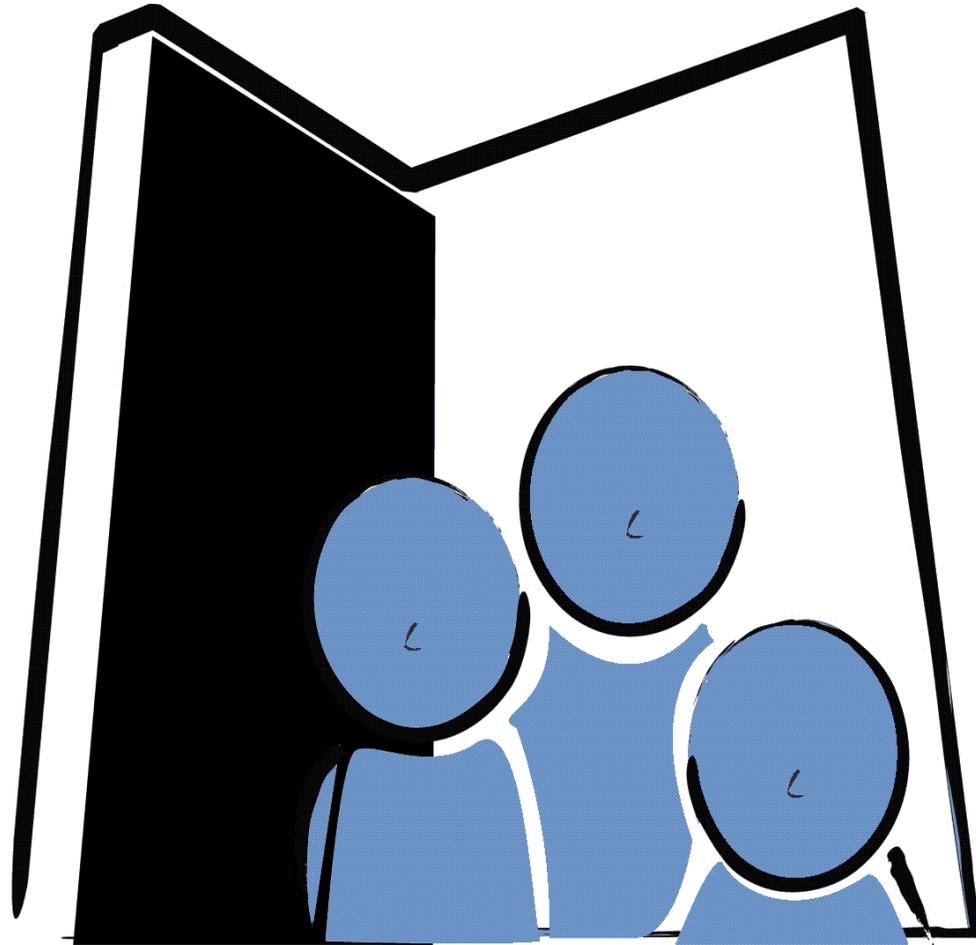


Weston King Neighbourhood Centre

# Annual Report 2010



**WESTON KING**  
NEIGHBOURHOOD CENTRE



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## 1.0 Agenda

Date: Tuesday, April 19, 2011

Time: 7:00 p.m.

