



**Annual General Meeting & Annual Report**

**AGM 2019**

**Annual Report for the 2018 Fiscal Year**



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*year January 1 – December 31, 2018*



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# Agenda for the 2019 Annual General Meeting



**Agenda**

**Ninth Annual General Meeting - Out On The Shelf Inc.**

May 14th 2019, 6:00 – 7:00 PM

42 Carden St. Guelph, Ontario

1. Welcome and Introductions

1. Explanation of Voting Privileges

1. Review of Agenda
	1. Motion to Approve Agenda for the 2019 AGM

1. Minutes of Previous Year's Annual General Meeting
	1. Motion to Accept Minutes of the 2018 AGM *(previously and herein referred to as 2018 AGM)*

1. Presentation of Annual and Financial Reports
	1. Board Report
	2. Committee & Service Reports
	3. Motion to Accept Annual Report
	4. Financial Report
	5. Motion to Accept the Financial Report

1. Election of Directors
	1. Slate of Candidates

                                                               i.      Directors seeking re-election

* + - 1. Caitlin Harding as Chair of the board of directors
			2. Graham Lockhart as Treasurer
			3. Ana Moyer as director of programming

Nominations from the floor

1. Obehi Okaka as director of Marketing and communications
2. Tara Waddell as Co-Director of Guelph Pride
3. Odesia Howlett as Co-Director of Guelph Pride
4. Katrina Stephany as Vice-chair of the board of directors
	1. Motion to Elect slate of Directors
5. Motion to Accept the Actions of the Board

* 1. 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?
1. Appointment of Auditor
* It is not financially feasible for Out On The Shelf to hire a formal auditor to review our books. We, the Board of Directors, seek approval to have our 2018 books reviewed by a third party reviewer in lieu of a formal audit.
	1. Motion to empower the Board of Directors to seek a third party reviewer in lieu of formal audit of 2018 books
* We, the Board of Directors, would like to begin providing the most current financial review to the membership at the AGM. In order to do this, we will need approval in advance to have our 2019 books reviewed by a third party reviewer in lieu of a formal audit (as a formal audit is still not financially feasible for Out On The Shelf at this time). However, we will be filing as a soliciting organization in 2018, and will therefore require a certified accountant to conduct the review.
	1. Motion to empower the Board of Directors to seek a third party reviewer WHO IS A CERTIFIED ACCOUNTANT in lieu of a formal audit of 2018 books.

**RESOLVED THAT** Pursuant to Section 182 of the *Canada not-for-profit Corporations Act*, the Corporation not appoint a public accountant.

1. Thanks to Community
2. Adjournment

# Land Acknowledgement



As we gather, we acknowledge that the Out on the Shelf library is situated on the ancestral lands of the Attawandaron (at-ta-won-da-ron) people and the treaty lands of the Mississaugas of the Credit. We offer our respect to our Anishinaabe (ah-nish-nah-bay), Haudenosaunee (ho-deh-no-show-nee) and Métis neighbors as we strive to strengthen our relationships with the people of this community

# Minutes of the 2018 Annual General Meeting



**Ninth Annual General Meeting Out On The Shelf**

May 29th 2018, 6:30 – 7:30 PM

10 Carden St. Guelph, Ontario

 Present Voting Members: Edward Reimer, Jesse Tetrault, Emma Willms, Graham Lockhart, Jasper Smith, Terry Keleher, Hazel Moore, Hazel Wheeler, Madeline Donnelly, Meg Gillard, Dallas Baker, Danielle Workman, Elise Gordezky, Eugene Enriquez, Joy Sammy, Sarah Willmer, Brooks Wickett, Odesia Howlett, CJ Lopez, Elise Kephart, Celidh Barker

1. Welcome and Introductions
* Edward welcomed the membership
	+ Membership rights explained by Edward

1. Explanation of Voting Privileges
* Voting privileges explained by Edward
1. Review of Agenda
	1. Motion to Approve Agenda for the 2018 AGM

**Moved: Eugene Seconded: Jasper**

**All in favour**

1. Minutes of Previous Year's Annual General Meeting
	1. Motion to Accept Minutes of the 2017 AGM *(previously and herein referred to as 2017 AGM)*

**Moved: Jasper Seconded: Graham**

**All in favour**

1. Presentation of Annual and Financial Reports
	1. Board Report
		1. General report, focused on growing.
		2. Expanded and refined programing choices with reconfigured budgets for individual programs.
		3. 519 and TD grant
		4. New programs, rainbow knitters, QWSN, hangOUTS, and a quarterly artsy workshop
		5. New efficiencies with membership software and cataloguing
		6. Hootsuite was also implemented following the
		7. New fundraising initiative with 10C called 100 queers who care
	2. Committee & Service Reports
* Library
* Volunteering
	+ Number of volunteers per committee
		- 8 Directors
		- Programming: 6
		- Marketing and Communications: 4
		- Library: 5
		- Fundraising: 1
		- Guelph Pride: approx. 10-30
* Pride:
	+ 1. Everything was planned and happened on time
		2. Very commited committee
		3. Most of the events were repeats from the previous year
		4. New sponsorships and new volunteers
		5. Added third party events which were attended
		6. Diversity training was implemented
		7. RBC and McNeil were the major sponsors
		8. 12 events happened
* Fundraising:
	+ 1. We did have one very dedicated grant writer
		2. Launched 100 queers who care
		3. Before 2017 we had 2 200 raised
		4. Garage sale was held in the summer
		5. We also received funding from the Guelph Wellbeing grant
		6. We also applied to the Guelph community foundation and an art grant but were unsuccessful
		7. We were successful in the 519 grant and the TD grant
* Programming
	+ 1. Started out with PEARS, pride and predjudice and men’s social network
		2. PEARS and pride and predjudice were put on hold as we were unable to find facilitators
		3. Focused this year on how to make these programs more sustainable
		4. Did see a consistent growth in the attendance to the men’s social network
		5. 2018 notes \*Started Rainbow knitters, Polyamory group and talked with the university for quarterly art workshops
* Marketing
	+ 1. The Marketing and communications committee has been in constant construction since their creation in 2015
		2. Social media Facebook, Twitter and Instagram
		3. Quarterly newsletter resumed in 2018
	1. Motion to Accept Annual Report

