

Out On The Shelf

2nd Annual Report & Annual General Meeting



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MINUTES OF THE 2008 ANNUAL GENERAL MEETING

September 28, 2009

7:30 PM, Out On The Shelf

Board Members Present: Ruth Frost, Kris Cummings, Terry Crowley, Jacqueline Murray, Barry Townshend, Clive Thomson, Jerome Chang, Matthew Ross Regrets: Tahira Dosani & June Brett

1. Welcome & Introductions

- Agenda distributed in package

2. Explanation of voting privileges

- Members are typically allowed to vote in a meeting of a corporation, however, because the OOTS incorporation is so new we don't have a new membership policy. Until the policy is established, only current Board members are considered official members and may vote. The Board has approved a membership policy which would allow broader membership and voting.

3. Presentation of annual report

a) Board Report (see report for detail)

- Lots of work done in 2008 on incorporating and establishing charitable status.
- Two organizations came together (OOTS and Pride).
- We are in such a debt of gratitude to volunteers for growing service delivery and fundraising among much more.

b) Committee & Service Reports (see report for detail)

Drop-in visitors & participants

- Average open 15 hours/week. 50 – 90 people drop in per month

Library

- 400 members, 2000 resources (700 new in 2008); Equivalent to 50%+ circulation.

Volunteers

- We have 50+ volunteer hours/week - this is tremendous; worth much more than money.

c) Financial Report 2008 (see report for detail)

- Statement of income and expenses reviewed; Balance statement reviewed.
- Fiscal year is January – December 2008. Organization spent more than it took; this is not sustainable. In 2009 we have been operating in the black, with positive balance of \$3000.
- Charitable receipting processes will be established in 2009, given new charitable status.

d) Motion to accept Annual Report

- moved by Barry Townshend, seconded by Jerome Chang. Carried.

4. Membership Policy

a) Introduction of issue

Policy has been distributed. Bylaws don't provide a definition of members, rather it has been left open for the Board to determine. If there is cost, it has to be ratified by at the AGM. Policy approved by Board of Directors in August.

b) Presentation of Board approved policy

- Fee increased from \$2 to \$5, which can be waived when appropriate. The membership year runs September to August in order to accommodate students. Intent is to have only one process/type of membership; We would need an annual membership drive, and need to immediately take steps to implement, likely in November.
- Policy references the bylaws and therefore the bylaws must be available.
- To be a voting member in a corporation an individual must be legally considered an "adult"
- A concern was raised about the preamble which includes "and the public at large." Could this result in problems for the corporation? Members are required to agree to the mandate. We trust that people are honest that they are members of the community or allies using a declaration on the application form (honour system).

c) Motion to accept the new membership policy

Moved by Terry Crowley, Seconded by Matthew Ross. Carried.

5. Election of Directors

a) Slate of candidates reviewed

b) Motion to elect slate of directors

Moved by Kris Cummings, second by Barry Townshend. Carried.

- There was a suggestion to amend the bylaws to stagger the 2 year terms of the Board so that turn-over will not be all at once. It was agreed that this is the intent for the future. Bylaw review has not been initiated, but that is possible and would involve the opportunity for feedback.
- No maximum number of directors has been established. We're planning for 10 to 12. Anyone who is interested should contact the chair(s); the Board may appoint interim directors.
- We are not in the position to appoint an auditor at this time.
 - **Motion to appoint Terry Crowley as an interim auditor until such time as a professional auditor can be hired.**
 - Moved by Kris Cummings, seconded by Jacqueline Murray. Carried.

6. Motion to accept the actions of the Board

"May I have a motion that all acts, contracts, proceedings, appointments, election and payments enacted, made, done and taken by the Directors and Officers of the Corporation as the same or set out or referred to in the minutes of the Board of Directors be approved, sanctioned and confirmed?"

Moved by Terry Crowley, by second Matthew Ross. Carried.