Place Central United Church Basement

- 1.0 Opening and Welcome - by Chair of Board, Robert Nobel (1 Min)
  - 2.0 Meeting Properly Constituted (1 Min)
  - 3.0 Approval of Agenda (5 Min)
  - 4.0 Welcome to Special Guests (5 Min)
  - 5.0 Presentation (5 Min)
  - 6.0 Approval of Minutes of Annual General Meeting for Fiscal 2009 (3 Min)
  - 7.0 President's Report on Activities of Corporation (10 Min)
  - 8.0 Review of Financial Statements
    - 8.1 Fiscal Year 2009 (10 min)
    - 8.2 Fiscal Year 2010 (10 min)
    - 8.3 Appointment of Auditor for the next Fiscal Year. (5 Min)
  - 9.0 Approval of Acts of Board of Directors (3 Min)
  - 10.0 Election of Board
    - 10.1 Description of Board Membership (10 min)
    - 10.2 WKNC Members identifying as United Church Members (5 Min)
      - 10.2.1 Presentation of Nomination Committee
      - 10.2.2 Listing of members who previously indicated their desire to be Board members.
      - 10.2.3 Acceptance of names from the Floor.
      - 10.2.4 Presentation of Candidates
      - 10.2.5 Election of Board Members
    - 10.3 WKNC Members not Identifying as United Church Members (10 Min)
      - 10.3.1 Listing of members who previously indicated their desire to be Board members.
      - 10.3.2 Acceptance of names from the Floor.
      - 10.3.3 Presentation of Candidates
      - 10.3.4 Election of Board Members
- (70 minutes)
- 11.0 Other Business
  - 12.0 Cutting of 10<sup>th</sup> Anniversary Cake
  - 13.0 Meeting for Newly Elected Board of Directors – Tuesday April 26, 2011 6:30



## 2.0 Minutes of WKNC AGM for 2009

**WESTON KING NEIGHBOURHOOD CENTER CORPORATION**  
**2009 ANNUAL GENERAL MEETING**  
Held Tuesday, April 20, 2010 at 7 pm  
2017 Weston Road, Weston, Ontario

Members and guests received a copy of the Annual Report 2009 including an agenda for the meeting and a voting slip (voting members only) when they signed in at the door.

### **1. Opening and Welcome:**

Robert Nobel, President of the Board of Directors called the meeting to order at 7.10 pm. He welcomed members and guests, including Frances Nunziata, Jennifer Cicchelli (from the office of Frances Nunziata) and Laura Albanese, MPP. Alan Tonks sent his regrets. The attendance totals were 30 voting members and 19 guests including staff. The total membership is 78 people. This constituted a legal quorum for the purposes of constituting a meeting.

### **2. Appointment of Secretary for the meeting:**

Michael Kooiman, Secretary of the Board of Directors, volunteered to take the minutes of the meeting. The members agreed.

### **3. Approval of the Agenda:**

MOTION by Linda Brown/Robert Schell that the agenda be approved. CARRIED

### **4. Presentation:**

George Henry of the Toronto-Humber Rotary Club spoke to the meeting. He brought good wishes from the Club, and a donation of \$2,000. Louise Clunas, Treasurer of the Weston King Neighbourhood Center, accepted the donation.

### **5. Approval of the Minutes:**

*MOTION by Lang Moffat/Linda Brown that the minutes of the AGM held Tuesday, April 26, 2009 be approved. CARRIED*

### **6. President's Report:**

Robert Nobel noted that 2009 was a year of transitions. We welcomed Myriam Canas-Mendes as a second staff person. We added an additional Harm Reduction worker, to a total of 1.5 FTE. The Center has also expanded in the full basement, including the large auditorium. A mural was painted, plants were added, and the overall goal of making the Center more of a home was achieved. The new kitchen was opened, after some delay. Robert noted that financing was received from the federal government. He reviewed Drop-in volunteers and Kitchen volunteers, and they were thanked with applause. Robert also acknowledged the work of the paid staff. Members of the Operations Committee were thanked, and Robert mentioned that they do the work of an Executive Secretary. The Treasurer was thanked, along with Ann Maclean, the Tuesday night coordinator. Robert mentioned that the city is now looking a long-term funding model for the Center, and discussions on this will continue. Another kitchen staff is being sought, as well as someone to take on administrative work in the Center.

### **7. Review of the Financial Statements:**

Louise Clunas presented the 2009 financial statements. The Treasurer began with a review of the Balance Sheet. Louise then reviewed the Statement of Income and Surplus, to a total of \$348,929.52. There were a small shortfall for the kitchen renovation, which was covered by Central United Church and Toronto West Presbytery. Louise reviewed the unaudited Statement of Expenses, outlining the various types of expenses incurred through the year. She noted the diagrams on Page 13 of the Annual Report, providing a breakdown of both income and expenses.

Robert indicated that the \$27.42 discrepancy has yet to be addressed by the auditor. Until this happens, the Annual Meeting was asked to accept the statements in principle.

