

InformOntario

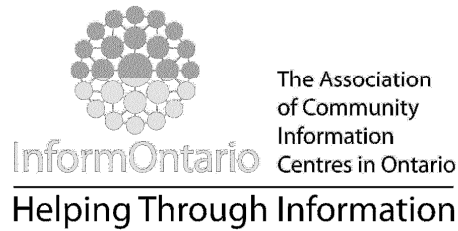
The Association
of Community
Information
Centres in Ontario

Helping Through Information

2015

**ANNUAL GENERAL
MEETING**

Association of Community Information Centres in Ontario o/a InformOntario



ANNUAL GENERAL MEETING

Tuesday, April 28, 2015 at 2:30 pm

Location: Ivey Spencer Leadership Centre, London, ON

AGENDA

Chair: Michele Watson, President

1. Welcome / Announcements from the attendees
2. Business Meeting Called to Order – Michele Watson

REMINDER: Only IO members can initiate, second and vote on motions.

- a. Approval of the Agenda - Michele Watson
- b. Approval of the AGM Minutes of June 20, 2014 - Michele Watson
- c. 2014 Annual Report - Sylvia Mueller
- d. 2014 Treasurer's Report - Rosemary Park, Treasurer
 - i. 2014 Financial Review
 - ii. Appointment of Vendor for 2015 Financial Review
- e. Election of Directors
 - i. Slate of Nominees
 - ii. Call for Nominations
- f. Ratification of all past motions - Michele Watson
- g. Announcement of InformOntario Symposium Bursaries – Michele Watson
- h. New Business - Michele Watson
 - i. Promotional video
 - ii. Website re-development project
- i. Adjourn Business Meeting - Michele Watson

SLATE OF DIRECTORS

TO BE ELECTED FOR A TWO YEAR TERM ENDING JUNE 2017

- Sylvia Mueller
- Michele Watson
- Philip Wolfart

CONTINUING TERMS

- Lisa Misurak
- Rosemary Park
- Lesley Russell
- Teal Wise

Association of Community Information Centres in Ontario o/a InformOntario

Meeting Title	Annual General Meeting - 2014	Time	9:45 - 10:15 am
Date	June 20, 2014	Place	Hawk's Nest, Wilfrid Laurier University, Waterloo
Attendance			
Board Members: Sylvia Mueller (chair), Trudy Beaulne, Rosemary Park, Michele Watson, Philip Wolfart			
Absent: Lisa Misurak, Lesley Russell			
Present: See attendance list			

AGENDA ITEMS		Action	Discussion	Motion Action Item
1.	Welcome & Announcements Sylvia Mueller	Information	President Sylvia Mueller welcomed everyone to the Annual General Meeting.	
2.	Business Meeting	Information	Business meeting called to order by President Sylvia Mueller	
	a) Approval of Agenda	Motion	Correction: item 2, #d-1: the financial report is for the 2013 financial year	Motion: To approve agenda as amended. <i>Jennifer Jones / Martha Chown</i> Carried
	b) Approval of AGM minutes of June 12, 2013	Motion		Motion: That the minutes of the Annual General Meeting of June 12, 2013 be accepted as amended. <i>Melissa Dunbar / Rosemary Park</i> Carried
	c) Annual Report: /	Information	Report distributed	Motion: Approval of Annual Report as presented. <i>Pamela Hillier / Liz Dennis</i> Carried
	d) Treasurer's Report - Rosemary Park i) 2013 Financial Report ii) Appointment of Vendor for 2014 Financial Review	Motion	i) The agency finished the year with a small surplus. Funds from the current Ministry of Citizenship and Immigration grant, which has a different year end, is deferred for Year 3 of the grant. ii) Rosemary recommended that the firm of Steinbach and Chappelle be appointed for the 2014 financial review.	Motion: That the 2013 engagement review be accepted as presented <i>Rosemary Park / Laura McDonald</i> Carried Motion: That the firm of Steinbach and Chappelle be appointed for the 2014 engagement review. <i>Rosemary Park / Jennifer Jones</i> Carried