7. Thanks expressed by the Chair

8. Chair adjourned the meeting at 8:30 p.m.

AGENDA

2009 Annual General Meeting Agenda

Out On The Shelf

May 18th, 2010, 7:00 – 7:30 PM

141 Woolwich Street, Unit 106

Guelph, Ontario

- 1) Welcome and Introductions
- 2) Explanation of Voting Privileges
- 3) Minutes of the 2008 Annual General Meeting
 - a. Motion to Accept Minutes of the 2008 AGM
- 4) Presentation of Annual Report
 - a. Board Report
 - b. Committee & Service Reports
 - c. Financial Report
 - d. Motion to Accept Annual Report
- 5) Election of Directors
 - a. Slate of Candidates
 - b. Election of Directors
- 6) Motion to Accept the Actions of the Board
- 7) Thanks to Community
- 8) Adjournment

BOARD OF DIRECTORS REPORT

The 2009 year was one of positive growth for Out On The Shelf(OOTS). OOTS continued to enjoy success in the forms of an increasing library resource collection, and continued strong volunteer support. OOTS also received significant support in fundraising from the community-at-large, as well as from OOTS volunteers coordinating events and seeking donations from friends, family, and allies. These investments from our community enable OOTS to continue to grow and, most importantly, continue to serve our communities. At the same time, OOTS also continues to face very real financial pressures, and the need to invest in mid-to-longer term planning to continue to grow as an organization to best serve our communities.

The Board of Directors (and committees) undertook a number of key building activities in 2009, to continue to grow and prepare for future years.

Policy and procedure development included work with respect to:

- Memberships: to combine our resource library and organizational memberships into one system, to prepare for a process of annual memberships and expanded membership,
- Rentals: to develop a process for how OOTS can be used as a rental and meeting space, and
- Charitable receipting: to utilize our new charitable status to attract and acknowledge further donations from OOTS' supporters.

OOTS also evolved its organizational (committee & key volunteer positions) structure to formalize standing committees (e.g. library) and create a new executive committee. The Executive acts as a meeting place of people in key volunteer, committee chair, and board positions, who are together a group that is informed about most of the main needs, strengths, and areas of responsibility within the organization; the committee plays a guiding role in policy and procedure development, finances, and general planning to assist the Board, standing committees, and key volunteers to carry-out their individual responsibilities and function smoothly on behalf of the whole organization.

A great deal of work was also accomplished on finances and fundraising in 2009. The Board and Executive were able to begin to look forward on an annual basis, and established an annual operating budget for 2010 to begin to identify specific resources for services and core operations, and to shape fundraising goals for 2010. These goals were incorporated into a fundraising plan that segments OOTS' fundraising needs into four key areas:

- Adopted events and fundraisers through which external groups generously support OOTS – 10%
- OOTS run events and fundraisers (i.e. Knit-a-thon, Garage Sale) – 20%
- Direct donations from individuals and businesses – 65%
- Selling OOTS merchandise or paraphernalia – 5%.

Volunteers and external supporters rallied behind OOTS in 2009 to create new and successful fundraising like the Knit-a-thon. Incorporating these successes, the fundraising plan (for pilot in 2010), may allow OOTS to set aside emergency funds, and invest in volunteers and services like the library. These efforts are supported by a new ability to process donations online, and new print materials.

All of the efforts of OOTS volunteers, committees, community supporters, and the Board allow OOTS to both grow for the future, and to serve the community today. One of the things that is so amazing about Out on the Shelf is how volunteers are the driving force behind everything within the organization. OOTS was created by members of our communities coming together as volunteers to create something new. OOTS keeps its doors open through the efforts of shift volunteers, volunteer committee and board members, and volunteer fundraisers. And, OOTS reaches out to the whole community through volunteers who give presentations, and volunteers who coordinate events. As volunteers, we have all together been able to create something very special in OOTS, that reflects many of the things we want in common for our community and communities.

...and, we know that we can do it, following the example of others: half of all charities in Canada are 100% volunteer run! All of us who volunteer with keeping OOTS not only up and running, but also growing, are volunteers! We are shift volunteers, committee volunteers, board volunteers, fundraisers, floor moppers, garage-sale stuff haulers, knitters extraordinaire...we're all volunteers! And we all bring a whole heaping lot of experience, from the rest of our lives, to what we do with OOTS: we have volunteers who are entrepreneurs, community service workers, librarians, advocates, professors, social workers, financial sector professionals, students of many fields, and so much more...and we're from the private sector, the not-for-profit voluntary sector, and the public sector too. ...in short, an amazing group of dedicated, talented, and contributing people who are building our communities.

As we go forward throughout 2010, we want to achieve and use fundraising success to grow OOTS. We want to expand our members. We want to reach more people, be relevant to more people, and see a wider breadth of our communities. And, we want to ask ourselves and our community what we want OOTS to be in the next few years, and what we need to do to get there.