*MOVED by Lorena Herridge/Richard that the membership approve the financial statement as presented in the Annual Report. CARRIED*

### **8. Appointment of the Auditor:**



*MOVED by Robert Schell/Peter McKenzie that the membership nominate Malcolm Frazer CA as the auditor for the Weston King Neighbourhood Center. CARRIED*

**9. Approval of the Acts of the Board of Directors:**

Robert explained that a motion is required to confirm the decisions made by the Board of Directions throughout the year.

*MOVED by Terry Long/Linda Brown that all acts, payments and proceedings of the Directors and Officers of the Corporation since its last Annual General Meeting. CARRIED*

**10. Election of the Board:**

Robert thanked the Operations Committee again, and noted that they give the greatest number of volunteer hours in the Center. The job is comprehensive and comes with high expectations. Robert Schell spoke about his experience as a Director in the past year. He noted the help he received from staff and other Directors, and thanked Lang Moffat for his advice and guidance.

There are two slates, one affiliated with the United Church of Canada, and another that includes members of the community. Nominations were called and those agreeing to stand for election were listed. United Church affiliates:

Ann Maclean  
Barbara Bisgrove  
Lang Moffat  
Robert Nobel  
Sylvia Hampton  
Michael Kooiman  
Louise Clunas  
Leo Marshall

*The membership were invited to approve the United Church affiliates, and they agreed.*

Community members nominated:

Hanna Mlodzianowska  
Peter McKenzie  
Timothy Barlow  
Marion O'Sullivan

*The membership were invited to approve the community members, and they agreed.*

**11. New Business:**

Frances Nunziata spoke and thanked Barbara Bisgrove for her involvement in the community. She also thanked Center volunteers for community clean-up day. Marion O'Sullivan spoke on behalf of the Weston BIA and thanked Bo, a member of the Center, for participating in BIA programming, including cleaning garbage and watering the planter boxes. Laura Albanese noted that April 18-24 is volunteer week in Ontario, and thanked those willing to dedicate time to the Center.

*MOVED by Lang Moffat/Terry Long to thank the retiring Directors: Robert Schell, Sherry Nimmo and Louise Hope. CARRIED*

**11. Meeting Adjourned:**

The meeting adjourned at 8.20 pm.

MJK 2010-04-21

### 3.0 President's Message for 2010 AGM

The 2010-year has been a year of changes and challenges. As an organization we have been able to meet them head on for the benefit of our members and the organization. One purpose of the annual meeting is to evaluate the past and apply the lessons learned to the future.

The Harm Reduction envelope saw most of the change in the past calendar year. The first half of the year, saw Sarah continue to explore the role and increase her comfort with taking charge and making the program her own. She was very successful in defining the deliverables of the program and engaging the peer workers in an expanded and self-replicating program.

However, in May we were informed that our funding for the Harm Reduction program would not be renewed. The primary ostensible reason advanced by Toronto Public Health was that WKNC lacked the administrative support for the program and that the epidemiological studies showed that our population did not match the one determined to be at most risk of AIDS in Toronto. We appealed the decision to the City on the basis that our members also needed the service and WKNC needed alternatives to provide for their needs. Due to low spending, WKNC had accumulated a surplus in this envelope and this allowed the program to continue on a limited basis until the fall when alternatives had been created.

WKNC initiated many meetings with our partners in this area (Unison, The Works, and Syme-Woolner) to meet the needs of our population. Thankfully, Syme-Woolner was able to provide the Harm Reduction program working in our offices as a satellite to their program. Their staff has undergone turnover too and now Sarah is working under this program at Syme-Woolner. Our goal of providing Harm Reduction to our members has been met and Toronto Public Health can be satisfied that Syme has the Administrative support that they require.

At the end of our Trillium funding for the Food Coordinator in the fall, WKNC drafted an application for a Women's program coordinator. This application was not approved. The most likely reason is that there are Women's programs being offered at the Hub. WKNC will have to include evaluation of duplicate service offerings in the catchment area as part of future applications.