**Moved: Hazel Seconded: Graham**

* 1. Financial Report
		1. We did run into a deficit in 2017 which resulted from an increase in our insurance policy.
		2. Other financials are subscription fees etc.
	2. Motion to Accept the Financial Report

 **Moved: Jasper Seconded: Eugene**

**All in favour**

1. Election of Directors
	1. Slate of Candidates

                                    i.      Directors seeking re-election

* + - 1. Jesse Tetrault as Chair

**Moved: Hazel Seconded: Jasper**

**All in favour**

**Motion approved**

* + 1. Nominations from the floor

CJ Lopez as Marketing and communications chair

Moved: Jesse Seconded: Sarah

Graham Lockhart as Treasurer

Moved: Jesse Seconded: Emma

Madeline Donnelly as Volunteer chair

Moved: Hazel Seconded: Jasper

Jasper as Pride co-chair

Moved: Eugene Seconded: Graham

* 1. Motion to Elect slate of Directors

**Moved: Eugene Seconded: Emma**

**All in favour**

**Motion approved**

1. Motion to Accept the Actions of the Board

* 1. 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: Hazel Seconded: Eugene**

**All in favour**

1. Appointment of Auditor
* It is not financially feasible for Out On The Shelf to hire a formal auditor to review our books. We, the Board of Directors, seek approval to have our 2017 books reviewed by a third party reviewer in lieu of a formal audit.
	1. Motion to empower the Board of Directors to seek a third party reviewer in lieu of formal audit of 2017 books

 **Moved: Terry Seconded: Hazel**

 **All in Favour.**

* We, the Board of Directors, would like to begin providing the most current financial review to the membership at the AGM. In order to do this, we will need approval in advance to have our 2017 books reviewed by a third party reviewer in lieu of a formal audit (as a formal audit is still not financially feasible for Out On The Shelf at this time). However, we will be filing as a soliciting organization in 2017, and will therefore require a certified accountant to conduct the review.
	1. Motion to empower the Board of Directors to seek a third party reviewer WHO IS A CERTIFIED ACCOUNTANT in lieu of a formal audit of 2017 books.

**Moved: Jasper Seconded: Sarah**

**All in Favour.**

**(UNANIMOUSLY) RESOLVED THAT** Pursuant to Section 182 of the *Canada not-for-profit Corporations Act*, the Corporation not appoint a public accountant.

 **Open Floor Suggestions:**

* + 1. **Terry asked: Guelph foundation grant was not successful did we get feedback? Emma replied: we did ask for feedback but we received nothing. T: did we make recourse to insist we need feedback? E: our grant writer did make a lot of follow ups, we did get feedback from other grants that we were asking too much. T: suggested we look into the United Way grant**
		2. **Jasper asked: is there a way for the community to submit feedback for the library and programming. Edward answered: we did the community needs assessment and there have been surveys in the past. Jasper suggested we add a survey to the website.**
		3. **Jasper had another question: is there intent to add other programs for Trans and non-binary groups? Edward and Emma answered; we had received feedback that people really wanted a women’s group so we’ve been working on that. Jasper suggested we reach out to gender intersect**
		4. **Brooks asked: is there a membership roster and how many members are active Jesse replied: we have 64 active members since the implementation of our new membership management software in September**

1. Thanks to Community
	1. Edward thanked the members and the community
2. Adjournment

Motion to Adjourn the 2018 AGM

**Moved: Hazel Seconded: Terry**

**All in favour.**

#  Board of Directors Report



During the fiscal year of 2018 Out on the Shelf had the opportunity to become more comfortable in our new home here at 42 Carden street. We grew in membership and in volunteer opportunities. We held many events in our beautiful space including open mic nights, open houses, movie nights and regular programming. We are so grateful for the continued support that 10C has offered us throughout the years that we have been partners.

The board would like to extend an earnest thanks to our membership base. You are the reason that we exist and we strive continue to meet the growing needs of our LGBT2Q+ community. As Guelph’s only LGBT2Q+ resource center Out on the Shelf is proud of the strides that we have made. We now boast over 3000 resources in our library including DVDs, YA novels, fiction, biographies, educational resources and we continue to grow and shape our collection to meet the evolving needs of our membership.

Guelph Pride has also continued to grow with this year’s events placing even more focus on accessibility and inclusion. Every year is the best year yet and we are only going to get better from here. We were also excited to add two new programs to our monthly offerings; the LGBT2Q+ women’s social network and the rainbow knitters. We also hosted infrequent open mic nights throughout the 2018 year, each with its own theme.

I most sincerely would like to thank all our board members and volunteers. As everyone knows OOTS is an entirely volunteer run organization. Without volunteers we would not exist. I am so proud of the dedication that these volunteers bring to the daily operations of OOTS. They are an inspiration and a shoulder to lean on. I am confident that they will continue the upward motion of OOTS and Guelph Pride. We have encountered many challenges over the years, 99 of them have to do with money. But we have always come out stronger than ever and that is only because of our volunteers.

