



LIFE

R e c o v e r y

AGM PACKAGE

L.I.F.E. Recovery Association

March 25, 2019 @ 7-8pm

Trinity Christian Reformed Church

3215 Trethewey Street (& MacLure Road)

ALL WELCOMED!

PACKAGE CONTENTS

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A G E N D A

ITEM	ACTION	WHO
1. Opening Remarks & Prayer		Kevan Siggs, Co-Chair
2. Introduction of Board Members & Staff		Marian Vanderwal, Co-Chair
3. Worship Song	Sing!	Acapella, lead: Shelly Gallop
4. Agenda	Approval	Kevan & Members-only
5. Board Minutes April 23, 2018	Approval	Janice Savoy-Secretary & Members-only
6. Operations & Staff Reports	Highlights	Gisele Davidson, Counsellor Jenny Van Tol, Counsellor Jeanne Murko-Wust, ED
7. Thrift Store		Lily Bergen, Store Manager
8. Financial Report		Chuck Poelman, Treasurer
a) Acceptance of 2018 Statements	Approval	Members-only
b) Auditor Waiver	Approval	Members-only
9. Other Business		
a) Thanking of Retiring Directors: Janice Savoy Jan Schutte Kevan Siggs to remain on as ex officio (2019-2020; one year)		Marian
b) Election of Directors Nominees: Pending	Approval	Members-only
c) Q & A	Discussion	Board of Directors/Staff/ Executive Director
10. Closing Comments		Kevan/Marian
11. Close in prayer		Jan Schutte
12. Parting Song	Sing!	Acapella, Shelly Gallop
13. Fellowship & Refreshments	Eat & Drink	All!

MOTIONS

Item #4 (Agenda):

To accept the agenda as detailed in the AGM package.

Item #5 (Minutes):

To accept the minutes of the previous AGM April 23, 2018 as presented in the AGM package.

Item #8 a) (Member Ordinary Resolution): Financial Statements

To approve the financial statements as of December 31, 2018 as presented.

Item #8 b) (Member Ordinary Resolution): Auditor

To approve the decision **not** to engage an auditor for the 2019 year.



2018 L.I.F.E. Recovery Association's ANNUAL GENERAL MEETING (AGM) MINUTES

LOCATION: Trinity CRC DATE: Monday, April 23, 2018

Members (18): Rudy & Lois Thiessen | Win & Dan Vanderhorst | Nicky Vanderwal | Barbara & Len Visser | David Jansen | Marian Vanderwal | Shelley Fast | Olaf Marcus | Kevan Siggs | Janice Savoy | Donald Scott | Marian Nienhuis | Jan Schutte | Rose Stegenga | Frank Dykstra

Staff (4): Gisele Davidson | Jenny Van Tol | Ingrid Krueger | Jeanne Murko-Wust | Lily Bergen

Guests (5): Richard (Hobbie) Van Tol | Shirley Faber | Sherrie Litster | Brandi Steele | Janis Schalm

1. Opening. Marian Vanderwal welcomed everyone to the meeting & opened with prayer.

2. Introductions (Marian V). 2017 Board Members: Current: Dave Jansen (leaving), Janice Savoy, Jan Schutte, Kevan Siggs, Marian Nienhuis (leaving), Shelley Fast & Jan Schutte. Committee Members & Nominees: Len Visser, Chuck Poelman, Frank Dykstra & Mary Anna Ouwenhand (absent with notice).

3. Worship Song. Sherrie Litster lead the singing of "They Will Know We Are Christians".

4. Agenda. Motion (Marian V.): to approve the agenda as presented to the floor. Second-Len V. All Approved; no objections. Motion carried.

Motion (Kevan) to add: Mary Anna Ouwenhand to the list of Nominees as a Trinity CRC liaison. Second-Shelley. All approved. Motion carried.

5. Minutes of 2017 Annual General Meeting (AGM). Read out loud by Marian N. **Motion** (Marian N.): to approve the minutes of the previous AGM of March 27, 2017 presented in the AGM package with the following corrections noted: extra "zero" to be removed from "Expenses Table" on page 6 & spelling "healthy" organization on page 7. Second-Len Visser. All approved. Motion carried.