The Food Coordinator role went through a couple of transitions during the year. Brenetta was away on Maternity leave from February to August. During this time, Brad worked as her relief. Full of ideas of new things to do, he sparked the idea of Social Enterprise using our kitchen facilities. An attempt was made to create Jam products. The attempt illustrated some of the pitfalls of this kind of activity, and the WKNC Board has been investigating and learning more about this exciting direction in the industry. We welcome Brenetta back and enjoy her capable contributions to our staff team.

The position of the Food Coordinator was chosen some three years ago to direct our energy against and it has proven as critical as anticipated. As a result, all of our current funding efforts are targeted to ensuring that this position is funded. Though we are using small amounts from various funders to achieve the goal, the long-term vision is to have it fully funded by the City as an integral part of our service offering.

As part of our deepening relationship with the City, the HPI fund was able to contribute money to paint the large hall and almost all of the rest of the Drop In. The heating system was re-wrapped and a new staff washroom installed. More funding has been obtained for this calendar year for capital maintenance projects that are much needed: new washers and dryers and a dishwasher.

WKNC has discussed the fiscal situation with the staff at Shelter, Support and Housing. They have been very supportive of WKNC. As a result, we are a little more confident of the continuity of our funding. The next funding cycle is expected to be for a three-year term. The length of this term should give us a strong basis for continuing the programs offered at WKNC. We appreciate Ken and Myriam who have given so much to the programs of their caring and skills. We thank all of our staff, past and present for bringing us to this point.



The WKNC Board has also been changing, by defining different roles to match the contributions and abilities of its members. Barbara was named the VP Operations and has been in charge of the day-to-day activities. Tim's growth into the role and comfort with leading has built him into the transition to Vice-President of the overall Board. As well, over the last few months, the Board has decided to try for a more committee-oriented approach to managing the operation. This structure should allow more people to make the contributions that they are able without necessarily having to be on the board.

The relationship with the church community that hosts us is getting stronger. They are at the point where their financial capacity to absorb costs has now been expended. Thus, any increase in costs that they incur will now be passed on. WKNC has been asked to absorb more fairly the costs that have been incurred; so in the short term, we will be looking for funding to help with the cost of increases in utilities.

In the fall of last year, Barbara was instrumental in documenting our operation such that we have received accreditation from the United Church of Canada as an approved Ministry. What that designation means in the short term is unknown, but it places a burden on the UCC to consider funding us as a ministry that is successful and well-managed. Thank you Barb for the extra-ordinary efforts you put in to achieve this recognition.

The future is looking as volatile as the past year, but we have not only survived, we have excelled. Longer term funding will give us the breathing space to look at funding options for new programs. We should begin a review of our strategic plan. During our last strategic Board and Staff meeting in the winter, we agreed that Social Enterprise was the direction we should be moving in for the long term. We are well positioned to solidify our growth and the service offerings for our membership.



#### 4.0 Report from the WKNC Board to CUC

The Weston King Neighbourhood Centre serves people who are homeless, under-housed, or living in extreme poverty in the Weston-Mt. Dennis area. As a United Church corporation, the Centre is a primary outreach ministry of Central United Church. Staff and congregational members serve the Centre in a variety of ways, including board membership, meal preparation, on-site support and as voting members of the Centre.

The Weston King Neighbourhood Centre is funded through the City of Toronto, donations and subsidized space at Central United Church. The Centre employs staff to serve in a variety of areas including the Drop-in Program, Harm Reduction Program, Food/Volunteer Program and Student Placements. The Board of Directors oversee the work of Centre employees through a unique volunteer/supervision model. Directors are on-site during program hours to ensure that the goals of the Centre are being met.

The Drop-in Program offers a variety of services including meals, counseling, referrals, healthcare and access to telephone, computer and fax. The Centre provided over 16,000 meals in 2010. Staff and volunteers are available to provide supportive conversation and referrals to food banks, housing, income support programs and settlement programs. 2010 saw a marked increase in the number of participants requiring support in the area of housing. Many were homeless or faced losing their housing. Other services were related to emerging needs, such as H1N1 shots, TTC tokens during extreme weather and the Centre's Emergency Food Cupboard.