It has been my honor to serve on the board of directors these last 3 years. This organization has taught me so much about the values of community and connection through giving back. I will always be grateful for the time I’ve spent as chair. Although I have to reduce my time committed to volunteering I hope to still help in the growth of OOTS and to keep the amazing connections I have made over these years. I am now passing the torch to my successor Caitlin Harding. I know that she will excel in the role of Chair and continue to do great work.

Thank you,

Jesse Tetrault – Chair of the Board of Directors 2018-2019

# Committee and Service Reports



**Library Committee**



**Library Committee Report for 2018**



The library has made great strides towards becoming a lasting resource for the community in 2018. Cataloguing the collection into ‘librarycat’ was finished in December and the complete catalogue is now available for browsing via the website. There are now almost 3300 books in the catalogue and membership is holding steady at around 130 members.

In addition to finishing the catalogue, we successfully applied for a Community Foundation Grant that will be used for addressing content gaps in the collection and acquiring e-resources. Volunteers curated a young adult section, a graphic novels section, and a queer podcast list that is available on the website. Content in the podcast list includes history, art/culture, lifestyle, news and activism/social justice.

Library volunteer recruitment went very well this year. There is now a full slate of volunteers and the library has gone from being staffed three days a week to five days a week and two Saturdays a month. The Library Chair started holding monthly volunteer meetings so everyone can debrief, work on larger projects, and address gaps in training. These meetings have improved the cohesiveness and overall functioning of the library and will continue for the foreseeable future.

Plans to hold more events and programming came to fruition in 2018 and there are now five monthly social programs being held, as well as semi-regular open mics and open houses. In order to continue improving library services and programming OOTS is partnering with the Research Shop from the University of Guelph to create an evaluation project.

Overall a solid foundation for the library was laid in 2018 and 2019 is set up to be an amazing year.

**Volunteer Committee**



|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **Number of Volunteers** | **Number of New Volunteers** | **Description** |
| Board of Directors | 8 | 6 | Each member of the board of directors (with the exception of the volunteer chair) heads a committee.  |
| Library | 14 | 7 | Generally, members of the library committee have a dedicated shift where they staff the library.  Members also participate in monthly meetings |
| Marketing and Communications | 2 | 1 | The volunteers on the marketing committee manage the organization’s social media, update the website and maintain other forms of communication. |
| Fundraising | 1 | 1 | Our current fundraising volunteer is helping to develop a plan for donor engagement. |
| Finance | 1 | 0 |  |
| Programming | 5 | 1 | Members of the programming committee lead programs through OOTS. |



If you are interested in volunteering with any of our committees please visit: outontheshelf.com/volunteer

**Pride Committee**

In 2018, Winter Pride was revived. Winter Pride is a collaboration between a number of LGBTQQIP2SAA community organizations and University of Guelph organizations and clubs to provide the University of Guelph students, faculty, and the community a week to celebrate Pride throughout the school year.  This year there were only two individuals from Guelph Pride involved with Winter Pride, and with the loss of the original Chair, one remaining member on both committees. This individual stepped in as interim Chair for Winter Pride, and the organizing team for Winter Pride decided to move from a committee to a non-hierarchical collective governing style and was made up of members from multiple campus and community organizations, as well as individuals from the wider community. There were 19 events in total over the course of 10 days: Queer Community Fair, Pride Denied Movie Screening, QTPOC Murder Mystery, Queer Magic, Profs Meet'n'Greet, Queer Zine Workshop, Safer Sex Workshop, Fierce!, Discussion on Substance Use, Queer Trivia, Queer Slow Dance, Out on the Shelf Open House, Polyamory Workshop, Kissing Games Workshop, Queer Knit & Craft, QTPOC Play with Clay, Queer Skate, Mental Health Workshop, and an Operation Soap Tribute.

For the regular committee planning the spring pride festival, the loss of the initial chair position left the committee scrambling for leadership. The interim chair who moved into the role in mid-December also resigned in the early spring, as did multiple other long-standing members of the committee. There were issues of harassment and discrimination experienced by/towards members of the committee, which led to members feeling unsafe and leaving the committee. The committee was left without clear leadership moving into the festival, with numerous members continuing to run events outside of the confines of the official committee. Requests were made for anti-oppression and conflict resolution training, but those that remained within an executive role on the committee declined these requests. Additionally, relationships with sponsors and donors were negatively impacted by this time, as communication with these stakeholders as well as maintaining the terms of our agreement with sponsors was left unfulfilled by the remaining members of Guelph Pride, which created some difficulties for the new committee for the 2018-2019 year.

However, in 2018, Guelph Pride celebrated the 15th Anniversary of our spring festival. In light of this accomplishment, the Guelph Pride committee decided to extend the festival to span two weeks, instead of the usual one. The Guelph Civic Museum, Guelph Pride, and members of the community teamed up to create an interactive exhibit exploring both local and farther reaching histories of LGBT2Q+ communities. Additionally, the same individuals worked with the Downtown Business Association to create a series of 30 banners highlighting those histories, to be on display throughout much of the year along Carden Street.

Other highlights from 2018 was the first collaboration between Guelph Pride and Wellington Brewery. ​Members teamed up with representatives from 12 different local LGBT2Q+ organizations to develop a concept, recipe, and design for a specialty beer. Options were put out to the wider community, and we landed on the name "Sunshine" - the beer would sell out at most venues before the Festival was half over and was a raving success. The secret ingredient? Edible glitter, which made this raspberry hibiscus blonde ale shimmer like a golden ray of sunshine itself.