6. Highlights of Operations. Executive Director. Jeanne shared a year-in-review (visual):

- Blessings+++
- New Bylaws & Constitution
- Staff Retreat & 4 workplace staff values identified:
 - 1) serving hearts 2) solution-focused 3) win as a team 4) attitude of gratitude
- Partnership with Cascade Counselling for trauma, education & staff support
- July: 3rd home on Westerly-dedication prayer held, with foundational rock (Braeside); shared living arrangement with client/teenage daughter in the basement & a refugee family upstairs
- Volunteer & Alumni BBQ
- September: Golf tournament record of \$52,000! | Recovery Day Participation





2018 L.I.F.E. Recovery's AGM MINUTES

- October: 4th home on Braeside, as a "3rd stage", named "Old Yale" with a "family room" set up for clients with children to have overnight stays
- Year ended with a winning Christmas Tree & the volunteer dinner. Latest GALA (Feb 2nd): blessed with \$72,700

How are we doing? (STATs projected)

- Lengths of stays are increasing in the homes, particularly in 2nd stage
- Longer clean times
- Demographics like ethnicity & geographic origins are being tracked & stats from 2016 & 2017 shared: approx. 15% of our clients are Aboriginal; 50-60% of our clients are from the lower mainland while the rest are from other places in BC
- Shared research results from Recovery Capital Conference 2017 that affirms the importance of long-term recovery support of up to 5 years before clients are considered of the same risk for relapse as the average population (15%)
- Financials. 2017 an amazing year with the biggest increases in fundraising & donations. Thank you God!
- Why LIFE works? Video of volunteers: TEAMS-together everyone achieves more success ☺

a) First Stage (Braeside) – Head Counsellor, Gisele Davidson shared: 66 intakes, 32 relapsed or quit...5 returned & finished; 34 graduated (really good results). Most from lower mainland but 1 from Ontario, some from Alberta. Staffing challenges: looking for a FT counsellors & support worker plus casuals. Alumni come to Friday nights' AA meeting (women only). Couple of women have taken interest in gardening & now we have gardens again with help from some donated plants! Special thanks to Jan S for cleaning up after the storm.

b) Gisele introduced guest speaker, Brandi. Brandi shared her story of recovery & healing.

c) Second & Third Stages (Melmar, Westerly & Old Yale)- Counsellor, Jenny Vantol shared. Thanks to Shirley (house mom) it works with her help. Jenny is 2x week at Melmar, working to help the women stay focused & be productive members of society: volunteering, education, employment (through Triangle) while doing random drug testing. Meeting with social workers re: client support. Third stage-Janis-2.5 years sober-is being trained/mentored into the role of a house mom. Thanks to Jan & Frank for doing the work to get 3rd stage ready!

d) Thrift Store blessings: Lily Bergen shared donations are pouring in; 10 new volunteers in 2017 for about a total of 90, helping to make the store bright & well organized! Sales were over \$587,500...thanks to all the volunteers!

7. Financial Report. Shelley Fast reviewed the 2017 financial statements of the Society as well as the 2017 budget for information purposes. Highlights: purchase of 2 homes, made possible as previous mortgages were paid. Increase in equity. Income statement: client revenue, donations, store, gala & golf, etc. are all up!

Motion (Shelley): To approve the financial statements as of December 31, 2017 as presented. Seconded: Kevan S. All Approved. No objections. Motion carried.



2018 L.I.F.E. Recovery's AGM MINUTES

Motion (Shelley) - To approve the decision **not** to engage an auditor for the 2018 year.
 Second: Jan. All Approved. No objections. Motion carried.

8. Other business (Marian V):

a) Thanked Jeanne for her passion & abilities. Thanked Marian N. & Dave for their leadership & dedication to LIFE Recovery as a board members. The wealth of information they both contribute will be missed: Marian has been a past staff member & on the board for 6 years; Dave for his role in keeping up the connection between Trinity CRC & LIFE.

b) **Election of Directors.** Marian V briefly re-introduced the Nominees: 3 of which have been serving on various board-appointed committees (finance & building/maintenance). Mary Anna is replacing Dave as Trinity CRC liaison & Marian V. herself is standing in for re-election.

Motion (Kevan): to elect Frank Dykstra | Chuck Poelman | Len Visser | Mary Anna Ouwehand to complete a three-year term on the board; renewal of a 3 year term for Marian Vanderwal.
 Second: Shelley. All Approved. No objections. Motion carried.

c) **Summer Students** (Marian V.): Attestation clause for the grant. A group went to hear Ed Fast speak in Abbotsford about the situation; he was very encouraging & shared his position of his protest. The message to us: send letters to Patty Hajdu regarding the violation of all our "fundamental" rights under the charter, the right to one's own beliefs & thoughts. Most likely will not get grant monies but due to the need, we will be hiring 2 students for the store for the summer.