As OOTS continues to grow and invest in its future, in order to better support its community, the community's support of OOTS is invaluable. In both supporting, and in turn, being supported by its community, OOTS is truly an example of a grassroots community organization. As the Board of Directors of OOTS **we cannot express enough thanks for the support of the community and for the opportunity to serve our community. We must also express thanks to the tireless volunteers who entirely enable OOTS to fulfill its role within the LGBTQ communities of Guelph.**

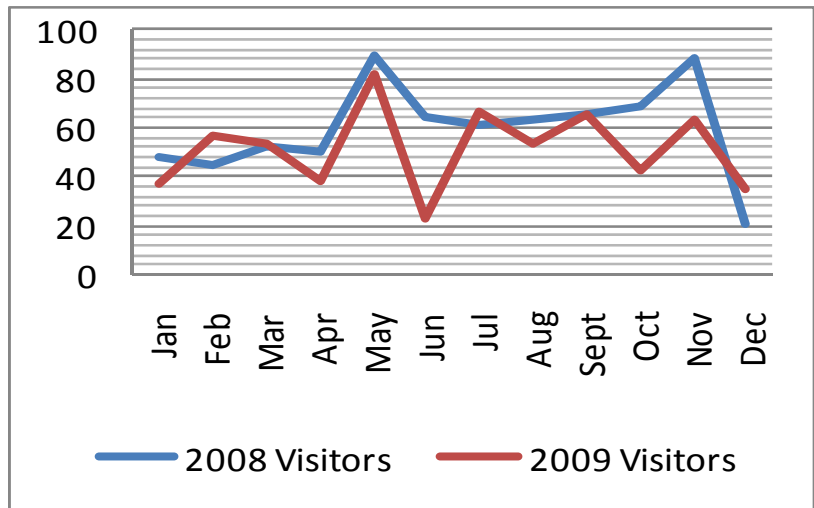
Ruth Frost, Chair
Kris Cummings, Vice-Chair,
On behalf of the Board of Directors.

COMMITTEE AND SERVICE REPORTS

Drop-in Visitors & Group Participants

Out On The Shelf is a public space where the LGBTQ community in Guelph can gather, people can drop-in, and access resources. OOTS is a safe and welcoming space for our community.

The centre is staffed by volunteers and is typically open to the public 21 hours per week, through seven 3-hour shifts. In 2009, the centre received 615 drop-in visitors.



For information on OOTS visit: www.outontheshelf.ca

Library

The Library Committee is currently made up of 8 volunteers who meet bi-monthly to discuss issues that affect the library and its resources (books, DVDs, VHS, CDs, magazines, and zines).

2009 was a busy year! Our visitors **checked out over 500 resources**, and we had **over 430 registered members!** We also acquired **over 500 new resources**, bringing our collection to a total of **2500 resources**. It is incredible how much we have grown since we opened in 2005 with 800 resources!

In 2009 we acquired new shelving! **High quality, professional library shelving** – it is sturdy, and all of it matches! The new shelves truly transform our space – we not only have **more shelving space** and more display space, but the overall layout of Out On The Shelf is now even **more roomy and welcoming!** Thank you to member Paula Waddick for donating her AutoCad skills and designing our floor plan, to the Goethe-Institut in Toronto for allowing us to purchase these shelves through a small donation, and to all the OOTS members and volunteers who picked up and put together the shelves.

We were also able to **donate some of our duplicates** to sister organizations, such as the One World organization – a **queer library in Ghana**. We have kept some of the most exciting duplicates and have started **selling these books and magazines** at Out On The Shelf for **\$3-\$5**. Come on by and see what goodies are available to buy!

We are always looking for new members of the Library Committee. If you are interested, contact Michele at: library@outontheshelf.ca

Volunteerism

Out On The Shelf simply could not exist without volunteers!

Volunteers gave 1500 hours in 2009!

While volunteers truly are priceless and are worth so much more than money, the hours that volunteers contributed in 2009, calculated at \$16.75 per hour (median income in Guelph) are equivalent to more than \$25,000!

OOTS could not exist without its volunteers.

Want to get involved?

Contact Sarah →

2009 was a huge year for OOTS volunteers, with well over 1500 volunteer hours worked. In May, we had so many new volunteers that we were able to open the space three more hours a week on Wednesday nights, from 5 – 8. Our volunteer needs have gotten so big that we created a volunteer committee to do some of the heavy lifting. Laura New, Paisley McLeod and Lori Guest are working hard, making volunteering even awesomer at OOTS.