This year also saw a ramp up in programming at Out on the Shelf's new library space in the 10C building. Winter Pride hosted an all-day open house with various events happening in adjacent spaces of 10C throughout the day. Another Open House was hosted as part of the regular festival's programming in May.

After the 2018 festivals, amidst growing tensions and evolving conversations with 2SLGBTQ+ communities, Guelph Pride created new policies and procedures around operations, including some restructuring of the planning committee, and new agreements and mandatory anti-oppression training for all volunteers. This included the addition of a new fiscal responsibility policy as a result of a lack of clarity and accountability of previous funds raised from events and by certain performers. As a result of this new leadership, newfound dedication to supporting under-represented communities within the 2SLGBTQ+ umbrella, the committee recruited for the 2019 season saw a threefold increase in volunteers for the committee. We also experienced a fourfold increase in the number of volunteers signing up to help support the festival. Our social media followings increased between 22-40% across our platforms and the level of engagement. In 2018, the new committee for the 2019 festival season put a lot of hard work into creating a new structure, new levels of organization, and a comprehensive new strategy to grow Guelph Pride as an organization, as a festival series, an online presence, and as a staple within the community of Guelph overall. This included the 2018-2019 pride chair, Jasper, compiling an exhaustive “Guelph Pride Planning Committee” manual, which included comprehensive breakdowns of planning strategies, annual deadlines, points to consider, important contacts including an expanded list of sponsors and prospective donors, as well as clear position descriptions for each role on the committee, including a breakdown of the annual workplan for each, estimated time commitments throughout the year, as well as integrating new online tools and mentorship opportunities to further reduce barriers and increase accessibility of getting involved with Guelph Pride.

If you are interested in volunteering with the 2019 Guelph Pride festival as a committee member or an event volunteer please visit: guelphpride.com/volunteer

**Fundraising Committee**



Out on the Shelf’s Fundraising Committee is comprised of a Fundraising Chair and also had one volunteer grant writer as we began the 2018 year. The committee decreased to one Fundraising Chair as the granting writing volunteer moved into the Fundraising Chair position in September 2018.

Below please find a summary of fundraising activities in 2018.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNDRAISING CATEGORY** | **ACTIVITY** | **DATE** | **REVENUE** | **NOTES** |
| EVENTS | Open Mic Event – Pride Coffee House | September 27, 2018 | ~$75.00 | Done in collaboration with Marketing and Communications Chair |
|  | Open Mic Event – Speaking Our Truths | November 3, 2018 | ~$75.00 | Done in collaboration with Marketing and Communications Chair |
| GRANT WRITING | TD Bank Grant | June 2018 | $1500.00 | Successful – funds obtained in April 2018 |
|  | Guelph Community Foundation Grant 2018 | Grant submitted in August 2018 | $1000.00 | Grant funds obtained to expand library resources in October 2018 – funds still need to be spent as of May 2019 |
|  | 519 Apology Project | \*\*\* | $5000.00 | Quarterly creative workshop series and Monthly peer facilitated social/networking groups |
|  | Guelph Well-Being Grant 2018 | Application submitted October 2017 | $4200.00 | Grant funds obtained in March 2018 – for programming and renting space at 10C |
|  |  |  |  |  |
|  | Ontario Arts Council Grant – OOTS Social Improvisation Programming | Application submitted December 2018 | Not successful | Was not successful (notified of status in March 2019). Lauren Stein was partner on this grant (Expressive Arts Therapist and Professional Improvisation Artist) |
| ONLINE DONATIONS | CanadaHelps.org | January 2018 – December 2018 | $294.33 | OOTS Donations through Canada Helps |

Upcoming grant activities for 2019:

Guelph Well-Being Grant

* Successfully submitted application (October 2018) for and received funds in March 2019 ($4200.00)

Other grant opportunities in 2019:

* Guelph Community Foundation Musagetes grant (opens in June 2019) – could be applied for with the intention of further developing social improvisation programming with Lauren Stein (since Arts Council Grant was unsuccessful
* Guelph Arts Council grants could be another avenue forward for social improvisation programming

Other Collaborative Fundraising Activities:

* January 2019 Open Mic Event: Queer Comedy Night
	+ Done in Collaboration with Marketing and Communications Chair and Lauren Stein
	+ Generated ~$75.00 in revenue

The fundraising committee is always looking for people to support fundraising activities. If you would like to volunteer you can email the Volunteer Coordinator at outontheshelf.volunteer@gmail.com.

**Programming Committee**



2018 was a great year for the programming committee. We re-started a previously held program; the Rainbow Knitters (start date February 2018) and started for the first time the LGBT2Q+ women’s social network (start date September 2018).

The programming roster now includes regular monthly programming every Monday night and one Tuesday evening. Most of the programs are hosted by OOTS volunteers with one program being held by an OOTS partner. The first Monday is the LGBT2Q+ women’s social network, the second Monday is Rainbow Knitters, the third Gender Intersect (OOTS partner program) and the fourth Monday is the LGBT2Q+ Men’s social network. The third Tuesday of every month is a Euchre social night. Attendance for the programs have varied but we rarely have less that 8 attendees total.