10. Close in prayer – Kevan Siggs

11. Parting Song: lead by Sherrie L. "There is a Redeemer"

12. Fellowship & Refreshments-all welcomed!

13. Dave Broughton of CSS: Presentation on Giving Options



2018 L.I.F.E. Recovery's AGM MINUTES

2018-2019 Elected Board of Directors (9)

Name	Term Expires	Office (Determined post AGM: May 2 nd)
Marian Vanderwal	2021	Co-Chair
Kevan Siggs	2019	Co-Chair
Shelley Fast	2020	Co-Treasurer
Chuck Poelman	2012	Co-Treasurer
Janice Savoy	2019	Secretary
Jan Schutte	2019	Director
Len Visser	2021	Director
Frank Dykstra	2021	Director
Mary Anna Ouwehand	2021	Director

Minutes: Taken by Marian Nienhuis & Ingrid Krueger; prepared by Jeanne Murko-Wust

Signature of Secretary:

Marian Nienhuis

Date



L.I.F.E. RECOVERY ASSOCIATION
Financial Statements
Year Ended December 31, 2018
(Unaudited - See Notice To Reader)



L.I.F.E. RECOVERY ASSOCIATION
Index to Financial Statements
Year Ended December 31, 2018
(Unaudited - See Notice To Reader)

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J.T. Cazander, CPA, CGA*
 Joe Kerkhoff, CPA, CGA*
 R. Scott Groenwald, CPA, CGA*
 Kevin Ronda, BCom, CPA, CGA*
 Peter Ronda, BA, CPA, CGA (Retired)

*Practicing through a professional corporation

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of L.I.F.E. Recovery Association as at December 31, 2018 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Abbotsford, British Columbia
 February 22, 2019

CRKG LLP
 Chartered Professional Accountants

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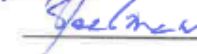
Established in 1980



L.I.F.E. RECOVERY ASSOCIATION
Statement of Financial Position
December 31, 2018
(Unaudited - See Notice To Reader)

	2018	2017
Assets		
Current		
Cash	\$ 98,038	\$ 3,051
Accounts receivable	24,481	17,356
GST recoverable	1,937	3,879
Prepaid expenses	4,062	-
Prepaid fundraising expenses	15,094	9,473
	143,612	33,759
Property, plant and equipment (Note 2)	2,834,235	2,873,856
Total assets	\$ 2,977,847	\$ 2,907,615
Liabilities and Net Assets		
Current		
Bank indebtedness (Note 3)	\$ -	\$ 37,649
Accounts payable	12,271	8,967
Accrued vacation and payroll	5,211	8,399
Employee deductions payable	7,927	7,669
PST payable	1,040	982
Deferred sponsorship revenues	6,800	19,800
Client and damage deposits	5,077	1,373
Current portion of long term debt (Note 4)	51,679	53,282
	90,005	138,121
Long term debt (Note 4)	1,227,587	1,415,391
	1,317,592	1,553,512
Net assets	1,660,255	1,354,103
Total liabilities and net assets	\$ 2,977,847	\$ 2,907,615

ON BEHALF OF THE BOARD

 _____ Director
 _____ Director

See notes to financial statements



L.I.F.E. RECOVERY ASSOCIATION
Statement of Revenues and Expenditures
Year Ended December 31, 2018
(Unaudited - See Notice To Reader)

	2018	2017
Revenues		
Client program contributions	\$ 241,305	\$ 188,673
Grants and other	85,767	87,894
House rental	16,500	-
	343,572	276,567
Expenses		
Advertising and promotion	15,532	16,357
Amortization	10,680	11,751
Automotive	12,687	16,999
Facility expenses	209,121	173,472
Human resources	468,057	456,917
Interest and bank charges	850	2,275
Interest on long term debt	45,602	20,024
Professional fees	2,050	6,916
	764,579	704,711
Deficiency of revenues over expenses from program delivery	(421,007)	(428,144)
Other revenues (expenses)		
LIFE's Second Chance Thrift Store (Schedule 1)	484,001	419,533
Donations	119,362	253,541
Fundraising revenues	157,308	123,130
Fundraising expenses	(33,512)	(22,419)
	727,159	773,785
Excess of revenues over expenses	\$ 306,152	\$ 345,641

See notes to financial statements



L.I.F.E. RECOVERY ASSOCIATION
Statement of Changes in Net Assets
Year Ended December 31, 2018
(Unaudited - See Notice To Reader)

	2018	2017
Net assets - beginning of year	\$ 1,354,103	\$ 1,008,462
Excess of revenues over expenses	306,152	345,641
Net assets - end of year	\$ 1,660,255	\$ 1,354,103

See notes to financial statements



L.I.F.E. RECOVERY ASSOCIATION
Statement of Cash Flows
Year Ended December 31, 2018
(Unaudited - See Notice To Reader)