AGENDA ITEMS		Action	Discussion	Motion Action Item
e) Election of Officers - Trudy Beaulne i) Slate of Nominees ii) Call for Nominations iii) Approval of Slate of Directors iv) Recognition of Outgoing Board Member – Trudy Beaulne	Motion	To be elected for two-year term ending June 2016: - Rosemary Park, York Region There were no nominations from the floor. Continuing terms of office: - Sylvia Mueller - Lisa Misurak - Michele Watson - Philip Wolfart On behalf of the Board, Michele Watson presented outgoing director Trudy Beaulne with a gift in recognition of her many contributions to the organization.	Motion: That nominations be closed, and that the slate of directors for 2014-2015 be approved as presented/ <i>Trudy Beaulne / Laura McDonald</i> Carried	
f) Ratification of Acts	Motion	Motion presented to approve all works of the board since the last annual general meeting.	Motion: That all acts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Directors and Officers of the Corporation since the last Annual Meeting of the Members, held on June 12, 2013 and referred to in the Minutes of the Meetings of the Board of Directors, be and the same are hereby approved, ratified and confirmed. <i>Pamela Hillier / Liz Dennis</i> Carried	
g) New Business	Information	No new business		
Adjournment	Motion	Meeting adjourned at 10:10 am.	Motion: To adjourn annual general meeting of June 20, 2014. <i>Trudy Beaulne</i> Carried	

AGM Attendees:

Janice Maillet, City of Windsor / 211 South West
Pamela Hillier, Community Connection
Community Information Hamilton by proxy
Sue Wilkinson, Findhelp Information Services
Laura McDonald, individual member
Michele Watson, Information Durham
Jennifer Jones, thehealthline.ca Information Network
Shannon McDonnell, Information Orillia
Helen Andrews, Oakville Public Library

Trudy, Beaulne, Social Planning Council Kitchener-Waterloo
Melissa Dunbar, Social Planning Council of Cambridge and North Dumfries
Liz Dennis, Volunteer Centre of Guelph/Wellington
Philip Wolfart, Volunteer Manitoba
Rosemary Park, York Region Community Information & Volunteer Centre
Kate Kiernan, York Info (Newmarket)

2014 Activities and Events

PRESIDENT'S REMARKS

President: Michele Watson

This report covers a short amount in time but a large amount in action!

The MCIIT grant which supported the BLISON project (Building Local Information Support for Ontario Newcomers) finished at the end of February 2015. So in 2014, the team was completing Year 2 and dashing to the finish line in Year 3. Thanks to the vital work done by the pilot communities (south) York Region and Waterloo during those hectic 3 years, we have a self-directed on line training course that support local Information and Referral organizations. This is a legacy for InformOntario members and you are encouraged to share this knowledge in your community.

Go to www.learning.informontario.on.ca to find out more about the modules:

- **Know Your Community**
- **Create Meaningful and Sustainable Resources** and
- **Cross Sector Collaboration in Information and Referral Systems.**

We have, with the determination of two particularly energetic board members, Sylvia Mueller Information Barrie and Teal Wise Information Orillia, resurrected the IO Connector (e-letter) which now comes to members quarterly. We can stay in touch and highlight IO members, people and programs as well as pertinent legislation and items of interest that affect our sector.

A revitalized website is underway and should be in place by the summer of 2015. Stay tuned.

With a continuing decline in IO memberships and the parallel decline in membership funds, this is an important time for those of who believe in an **Association of Community Information Centres in Ontario**, so get involved. There is a long history of Information and Referral agencies in Ontario and it's due in a large part through years of cooperation and collaboration which has resulted in an information and referral sector which is a leader in the country. The creation of our association or InformOntario, is the reason we have high standards in training, networking, sharing stories and community action. There continues to be a place here for every kind of Information & Referral service, no matter the system your information supports or where your information travels throughout your community and the province.

2015 promises to be interesting; as always we look forward to feedback, ideas and involvement from IO members.

Thank you to all the Board and Committee members for their energy and commitment 2014. Thank you also to Barbara McLachlan for her continuing administrative support, to Laura McDonald for coordinating the 2015 Symposium and the team at thehealthline.ca – led by Jennifer Jones – for hosting this year's event.

ANNUAL SYMPOSIUM & RECOGNITION AWARDS

Chair: Trudy Beaulne

Members: Michele Watson, Laura McDonald, Pamela Hillier, Rosemary Park

Support: MJ Leitner, Barbara McLachlan

The annual Symposium was held June 19-20, 2014 at Wilfrid Laurier University, Waterloo. The 2-day event brought together more than 40 attendees for a series of both plenary and stream-based workshops. Our host agency was Community Information Centre of Waterloo Region (Social Planning Council Kitchener-Waterloo). Our thanks to the great team, supported by the staff in Kitchener, for all their work. Special thanks to our event sponsor *thehealthline.ca Information Network*.

No awards ceremony was held in 2014.

STANDARDS

The committee has been in hiatus.

MEMBERSHIP DEVELOPMENT

Membership in 2014 included 23 organizations and 4 individuals for a total of 27. The 2015 list is at the end of this report.