We had a terrific volunteer appreciation event in November at the e-bar, a fun night of meeting each other and snacking together. We also had a chance to say a giant thank you and goodbye to longtime volunteer Tahira Dosani. Tahira played an integral role in the life of OOTS, even before we opened our doors in 2005. Tahira was a member of the original collective, she was our very first volunteer coordinator and she served several years on our Board of Directors. She did several volunteer shifts a week, she oriented and trained new volunteers and really became the glue when OOTS was still a little shaky. For years, Tahira was the lady volunteers went to when we had questions or suggestions or complaints. She is very much missed, though we wish her all the best in her new life as an Australian medical student!

Out On The Shelf continues to be the wholly volunteer-run, with over 20 shift volunteers working in the OOTS space every week. That doesn't count all the behind the scenes volunteering that happens, whether it be with our Board of Directors, our movie and games night facilitators, our super fundraiser folks, our cataloguers and our money managers. Our volunteers are high school students, university students, working stiffs, retirees. They are folks who are just coming out, they are allies, they are long time members of the queer community. We have all these super awesome volunteers keeping our doors open and making OOTS the best darned queer library and resource centre ever. Pretty cool.

Sarah D

Volunteer Coordinator Lady: volunteer@outontheshelf.ca

FINANCIAL STATEMENTS FOR THE FISCAL YEAR, ENDED DECEMBER 31, 2009

**Out on the Shelf (OOTS)
Balance Sheet as at December 31, 2009**

	2008	2009
ASSETS		
Current Assets		
Meridian Chequing Account		
OOTS Funds	791.01 ¹	2,459.06
Pride Funds	4,200.00	3,374.98
Total Meridian Chequing Account	<u>4,991.01</u>	<u>5,834.04</u>
Resources	1,130.43	0.00 ²
Total Current Assets	<u>6,121.44</u>	<u>5,834.04</u>
TOTAL ASSETS	<u>6,121.44</u>	<u>5,834.04</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	0.00	863.73 ³
GST Owing (Refund)	0.00	-22.80 ⁴
Total Current Liabilities	<u>0.00</u>	<u>840.93</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>840.93</u>
EQUITY		
Retained Earnings - Previous Year	9,800.50 ¹	6,121.44
Current Earnings	-3,679.06	-1,128.33
TOTAL EQUITY	<u>6,121.44</u>	<u>4,993.11</u>
LIABILITIES AND EQUITY	<u>6,121.44</u>	<u>5,834.04</u>

Out on the Shelf (OOTS)
Income Statement: January 1 - December 31, 2009

	2008	2009
REVENUE		
Earned Revenue		
Book Sales	0.00	180.00
Room Rentals	0.00	265.00
Merchandise Revenue	0.00	155.00
Total Earned Revenue	0.00	600.00
Fundraising Revenue		
Individual Donations	3,732.67	1,135.00
Organizational Donations	0.00	445.71
Library Cashbox Donations	431.69	420.00
Other Cash Donations	0.00	377.00
Fundraising Events		
Comix Event	365.00	0.00
Knit-a-thon	0.00	3,417.18
Dances	1,347.00	1,322.73
Garage Sale	1,137.50	888.55
Donations from Concerts	0.00	1,606.00
Subtotal Fundraising Events	2,849.50	7,234.46
Pride Donations	0.00	229.98
In-Kind Donations	0.00	177.95
Total Fundraising Revenue	7,013.86	10,020.10
Grant Revenue		
Federal Job Program	0.00	3,470.00
Total Grant Revenue	0.00	3,470.00
Other Revenue		
Miscellaneous Revenue	60.00	60.00
Total Other Revenue	60.00	60.00
TOTAL REVENUE	7,073.86	14,150.10