The Harm Reduction Program focuses on the needs of sex trade workers and substance users in the Weston-Mt. Dennis area. The program provides condoms, needle kits and "safe use" kits both in the Centre and in the neighbourhood. The Harm Reduction worker offers counseling and support during Centre hours and also after hours in bars, buildings and on the street. Peer workers assist the Harm Reduction Coordinator, providing an element of safety and contacts within the at-risk population.

The Food/Volunteer Program has been enhanced by the completion of the new basement kitchen. The City of Toronto and Central United Church provided support to upgrade from a closet-size kitchen to a spacious kitchen with new appliances. The Tuesday night supper remains the largest meal of the week, with Central and Westminster volunteers cooking a high-protein meal, then served by additional congregational helpers. The Food/Volunteer Coordinator prepares meals for the rest of the week with a number of participants lending a hand.

The Weston King Neighbourhood Centre has a number of important partners in addition to Central United Church. The City of Toronto, United Way, Community Care Access Centre, Parkdale Community Legal Services, Syme-Woolner Family & Neighbourhood Centre, Daily Bread Food Bank, Second Harvest, Etobicoke Services for Seniors, and York Community Services to name only some.

On behalf of the Board of Directors, thank you, for your continued and vital support.

#### 2010 Board Members:

Robert Nobel, President  
Tim Barlow, Vice-President Board  
Barbara Bisgrove, Vice-President Operations  
Louise Clunas, Treasurer  
Michael Kooiman, Recording Secretary  
Lang Moffat, Past President

Sylvia Hampton, Equity and Membership  
Leo Marshall  
Marion O'Sullivan  
Octavian Gherman  
Arun Shiamkumar  
Peter McKenzie, Privacy  
David Alan, UCC, ex-officio

#### 2010 Departing Board Members

Hanna Mlodzianowska

Ann MacLean

WKNC Current Partners:

1. Albion Neighbourhood Services: ANS comes to the Centre to provide outreach services, housing support and follow-up support to people in the area.
2. Central United Church: provides rent-free space, janitorial services and renovations to the space. Congregational donations pay for the Tuesday evening community supper delivered in partnership with several local faith communities.
3. Daily Bread Food Bank: DBFB provides a weekly fresh food delivery as part of the Nutritious Food to Drop-ins project.
4. Elizabeth Fry Society provides a weekly "Work Safe Program" for women involved in the sex trade
5. Federation of Metro Tenant's Associations (FMTA) provides quarterly workshops on tenant's rights.
6. Fred Victor, provides housing help workers to WKNC on Tuesdays.
7. George Brown College (Social Service Worker program & Community Worker program) provides occasional student placements with WKNC.
8. Project Water, provides bottled water for our participants during summer heat alerts.
9. Project Winter Survival, provides winter survival kits for our homeless and street-involved participants.
10. Second Harvest: WKNC's food programs are supported by donations of food from Second Harvest. A truck comes weekly delivering surplus items from supermarkets, hotels and other donors to be used in preparing the meals served in WKNC.
11. St. Elizabeth Healthcare: Arranged through the Toronto Central Community Care Access Centre (CCAC), St. Elizabeth sends a nurse practitioner to WKNC once a week. The foot care and blood pressure measurement are services much in demand with the drop-in participants/
12. Syme-Woolner Neighbourhood and Family Centre: Syme-Woolner provides a housing worker twice a week for housing help including eviction prevention, finding subsidized housing, getting people into or out of shelters, advocacy with landlords, and housing searches.
13. Syme-Woolner Neighbourhood and Family Centre provides a harm reduction worker twice a week who leads the peer workers in outreach activities in the area
14. Toronto Drop-in Network: WKNC participates in this network of agencies providing drop-in services to identify areas of common concern and provide training support and opportunities for network development in the drop-in sector.
15. Toronto Public Health - West Office: TPH provides community developers to provide guidance and support to WKNC Board of Directors and staff.
16. Toronto Public Health – The Works: provides a sexual health worker and workshops in the drop in.

