from you.

Respectfully submitted,

Malinda Roberts  
President

## **Abilities Manitoba Executive Committee for 2012-13**

**President** – Malinda Roberts (Epic Opportunities Inc.)

**Vice-President** – Charmayne Dube (New Directions for Children, Adults and Families)

**Treasurer** – Ed Barkman (enVision Community Living)

**Secretary** – Richard Neufeld (Blue Sky Opportunities)

**Director** – Jason Dyck (Prairie Partners)

**Director** - Brenda Elmes (Brandon Community Options)

**Past President** – Courtney Welch (Community Venture/Fairfax Community Resources)

**ABILITIES MANITOBA INC.**  
Statement of Revenue and Expenditures  
April 1, 2012 to March 31, 2013

	<u>YTD</u> <u>2012/2013</u>	<u>Budget</u> <u>2012/2013</u>	<u>Budget</u> <u>2013/2014</u>
<u>Revenue</u>			
Membership	6,900.00 (a)	4,500.00	5,000.00
AGM	1,150.00	1,250.00	1,250.00
Interest	3.93	-	-
Savings Interest	102.44	200.00	150.00
<b>Total Income</b>	<b>8,053.93</b>	<b>5,950.00</b>	<b>6,400.00</b>
<u>Expenditures</u>			
AGM	2,674.34	2,500.00	2,500.00
Honorariums, Donations	-	200.00	200.00
Meeting Room Rental	877.19	1,250.00	1,000.00
Office Supplies	43.93	150.00	100.00
Postage/P.O. Box	180.60	152.00	190.00
Service Charges	-	10.00	10.00
Web Site	120.00	-	120.00
Static Interactive	-	-	-
Minister of Finance	25.00	25.00	25.00
Administrative Assistant	600.00 (b)	2,400.00	2,400.00
Executive Committee Travel	-	-	2,000.00
<b>Total Expenses</b>	<b>4,521.06</b>	<b>6,687.00</b>	<b>8,545.00</b>
<b>Net Income</b>	<b>3,532.87</b>	<b>(737.00)</b>	<b>(2,145.00)</b>

**BANK RECONCILIATION**

Opening Balance: Chequing	2,109.20
Plus: Revenue	8,053.93
Less: Transferred Out to Savings	(2,000.00)
Less: Expenditures	(4,521.06)
Closing Chequing Balance	<u>3,642.07</u>
Opening Balance: Savings	5,708.06
Plus: Transferred In from Chequing	2,000.00
Plus: Savings Interest	102.44
Less: Transferred Out	-
Closing Savings Balance	<u>7,810.50</u>
Total Account Balance	<u>11,452.57</u>

(a) YTD is more because some organizations paid for 2013/2014 membership early  
(b) Service started Jan 1, 2013

**Travel Expenses For Abilities Manitoba Executive Members**  
**Proposal For Annual General Membership Meeting**

June 6, 2013

**Background**

Abilities Manitoba Executive Committee members can expect to attend 6-8 meetings a year on Abilities business beyond the regular, general Abilities meetings. This includes Executive Committee meetings, meetings with senior Family Services staff, and other specially called meetings. While the Executive has made it a priority to meet in other communities from time to time, the majority of those meeting must happen in Winnipeg.

In order to make Abilities a truly provincial body it must be able to attract agency representatives from across the province to serve on its Executive Committee. Covering a portion of travel expenses for those who are some distance from Winnipeg is a necessary component of this.

**Proposal**

- Executive Committee members whose agency head office is within 100 km. of downtown Winnipeg will continue to have their travel expenses covered by their own agency.
  
- Executive Committee members whose agency head office is outside of a 100 km. radius of downtown Winnipeg may claim vehicle mileage expenses for attendance at Executive approved meetings (generally Executive Committee meetings and Executive/FSL meetings, but may also include other meetings with the approval of the Executive Committee) as follows:
  - vehicle mileage at the rate normally paid by their agency
  - eligible mileage is that distance between the agency head office and the meeting location, less 200 km. (100 km. one way X 2).
  - Travel expenses are to be submitted for reimbursement to the Treasurer of Abilities Manitoba. Expense claims will be reviewed by the Treasurer and President prior to reimbursement being paid.
  
- The Executive Committee may authorize other exceptional travel expenses for any Executive Committee member, however such expenses must be approved by, and be noted in minutes of an Executive Committee meeting prior to the expense being incurred.

**Abilities Manitoba Graduated Membership Fee Structure**  
**Proposal For Annual General Meeting**

June 6, 2013

**Background:**

Abilities Manitoba is made up of member agencies from small to large. Typically new agencies will start by supporting a few individuals, and will gradually grow in size as their program becomes known and recognized. On the other end of the spectrum there are older, well established agencies with many programs, serving many people, and with large annual budgets. Abilities Manitoba welcomes all, and is stronger for the diversity of agencies that make up its membership.

In recent years member agencies have begun to see the value in Abilities taking on a more active role. As this role develops Abilities will need additional financial resources to carry out the program given to it by its member agencies. As these costs rise it becomes important to ensure that these costs are shared on an equitable and sustainable basis. Currently the annual membership fee is \$75.00 regardless of the size of the member agency.

**Proposal:**

We propose that, beginning with fiscal year 2014/15 a graduated membership fee structure, based on annual operating budget of the agency, be implemented. The fee structure for 2014/15 would be as follows:

- a. The first year of membership is free, regardless of the size of the agency
- b. Annual operating budget of:

Less than \$2.5M	\$75.00
\$2.5M - \$5M	\$100.00
\$5M - \$7.5M	\$200.00
Over \$7.5M	\$300.00

This fee structure would generate approximately \$3,000 of additional revenue for Abilities operations, an increase of approximately 50%

## Call for Nominations

For Election to be held at Annual General Meeting  
June 6, 2013

Each agency that is a paid member is allowed one vote. There are six 2-year term executive positions in total.

### Current Executive:

Malinda Roberts	EPIC Opportunities	Term ending (completed 2 <sup>nd</sup> year of term that was vacated by Richard Doyle)
Richard Neufeld	Blue Sky Opportunities	Term ending
Jason Dyck	Prairie Partners	
Charmayne Dube	New Directions	
Brenda Elmes	Brandon Community Options	
Ed Barkman	Envision Community Living	

### For 2013-2014:

Two positions are open. Nominations must be in writing (email would suffice); consented to in writing by the nominee; and be received 14 days prior to the AGM. i.e. by May 23/13. Additional nominations may also be made from the floor, providing the person is present to agree to let their name stand.

Please submit nominations to Michelle Hammond at Community Respite Inc.  
[comresp@mts.net](mailto:comresp@mts.net)  
204-953-2403.

### Nominations to date:

Malinda Roberts (Epic Opportunities)  
Maria Freeman (Community Living Selkirk)

Michelle Hammond & Nancy Hughes  
Nomination Committee