	2018	2017
Operating activities		
Excess of revenues over expenses	\$ 306,152	\$ 345,641
Item not affecting cash:		
Amortization of property, plant and equipment	55,596	37,649
	361,748	383,290
Changes in non-cash working capital:		
Accounts receivable	(7,125)	(3,886)
Accounts payable	3,305	2,706
Prepaid expenses	(4,062)	-
Goods and services tax payable	1,942	(666)
PST payable (receivable)	58	982
Prepaid fundraising expenses	(5,621)	(9,473)
Accrued vacation and payroll	(3,188)	3,166
Employee deductions payable	258	7,669
Deferred sponsorship revenues	(13,000)	6,100
Client and damage deposits	3,704	10,158
	(23,729)	16,756
Cash flow from operating activities	338,019	400,046
Investing activity		
Purchase of property, plant and equipment	(15,976)	(1,979,000)
Financing activities		
Proceeds from long term financing	-	1,484,250
Repayment of long term debt	(189,407)	(15,577)
Cash flow from (used by) financing activities	(189,407)	1,468,673
Increase (decrease) in cash flow	132,636	(110,281)
Cash (deficiency) - beginning of year	(34,598)	75,683
Cash (deficiency) - end of year	\$ 98,038	\$ (34,598)

See notes to financial statements



L.I.F.E. RECOVERY ASSOCIATION**Notes to Financial Statements****Year Ended December 31, 2018***(Unaudited - See Notice To Reader)***1. Purpose of the organization**

The Association operates residential recovery homes for women recovering from substance-use disorder (SUD), all currently located in Abbotsford, B.C. The Association is a not-for-profit society, incorporated provincially under the Society Act of B.C. and is a registered charity, exempt from the payment of income taxes under Section 149(1) of the Income Tax Act (Canada).

2. Property, plant and equipment

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Land	\$ 1,700,067	\$ -	\$ 1,700,067	\$ 1,700,067
Buildings	1,273,225	168,107	1,105,118	1,146,161
Motor vehicles	36,283	31,724	4,559	6,455
Furniture and fixtures	76,962	52,471	24,491	21,173
	\$ 3,086,537	\$ 252,302	\$ 2,834,235	\$ 2,873,856

3. Bank indebtedness

Bank indebtedness includes an Operating Line of Credit with an authorized maximum credit facility of \$350,000 bearing interest at bank prime rate + 1.25% per annum, calculated and payable monthly.

4. Long term debt

	2018	2017
Aldergrove Credit Union mortgage bearing interest at 3.3% per annum, repayable in monthly blended payments of \$2,200.	\$ 792,212	\$ 895,714
Aldergrove Credit Union mortgage bearing interest at 3.2% per annum, repayable in monthly blended payments of \$1,647.	487,054	572,959
	1,279,266	1,468,673
Amounts payable within one year	(51,679)	(53,282)
	\$ 1,227,587	\$ 1,415,391



L.I.F.E. RECOVERY ASSOCIATION
LIFE's Second Chance Thrift Store (Schedule 1)
Year Ended December 31, 2018
(Unaudited - See Notice To Reader)

	2018	2017
Revenues	\$ 638,955	\$ 598,563
Expenses		
Advertising and promotions	6,917	2,800
Amortization	2,844	3,830
Automotive expense	6,035	12,704
Garbage collection	8,250	7,598
Insurance	275	431
Interest and bank charges	4,823	6,065
Licence and fees	-	325
Rent	101,780	119,465
Repair and maintenance	4,210	5,046
Store supplies	10,054	11,393
Telecommunications	2,139	2,454
Utilities	7,627	6,919
	154,954	179,030
Excess of revenues over expenses	\$ 484,001	\$ 419,533

See notes to financial statements



LIFE RECOVERY			
2019 Budget Summary			
	Actual 2018	Budget 2018	Proposed Budget 2019
Revenues			
Store:			
Revenues	638,955	603,000	600,000
Expenses	154,954	189,544	177,800
Net	484,001	413,456	422,200
Fundraising Revenues, Donations & Grants	362,437	282,500	332,500
Program-Specific			
Braeside	178,561	153,593	170,000
Melmar	35,351	22,050	25,000
Westerly	29,400	29,400	25,000
Old Yale	15,960	19,530	25,000
Total Revenues	1,105,710	920,529	999,700
Expenses			
Fundraising	33,512	30,000	35,000
Integrated Program Expenses	60,691	51,173	57,000
Payroll & Benefits	468,057	501,994	540,000
Program-Specific			
Braeside	107,705	112,075	112,300
Melmar	16,748	30,000	21,400
Westerly	40,806	44,890	40,361
Old Yale	72,040	74,076	68,957
Total Expenses	799,558	844,208	875,018
Net Income	306,152	76,321	124,682