These programs are made possible with the contribution of two extremely valuable grants received in 2017 including the Guelph community foundation grant and a one time grant from the 519. The 519 grant was also utilized to create a partnership with the University of Guelph. The students from a history class at the UofG were assigned group projects to create workshops around the following themes:

* People unjustly convicted under the Criminal Code
* LGBTQ2S Seniors
* Trans Communities
* Former Members of the Canadian Armed Forces

The result was about a dozen workshop outlines that OOTS plans to offer to our membership in the near future. If anyone is interested in being involved in the implementation of these workshops or is just interested in reading the outlines please come talk to us after the meeting!

Another focus this year was making sure all our programs had an easy to understand mandate that members could be expected to adhere to and rely on their fellow participants to adhere to as well. We also updated the website with some great graphics and streamlined information provided. Each program has it’s own Facebook group which is attached to the OOTS Facebook page so information about the programs is easily accessible from a few different avenues.

Since we had effectively double our offering of programs as of 2018, we began another partnership with the research shop at the University of Guelph. Our first partnership began with CESI and CBASE back in 2016. During that time we conducted a community needs assessment which provided a great deal of useful strategies that we have already implemented and plan to implement more. This current project seeks to collect feedback from OOTS board members, volunteers and program participants in order to meet the needs of our volunteers as well as our membership base. If you are interested in the results of either project please let us know at the end of the meeting.

The programs at OOTS are a vital part of the services that we provide to the community. We are very passionate about hosting a safe space for our members to interact with other each other. Solidarity makes us stronger and we are very proud to serve our community. At the beginning of 2019 we welcomed our new programming chair Ana and she has already made great strides. Starting this month the euchre social will be hosted as an all games night with the hopes of serving a more broader base of interests. Ana has also been working with a new volunteer to begin and LGBT2Q+ walking and running group. The first meeting will be held Thursday the 23rd at 7pm.

If you are interested in Out on the shelf programming please email programming@outontheshelf.com.

**Marketing & Communications Committee** 

The 2018/2019 year was filled with some great changes and new directions for the Marketing Team at Out on the Shelf. Our main goal this past year was to increase opportunities for funding and donations, awareness of OOTS and its programming, and to widen our network of users and members. We have made strides towards this by cross promoting our organization with various partners in the community, public events, businesses and other NPO entities.

**Highlights of Accomplishments in the Past Year:**

Our marketing strategies were to use programming and events to increase memberships and footfall into the library and to build our social media presence by creating a strong online voice and personality for these platforms. The voice we have chosen with our Marketing Committee for Instagram, Twitter and Facebook was a down to earth and professional, but approachable online ‘personality’. This has greatly improved our engagement over last year and has increased attendance in specialized events and regular programming. We have shifted away from traditional website based engagement and have focused our energy and time with engaging through social media.

Open mic nights have been introduced as a way to invite members of the community into our brick and mortar library as a promotional event. We have had excellent attendance for every event and have established a partnership with Guelph Music for rental equipment at a reduced cost. At this event we were able to increase our membership registration by over 300% in comparison to online and walk-in registrations. Many members decided to also buy ‘standing’ memberships for those who could not afford the $10 payment.

We have invested in purchasing button making supplies and flags as inventory to use as both a fundraising initiative and to increase exposure. This decision was in response to requests by members of the community.

We have introduced ‘Walking Rainbows’ where we highlight the bios of several members of the LGBTQ2S+ community in Guelph to create an inviting and personalized experience with social media followers and users of our services.

**Moving Forward:**

We strongly recommend that future Marketing teams look at capitalizing on the foot traffic along Carden Street to increase presence and use of the OOTS services. This can be accomplished by adequate signage (such as open signs or sandwich boards) and possible lease line events (such as Downtown Guelph’s Trick or Treat event). This past year’s Marketing team established a goal to have a ‘rainbow crosswalk/sidewalk’ installed by the City of Guelph or the Downtown Guelph Business Association before the start of the 2019/2020 academic year in September 2019.

We also suggest that Open Mic nights continue on a quarterly basis to maximize attendance, and that memberships be sold with a suggested donation. By tracking this information, our fundraising team will be able to use the data to support future requests for funding.

OOTS and Guelph Pride should look into merging Social Media accounts to maximize reach, impressions and engagements with the community and to also establish a working relationship, so our members and followers see that both organizations are run by the same NPO. This will encourage the use of services from both committees and a one stop shop for newcomers in Guelph.

We hope that the future Marketing team will continue to carryout or goals in order to establish a smooth transition from the past year to the next.

If you are interested in volunteering with the Marketing team please email volunteer@outontheshelf.com.

# Financial Statements for the fiscal year ended December 31, 2018



|  |
| --- |
| **2018 Balance Sheet** |
| **Out on the Shelf** |
| ***ASSETS*** |
|  |  |  |
| Meridian Bank |  | $ 15,158.17 |
| *Total Assets* |  | $ 15,158.17 |
|  |  |  |
| ***LIABILITIES*** |
|  |  |  |
| Loans |  | $ - |
| Accounts Payable |  | $ 134.00 |
| *Total Liabilities* |  | $ 134.00 |
|  |  |  |
| ***EQUITY*** |
|  |  |  |
| Equity |  | $ 15,024.17 |
| *Total Equity* |  | $ 15,024.17 |