EXPENSE	2008	2009
Programming Expenses		
Guelph Family Picnic	0.00	149.11
Guelph Pride	0.00	1,052.50
Volunteerism	227.34	239.85
Rent	7,200.00	7,200.00
Total Programming Expenses	7,427.34	8,641.46
Fundraising Expenses		
Donor Recognition	0.00	60.00
Events	50.00	0.00
Total Fundraising Expenses	50.00	60.00
Payroll Expenses		
Wages & Salaries	0.00	3,265.41
EI Expense	0.00	79.10
CPP Expense	0.00	121.68
Total Payroll Expense	0.00	3,466.19
General & Administrative Expenses		
Accounting & Legal	450.73	85.49
Insurance	1,403.00	874.15
Interest & Bank Charges	20.95	16.50
Office Supplies	347.85	280.48
Software	180.80	67.80
Web Development & Hosting	106.00	177.95
Equipment Repair	119.06	0.00
GST - Unrecoverable	0.00	20.30
PST Expense	153.61	0.00
Miscellaneous Admin Expenses	47.19	18.83
Telephone	446.39	437.21
Late Payment Fees	0.00	1.64
Total General & Admin. Expenses	3,275.58	1,980.35
Other Expenses		
Corrections & Adjustments	0.00	1,130.43 ²
Total Other Expenses	0.00	1,130.43
TOTAL EXPENSE	10,752.92	15,278.43
Surplus/(Deficit)	-3,679.06	-1,128.33

Notes to the 2009 Financial Statements

- 1** *There was a discrepancy of \$33.28 in our favour between the 2008 closing balance stated on the Financial Statements and the bank. This has been adjusted and reflected in both the Chequing Account and Retained Earnings for 2008.*
- 2** *After consultation with the Southern Ontario Library Service, it was recommended that treating our resources (books and films) as Assets was unnecessary and time consuming. As such, resources were removed as an asset and passed through the 2009 budget as a correction.*
- 3** *The Accounts Payable at the end of 2009 consisted of:*
 - *Re-issued rent cheque for October 2009*
 - *Outstanding reimbursement to the Volunteer Coordinator.*
- 4** *As a registered charity, OOTS is entitled to claim back 50% of all GST paid on purchases. Given that this amount can be carried forward for five years, it was decided to delay applying for the rebate until the amount is greater.*

Treasurer's Comments

On the financial side, 2009 marked a year of transition for OOTS. The successful receipt of charitable status increased capacity for fundraising both privately and publicly. It also prompted the adoption of numerous financial practices that aim to increase the stability and accountability of the organization. These practices, including a review from an outside third party, assure the proper management of donated funds, which are still the primary revenue source of OOTS' operations.

At the end of 2009, OOTS had a healthy surplus of funds that provided new assurance of continued operations. For the first time since its operations began financial planning has been able to move from a month-to-month scale to an annual scale.

While OOTS successfully solicited support from many community members and organizations despite the poor economy over the past year, relying on donations as a sole source of income can be precarious. OOTS must continue to focus on its programming and further educate Guelph to the valuable role it plays to the community.

With continued fundraising efforts and sound financial practices, OOTS will be able to enjoy a stable and prosperous 2010.

Daniel Poulin, Treasurer
On behalf of the Board of Directors.

BOARD OF DIRECTORS MEMBERSHIP

Retiring Board of Directors

By definition of the By-Laws, the Board of Directors of Out On The Shelf automatically retires preceding each Annual General Meeting. During periods preceding Meetings of the Members, existing Board Members may elect additional Board Members, who shall then stand for election at the next AGM.

Directors who have served Out On The Shelf during the 2009 fiscal year include:

- June Brett
- Jerome Chang
- Terry Crawley
- Kris Cummings
- Tahira Dosani
- Ruth Frost
- Jacqueline Murray
- Daniel Poulin
- Matthew Ross
- Clive Thomson
- Barry Townshend

Directors who have retired include:

- June Brett
- Jerome Chang
- Tahira Dosani

Slate of Nominees for Election to the Board of Directors:

- Terry Crawley
- Kris Cummings
- Ruth Frost
- Jacqueline Murray
- Daniel Poulin
- Matthew Ross
- Clive Thomson
- Barry Townshend

THANKS

Out On The Shelf is greatly supported by the LGBTQ community and allies in Guelph. Countless individuals and groups in Guelph have contributed priceless gifts of time, support, money and other resources to OOTS since its inception, and throughout 2009 and more recent months. Without such support, OOTS simply could not fulfill the roles that it does in our community.

Out On The Shelf allows people who are LGBTQ to see themselves in others and resources around them, and to participate in their community in a safe, welcoming and inclusive way. OOTS could not hope to do so without the support of others. In this way, OOTS is truly a part of the community, supporting others, and in turn supported by others.

We offer sincere thanks to all of those who have supported OOTS in the past; we hope that we continue to be able support our community through the generosity, gifts, and investment of those who have supported us in the past and who may do so in the future.