17. Toronto Alliance for the Performing Arts (TAPA) provides tickets for theatre, dance & other cultural events to agencies working with at-risk communities.
18. West Park Healthcare Centre: Long-term residents have formed a Sandwich Samaritan group, which weekly makes and delivers 10 loaves of individually wrapped sandwiches for distribution during outreach work.
19. Unison Health and Community Services conduct periodic on-site work shops on health issues such as Hepatitis C, Diabetes, Safe Hand Washing, etc. Their Hub is a local social services and healthcare Centre available to the WKNC participants.
20. Windfall Clothing Service: This service offers new clothing to the program participants.

## 5.0 Drop-In Coordinator's Report

The Weston King Neighbourhood Centre (WKNC) has much to be proud of as we celebrate our 10th Anniversary. WKNC has grown from a volunteer-based outreach program of Central United Church (CUC) to a six-day-a-week, City-funded agency. In many ways, WKNC is a model of a grass-roots initiative responding to visible needs in a community and successfully evolving.

The role of the Board of Directors at WKNC is unique and extraordinary. This agency would not have survived and grown without the contribution of endless volunteer hours from dedicated members of the Board of Directors. The operational model at WKNC has been a practical one for a small under-staffed agency. It has helped to shape the team environment that characterizes WKNC.

WKNC provides essential support to some of the most marginalized and vulnerable people in our community. We serve the homeless, the under-housed and anyone in need. We provide a safe and welcoming space. We help people to connect with others and to connect with basic services. We provide opportunities for participants' needs to be heard and met.

WKNC has an excellent track record in getting people housed and helping them to keep their housing. We help people to connect with needed income support and other available resources. We help others dealing with addictions and mental health issues. We provide informal counseling and referrals where needed. Lately we've seen an increase in the numbers of newcomers and refugees coming to us for assistance.

The kitchen is the hub of our drop-in program. During 2010, 17,560 meals were served at WKNC, our busiest year to date. Behind these stats is an amazing team of volunteers from the local community. The daily meal schedule is coordinated by Brenetta, WKNC's resourceful food coordinator. The meals program at WKNC is largely dependent on the food shipments we receive from Second Harvest and the Daily Bread Food Bank. Brenetta and her team handle the challenge of preparing up to 400 nutritious meals a week based on what is delivered off the trucks from these two agencies.

The Tuesday Night volunteers, many of whom are from Central United Church, have been faithfully preparing and serving a weekly community supper since 1995. These Tuesday dinners provided the seeds for the programs and partnerships of WKNC to grow.

We have continued to place a priority on expanding our partnerships and collaborations. These links are vital for a small agency such as WKNC. We are very grateful for our housing partnerships with Albion and Syme Woolner. Last year we added Fred Victor as a housing partner. We are appreciative of York Community Services (YCS) for the trusteeship they provided during our early years and for their ongoing collaboration. The opening of the new Jane St. Hub in 2010 was a significant contribution to the community.

We were very pleased to see the return of Sarah as the Harm Reduction Worker in a new partnership with Syme Woolner.

We continue to be an active member of the Toronto Drop-in Network (TDIN), collaborating with and learning from the 50 plus other drop-in centres across Toronto.

We have encouraged more active participation in the drop in. Participants are more and more involved in the Centre's day-to-day operations. There has been an increase in volunteer and peer worker opportunities. Thanks to Myriam, our tireless and creative drop-in worker, there has been an increase in the number of outings and events for participants. We have also placed more emphasis on developing life skills and employment-related training opportunities. We encourage civic engagement, including participation in election campaigns.



We continue to play a role in helping to revitalize the Weston neighbourhood. In the summer of 2010, WKNC held its first ever Community Festival/BBQ. We plan to make this an annual event. We participate with the Weston Village BIA in events such as the annual Spring Clean-up and the Santa Claus Parade. We volunteered with others from Central United Church in the Habitat for Humanity Build on Weston Rd. We host Toronto Public Health flu-shot clinics for the neighbourhood. Participants from WKNC volunteer with the Farmer's Market, the Best of Weston Multicultural Festival and help in maintaining public spaces and flowerbeds along Weston Rd. We are involved with the Weston Community Police Partnership (WCPP) in initiatives to make the community a safer place.