|  |
| --- |
| **2018 Income Statement** |
| **Out on the Shelf** |
| ***REVENUE*** |
|  |  |  |
| *Earned Revenue* |  |  |
| Book Sales |  | -- |
| Memberships |  | $ 264.10 |
| *Total Earned Revenue* |  | *$ 264.10* |
|  |  |  |
| *Fundraising Revenue* |  |  |
| Pride Fundraising |  | $ 1,352.25 |
| Third-Party Fundraising |  | $ - |
| *Total Fundraising Revenue* |  | *$ 1,352.25* |
|  |  |  |
| *Donations* |  |  |
| CanadaHelps |  | $ 226.00 |
| Donations |  | $ 5,397.72 |
| Pride Donations |  | *$ 2,485.20* |
| *Total Donations* |  | *$ 8,108.92* |
|  |  |  |
| *Grant Revenue* |  |  |
| Government Grants |  | $ 10,200.00 |
| *Total Grant Revenue* |  | *$ 10,200.00* |
| ***TOTAL REVENUE*** |  | ***$ 19,925.27*** |
|  |  |  |
| ***EXPENSES*** |
|  |  |  |
| *Advertising and Promotions* |  |  |
| Advertising |  | $ 16.15 |
| Promotional Materials |  | $ 253.75 |
| Website |  | $ 689.26 |
| *Total Advertising and Promotions* |  | $ 959.16 |
|  |  |  |
| *Interest and Bank Charges* |  |  |
| Bank Charges |  | $ 19.80 |
| *Total Interest and Bank Charges* |  | $ 19.80 |
|  |  |  |
| *Licenses, Memberships and Dues* |  |  |
| Business License & Fees |  | $ 36.50 |
| CanadaHelps Fee |  | $ 29.18 |
| Subscriptions |  | $ 647.87 |
| Membership Fees |  | $ 444.60 |
| *Total Licenses, Memberships and Dues* |  | $ 1,158.15 |
|  |  |  |
| *Occupancy Costs* |  |  |
| Rent |  | $ 12,252.76 |
| *Total Occupancy Costs* |  | $ 12,252.76 |
|  |  |  |
| *Program Costs* |  |  |
| Entertainment |  | $ 1,240.00 |
| Equipment Rentals |  | $ 1,220.44 |
| Food & Drink |  | $ 431.19 |
| Other Program Costs |  | $ 544.19 |
| Supplies |  | $ 234.67 |
| Venue |  | $ 2,451.53 |
| *Total Program Costs* |  | $ 6,122.02 |
|  |  |  |
| *Professional and Consulting Fees* |  |  |
| Anti-Oppression Workshop Trainer |  | $ 400.00 |
| Insurance |  | $ 2,307.96 |
| *Total Professional and Consulting Fees* |  | $ 2,707.96 |
|  |  |  |
| *Other Expenses* |  |  |
| Donor Recognition |  | $ 6.78 |
| Printing |  | $ 66.22 |
| Misc |  | $ 135.49 |
| *Total Other Expenses* |  | $ 208.49 |
|  |  |  |
| *Library* |  |  |
| Supplies |  | $ 267.35 |
| *Total Occupancy Costs* |  | $ 267.35 |
|  |  |  |
| *Purchasesd Supplies and Assets* |  |  |
| Office Supplies |  | $ 53.56 |
| *Total Purchasesd Supplies and Assets* |  | $ 53.56 |
|  |  |  |
| ***TOTAL EXPENSES*** |  | ***$ 23,749.25*** |
|  |  |  |
| ***NET INCOME*** |  | ***$ (3,823.98)*** |



Treasurer’s Comments

In 2018, we ended the year with a $3,823.98 deficit. The main cause of the deficit was a doubling of our rent, which increased our occupancy costs from $6,118.80 in 2017 to $12,252.76 in 2018. So while the revenue generated in 2018 was the highest on record, it was still not enough to offset the rent increase.

Aside from rent and programming, our largest expense is insurance, which was $2,307.96. This is an increase of $109 from 2017. The current amount is also similar to what we paid in 2016 and 2015, and is not expected to increase significantly in 2019.

The Pride commute spending was significantly less then budgeted ($9,115.00), at $4,528.90. Unfortunately, revenue was not up to expectations, at $3,822.48, leaving a $701.95 deficit. Pride started the year in surplus, with $4,524.43 carried over from previous years, leaving the Pride committee with $3,822.48 by end of year.

Retiring Directors



By definition of the By-Laws, the Board of Directors of Out On The Shelf automatically retires preceding each Annual General Meeting. During the regular year, 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 2018 fiscal year include:

**2018-19 Board**

* + Jesse Tetrault (Chair)
	+ Caitlin Harding (Vice-Chair)
	+ Graham Lockhart (Treasurer)
	+ CJ Lopez
	+ Tati Goodrich
	+ Madeline Donnelly
	+ Jasper Smith
	+ Sam Johns
	+ Lori Guest
	+ Jenaya Nixon
	+ David Baxter
	+ Lindsey Thomson
	+ Ana Moyer (2019)

# Directors who retired during the 2017 term include:

* + Edward Reimer (Chair)
	+ Nicholas Dionne (Treasurer)
	+ Lisa Myra Smith
	+ Emma Willms
	+ Eugene Enriquez
	+ Jon Masselink
	+ Shayne Douglas Ward

# Directors who are now retiring include:

* + Jesse Tetrault (chair)
	+ CJ Lopez
	+ Lindsey Thomson
	+ Jasper Smith
	+ Madeline Donnelly

Slate of Nominees for Election to the Board of Directors until the 2019 AGM



# Directors Seeking Re-election:

* + - * Caitlin Harding as Chair of the board of directors
			* Graham Lockhart as Treasurer
			* Ana Moyer as director of programming

# Nominations from the floor

* Obehi Okaka as director of Marketing and communications
* Tara Waddell as Co-Director of Guelph Pride
* Odesia Howlett as Co-Director of Guelph Pride
* Katrina Stephany as Vice-chair of the board of directors

# Record of 2018 Meetings and Summary of Motions

This section contains a summary of all motions made during monthly meetings of the Board of Directors of Out On The Shelf for the year 2018. It also serves as a record of the dates of each meeting. For convenience, approval of each set of minutes is noted beside the relevant date in lieu of in the meeting where the motion to approve the minutes was passed.