Membership composition includes:

- Multi-service groups
- Community care access centres
- Libraries
- Volunteer centres
- Government entities
- 211 centres
- Social planning councils
- Mental health organizations
- Non-Ontario-based organizations

Membership with InformOntario includes:

- Professional development for both agency and individual practitioners
- Member-reduced fees at Annual Symposium, training that reflects daily work and trends within the human services sector
- Access to community forums, discussion board, website, e-news
- Promotion of sector training opportunities
- Ongoing development of Ontario-specific standards in information management
- Online toolkit of resources
- Collaborative planning with other stakeholders in the Information and Referral sector or non-profit/social service networks
- Sector advocacy, development, and strategy
- Projects, partnerships and initiatives with/between members
- Communication, information sharing, consultation and education among members
- Networking and knowledge transfer through volunteering with IO
- Eligibility to participate in and vote at the Annual General Meeting

FINANCE

Chair: Rosemary Park

The financial review for 2014 is in a separate section within this annual report. The bookkeeping was contracted through Niagara Penn Accounting Services.

MINISTRY OF CITIZENSHIP AND IMMIGRATION GRANT

Supervision Team: Sylvia Mueller, Trudy Beaulne, Rosemary Park, Project Coordinator - Alekandra (Sanja) Petrovic Graonic, IO Support - Barbara McLachlan

The 2 pilot communities are Social Planning Council of Kitchener-Waterloo and York Info Community Information & Volunteer Database, while the testing pilot site is Findhelp Information Services.

In 2014, the project completed its Year 2 goals in February, and began dashing towards the end goal of Year 3 deliverables by December.

To-date, there have been 60+ volunteers from 71 organizations involved in various aspects of the project, from testing the curriculum in the modules to local advisory groups.

Most of the communication pieces were started late in Year 2 to support the successful engagement of stakeholders in the two pilot communities and within the testing community. More work is required to more fully engage current and future stakeholders into the process and to educate them on the value of both the local resources and the training modules. Communication tools will be an important component in Year 3.

This project will certainly support individual practitioners who could use the training modules toward obtaining or maintaining a professional designation (Certificated Information and Referral Specialist or Certified Resource Specialist credentials available through related professional association). This, in turn, supports the professional capacity of organizations within each sector.

All InformOntario members and interested stakeholders are invited to participate in this online training and to involve their staff by visiting <http://learning.informontario.on.ca>.

As Year 3 wraps up in 2015, more promotional materials and tools will become available.

ADMINISTRATION

Contracted administrative support by Barbara McLachlan has included:

- ensure ongoing Board and committee minutes
- ongoing maintenance of the website
- administrative support for the Ministry of Citizenship and Immigration grant project

COMMUNICATIONS

Chair: Sylvia Mueller

Members: Teal Wise, Barbara McLachlan

To ensure compliance to the new federal anti-spam legislation, all of the membership and stakeholder contact information was exported into MailChimp. Thanks to Teal's expertise in creating e-letters, she has utilized the

features of MailChimp to re-introduce a quarterly information/promotional newsletter. The quarterly distribution schedule includes members, former member, stakeholders and others. Teal is always looking for articles and highlights, so please feel free to contribute articles related to the Information and Referral field

The committee has also created a re-development plan for the organization’s website, which hasn’t seen a significant re-vamping and facelift for about 10 years. The tentative re-launch date is June 2015.

2014-2015 BOARD MEMBERS

- President: Michele Watson, United Way of Durham Region
- Past President Sylvia Mueller, Information Barrie
- Treasurer: Rosemary Park, York Region Community Information and Volunteer Centre
- Secretary Philip Wolfart, Volunteer Manitoba

Directors:

- Lisa Misurak, the healthline Information Network
- Lesley Russell, individual member
- Teal Wise, Information Orillia

INFORMONTARIO MEMBERS

As of April 24, 2015

Jennifer Abrahamson
Barrie Public Library
Central Community Care Access Centre
Child Development Resource Connection
City of Windsor / 211 South West Ontario
Community Connection
Community Information Hamilton
Community Reach North Simcoe
Dundas Community Services
Eyre, Jonquil
Findhelp Information Services
Firth, Vicki
Flamborough Information & Community Services
Information Orillia
McDonald, Laura
McLachlan, Barbara

Oakville Public Library
Russell, Lesley
Social Planning Council of Cambridge and North Dumfries
Social Planning Council of Kitchener-Waterloo
South Simcoe Community Information Centre
thehealthline.ca
United Way of Bruce Grey
United Way of Durham Region
United Way of Perth-Huron
Volunteer Centre of Guelph/Wellington
Volunteer Manitoba
Waterloo Wellington Community Care Access Centre
York Info Community Information & Volunteer Database