We make a special effort at WKNC to make people feel welcomed and valued and to foster a sense that they are part of a community. It is a non-judgmental atmosphere at the Drop In where those who may not 'fit in' elsewhere can feel a sense of belonging. WKNC is essentially about building community and in making a difference in people's lives. Many comment that there is a family-like atmosphere at WKNC.

WKNC continues to be one of the few open-door agencies in a very under-served neighbourhood. Weston-Mt. Dennis is one of the 13 Priority Neighbourhoods in the City of Toronto, identified as areas with growing poverty and few services to meet the needs of residents. One out of four residents of Weston-Mt. Dennis now live below the poverty line. Front-line agencies such as WKNC do as much as we can. But we feel humbled by these needs and recognize the need for broader solutions through comprehensive social programs around housing, income support and poverty reduction.

We continue to be grateful to our community partners, especially Central United Church, and to our funders, in particular, the Shelter, Support and Housing Administration of the City of Toronto.

Ken Theobald  
Drop-in Coordinator

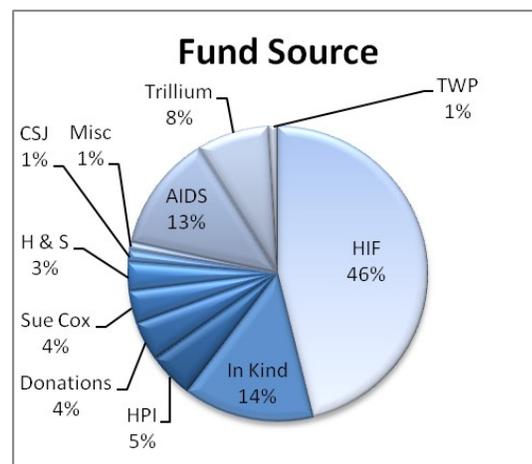
## 7.0 Financial Year 2010 (January 1 2010 - December 31 2010)

This represents WKNC's seventh year of audited financial statements, and found WKNC in good financial health thanks to funds carried forward from 2009. City HIF funding for the Drop-in was renewed, but frozen at the 2009 rate. The dining hall renovations were a one-time capital project funded by HPI. WKNC is at a point that we need to diversify our funding and partnerships in order to maintain desired programming/staffing/service levels. Funding from Health & Safety and Sue Cox Community Action Fund allowed us to continue funding of not only our Food Co-ordinator position (once Trillium funding ran out), but also allowed us to implement the Kitchen Peer program. Despite AIDS funding not being renewed as of July 1, WKNC was able to stretch the staffing and Outreach programs to mid-October, and we have since partnered with Syme-Woolner to ensure continued harm reduction and Outreach services in our community.

### Income

The chart and graph below show the distribution of income from various sources.

Fund Source	Income	Percent of Total
City of Toronto - HIF	\$146,665	46.16%
In Kind	\$45,000	14.16%
HPI - renovations	\$15,452	4.86%
Donations	\$13,819	4.35%
Sue Cox	\$11,208	3.53%
City of Toronto - Health & Safety	\$9,950	3.13%
Canada Student Jobs	\$4,059	1.28%
Investments	\$41	0.01%
Miscellaneous	\$2,899	0.91%
AIDS (c/fwd)	\$40,655	12.80%
Trillium (c/fwd)	\$24,915	7.84%
TWP (c/fwd)	\$3,045	0.96%



### Expenses

The primary program delivered is the Drop-In Centre, including food services. This requires staffing, thus staff costs (salary, benefits, taxes) are costs of program delivery. Rent is also part of program delivery, since the Drop-in's physical space is allocated for use by the participants. Administration costs include Audit, Insurance, Utilities, Phone, Internet, etc. A portion (<2%) of the Program Supplies category is spent on administrative overhead (office supplies).

Expenses	Expense	Percent of Total
Drop-in Staff	\$88,218	28.66%
AIDS Staff	\$36,622	11.90%
Kitchen Staff	\$31,712	10.30%
Program Expenses	\$41,344	13.43%
Rent-in-Kind	\$45,000	14.62%
Renovations & Repairs	21,172	6.88%
Summer Students	\$5,183	1.68%
Security	\$26,706	8.68%
Admin	\$11,858	3.85%