**January 17 th , 2018**

Emma Willms moved to adopt the following consent items as presented:

- Board Minutes: December 11, 2017 ;Committee Reports; Meeting Agenda

* Seconded by Jon Masselink. Approved.

Emma Willms moved to adjourn the meeting

* Seconded by Jon Masselink. Approved.

**February 21st, 2018**

Lisa Smith moved to adopt the following consent items as presented:

-Board minutes: January 17th, 2018; Committee Reports; Meeting Agenda

* Seconded by Jon Masselink. Approved.

Lisa Smith moved to approve the 2018 budget (Version 1)

* Seconded by Jon Masselink
* Vote: Supermajority reached, motion carried.

Jon Masselink moved to adjourn the meeting

* Seconded by Lisa Smith. Approved.

**March 21st, 2018**

Jesse Tetrault moved to adopt the following consent items as presented:

- Board Minutes: February 21st , 2018; Committee Reports; Meeting Agenda

* Seconded by Emma Willms. Approved.

Lisa Smith moved to amend the budget to include the 196.00$ PIN (People and Information Network) membership fee.

* Seconded by Emma Willms
* Vote: Supermajority reached, motion carried.

Jesse Tetrault moved to adjourn the meeting

* Seconded by Emma Willms. Approved.

**April 25th, 2018**

Emma Willms moved to adopt the following consent items as presented:

- Board minutes March 21st, 2018; Committee Reports; Meeting Agenda

* Seconded by Jon Masselink . Approved.

-Emma Willms moved to approve the following amendments to the 2018 budget as follows:

-Add $113  for Program  Costs: Venue (Guelph  Pride Art Show)

-Add $488.16  for Licenses,  Memberships and  Dues: Subscriptions  (Wild Apricot)

-Add $200  for Marketing:  Website (Guelph Pride  2017 -2018 Website Hosting  and -Expenses, anticipated dreamhost  domain expense in December 2018)

-Add $350  For Anti-Oppression  Workshop Trainer

-Subtract $350  from Other Expenses:  Board Training for the  Anti-Oppression Trainer

* Seconded by Jon Masselink.  Approved.

**May 9th, 2018**

Eugene Enriquez moved to adopt the following consent items as presented:

- Board minutes April 25th, 2018

* Seconded by Emma Willms. Approved.

Emma Willms moved to adjourn the meeting

* Seconded by Eugene Enriquez. Approved.

**Annual General Meeting- May 29th, 2018**

-Eugene Enriquez moved to approve the 2018 AGM Agenda.

* Seconded by Jasper Smith. **Approved**.

-Jasper Smith moved to approve the minutes of the 2017 Annual General Meeting

* Seconded by Graham Lockhart. **Approved**.

-Hazel Moore moved to accept the 2017 Annual Report

* Seconded by Graham Lockhart. **Approved**.

-Jasper Smith moved to accept the 2017 Financial Report

* Seconded by Eugene Enriquez. **Approved**.
* Vote: Supermajority reached. Motion Carried

-Hazel Moore moved to elect the slate of directors as follows:

1. Directors seeking re-election:
	1. Jesse Tetrault for Chair
2. Nominations from the floor:
	1. CJ Lopez was nominated from the floor as Marketing and Communications Chair by Jesse Tetrault.
	2. Graham Lockhart was nominated from the floor as Treasurer by Jesse Tetrault.
	3. Madeline Donnelly was nominated from the floor as Volunteer Chair by Hazel Moore.
	4. Jasper Smith was nominated from the floor as Pride Co-Chair by Eugene Enriquez.
* Seconded by Jasper.
* Vote: Supermajority reached. **Motion to elect slate of directors approved.**

**-**Hazel Moore moved to accept the actions of the Board.

* Seconded Eugene Enriquez.
* Vote: Supermajority reached. Motion carried

-Terry Keleher moved to empower the board of directors to seek third-party reviewer in lieu of formal audit.

* Seconded by Hazel Woods
* Vote: Supermajority reached. Motion Carried.

-Jasper moved to empower the Board of Directors to seek a third-party reviewer WHO IS A CERTIFIED ACCOUNTANT in lieu of a formal audit of 2017 books.

* Seconded by Sarah Wilmer. **Approved**.
* Vote: Supermajority reached. Motion carried.

-Hazel Moore moved to adjourn the 2018 AGM

* Seconded by Terry Keleher. **Approved.**

**Post AGM Board Meeting- May 29th, 2018**

**-** Motions to nominate Executive Positions:

1. Madeline Donnelly nominated Jesse Tetrault to the Director role of Chair of the Board.
	* Seconded by Graham Lockhart. Approved.
2. CJ Lopez nominated Graham Lockhart to the Director role of Treasurer.
	* Seconded by Jesse Tetrault. Approved.

**-** Motions to nominate General Director and Committee Chair Positions:

1. Madeline Donnelly nominated Jasper Smith to the Director role of Pride Co-Chair.
	* Seconded by CJ Lopez. Approved.
2. Jasper Smith  nominated Madeline Donnelly to the General Director role of Volunteer coordinator.
	* Seconded by CJ Lopez. Approved.

-CJ Lopez moved to approve the 2017 tax return.

* Seconded by Graham Lockhart. Motion Carried.

-CJ Lopez moved to adjourn the meeting.

* Seconded by Madeline Donnelly. Motion Carried.

**June 14th, 2018**

Madeline Donnelly moved to adopt the following consent items as presented:

-Board minutes May 29th, 2018; Meeting Agenda; Committee Reports.

* Seconded by CJ Lopez

**-** Motions to nominate General Director and Committee Chair Positions:

1. Jasper Smith nominated Lori Guest to the Director role of Pride Co-Chair.
	* Seconded by Madeline Donnelly. Approved.
2. CJ Lopez nominated Tati Goodrich to the Director role of Library Chair.
	* Seconded by Jasper Smith. Approved.
3. Graham Lockhart nominated Sam Johns to the Director role of Programming Chair.
	* Seconded by CJ Lopez. Approved.
4. Graham Lockhart nominated Jenaya Nixon to the Director role of Fundraising Chair.
	* Seconded by Jasper Smith. Approved.

Motion to adjourn. Approved.

**July 19th, 2018**

Madeline Donnelly moved to adopt the following consent items as presented:

-Board minutes June 14th, 2018; Meeting Agenda; Committee Reports.

* Seconded by Sam Johns

-Jenaya Nixon moved to lower the Guelph Pride Donation Budget from $15,000 to $ 8,000.

* Seconded by Sam Johns. Approved.

-Jasper Smith moved to adjourn the meeting

* Seconded by CJ Lopez. Approved.

**September 25th, 2018**

Sam Johns moved to adopt the following consent items as presented:

-Board minutes July 19th, 2018; Meeting Agenda; Committee Reports.

* Seconded by Madeline Donnelly. Approved.

Jesse Tetrault moved to adjourn the meeting

* Seconded by Sam Johns. Approved.

**October 18th, 2018**

Madeline Donnelly moved to adopt the following consent items as presented:

-Board minutes September 25th, 2018; Meeting Agenda; Committee Reports.

* Seconded by CJ Lopez

-CJ Lopez moved to change a line item so that Graham Lockhart (treasurer) can purchase a prepaid credit card for board members to use towards OOTS expenses.

* Seconded by Madeline Donnelly. Approved.

-Madeline Donnelly moved to adjourn the meeting

* Seconded by CJ Lopez. Approved.

**November 11th, 2018**

Graham Lockhart moved to adopt the following consent items as presented:

-Board minutes October 18th, 2018; Meeting Agenda; Committee Reports.

* Seconded by Lindsey Thomson

-Graham Lockhart moved to vote David Baxter in as Library Chair.

* Seconded by Lindsey Thomson. Motion carried.

-Lindsey Thomson moved to vote Caitlin Harding in as Vice-Chair.

* Seconded by Graham Lockhart. Motion carried.

-Jesse Tetrault moved to adjourn the meeting

* Seconded by Graham Lockhart. Approved.

**December 13th, 2018**

Madeline Donnelly moved to adopt the following consent items as presented:

-Board minutes November 11th, 2018; Meeting Agenda; Committee Reports.

* Seconded by Jasper Smith. Approved.

-Jasper Smith moved to amend 2019 budget to include line item 74 Pride Miscellaneous expenses of 1000.00$.

* Seconded by Graham Lockhart. Approved.

-Jesse Tetrault moved to approve the OOTS 2019 budget.

* Seconded by Lindsey Thomson. Motion carried

CJ Lopez moved to adjourn the meeting

* Seconded by Lindsey Thomson. Approved.



# Thanks



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.

As an entirely volunteer operated organization, OOTS is fortunate to be comprised of a dedicated team of individuals that have collectively donated hundreds of hours of personal time to the continued operation of OOTS. These individuals attend events; they initiate ideas, coordinate details, and implement the activities; they work on committees and independently to fulfill the vision and mission of OOTS; they act in visible ways and behind the scenes; they stand up and they speak out; they encourage, support, and care. We are so blessed that individuals within our communities continue to offer their time and energy for the sustainability of OOTS, often at great personal sacrifice. We are eternally indebted to the volunteers who have come before, who are currently involved, and those who will join us in the future. You are the brains, muscles, and heart of OOTS. Thank you!

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. Without such support, OOTS simply could not fulfill the roles that it does in our community. We are grateful for this form of support and encouragement to keep OOTS going.

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.

Appendix

**Objects of the Corporation**

The objects of the corporation are:

To provide support, education and resources for the *Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-Spirited, Intersex, Queer and Questioning communities*  (“**LGBTTTIQQ Communities**”) and the public at large by:

(a)  establishing, maintaining and operating a resource centre (the “**Resource Centre**”) at which the corporation will provide programs, services and events relating to LGBTTTIQQ-related issues;

(b)  educating members, the LGBTTTIQQ Communities and the public at large about LGBTTTIQQ-related issues, including by developing, coordinating and conducting LGBTTTIQQ-related programs, classes, meetings, training seminars, onsite visits, field trips, workshops, symposiums, events and conferences and facilitating dialogue between members and other interested groups, organizations and individuals concerning LGBTTTIQQ-related issues;

(c) producing programs and materials related to the objects of the corporation for presentation, broadcast and distribution on any means of audio, visual, computer, electronic or other forms of communication as may become available from time to time;  and

(d) promoting the advancement of education by providing educational scholarships, bursaries and financial assistance of all kinds to individuals studying LGBTTTIQQ-related issues.

**Mission statement**

“Out On The Shelf envisions a community that is strengthened by its diversity.  We foster connections and leadership that provides a focus and visibility for the LGBTQ community through partnerships, service and education.”