



# OUT

On The Shelf

## Annual General Meeting & Annual Report

# AGM 2017

Annual Report for the  
2016 Fiscal Year



## Contents

---

Agenda for the 2016 Annual General Meeting.....	2
Minutes of last year’s Annual General Meeting.....	4
Board of Directors Report.....	8
Committee and Service Reports.....	9
Visitors.....	9
Library Committee.....	9
Volunteerism.....	9
Pride Committee.....	10
Fundraising Committee.....	11
Programming Committee.....	12
Marketing & Communications Committee.....	13
Financial Statements for the fiscal year ended December 31, 2015.....	14
Treasurer’s Comments.....	14
2015 Income Statement.....	14
2015 Balance Sheet.....	16
Board of Directors Membership.....	17
Retiring Directors.....	17
Slate of Nominees for Election to the Board of Directors until the 2015 AGM.....	17
Record of 2015 Meetings and Summary of Motions.....	18
Thanks.....	22
Appendix: Objects, Vision, Mission of the Organization.....	23

## Agenda for the 2016 Annual General Meeting

---

### Agenda

#### **Eighth Annual General Meeting Out On The Shelf**

May 28<sup>th</sup> 2017, 6:30 – 7:30 PM

10 Carden St. Guelph, Ontario

1. Welcome and Introductions
2. Explanation of Voting Privileges
3. Review of Agenda
  - a. Motion to Approve Agenda for the 2017 AGM
4. Minutes of Previous Year's Annual General Meeting
  - a. Motion to Accept Minutes of the 2016 AGM (*previously and herein referred to as 2015 AGM*)
5. Presentation of Annual and Financial Reports
  - a. Board Report
  - b. Committee & Service Reports
  - c. Motion to Accept Annual Report
  - d. Financial Report
  - e. Motion to Accept the Financial Report
6. Election of Directors
  - a. Slate of Candidates
    - i. Directors seeking re-election
      1. Edward Reimer as Chair
      2. Jesse Tetrault As Secretary-Vice Chair and Library Committee Chair
    - ii. Nominations from the floor
  - b. Motion to Elect slate of Directors
7. Motion to Accept the Actions of the Board
  - a. 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?
8. 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 2016 books

reviewed by a third party reviewer in lieu of a formal audit.

a) Motion to empower the Board of Directors to seek a third party reviewer in lieu of formal audit of 2016 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 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.

b) 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.

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

10. Thanks to Community

11. Adjournment

## Minutes of the 2016 Annual General Meeting

---

### Seventh Annual General Meeting

#### Out On The Shelf

May 30th, 2016

7:00 - 8:00 PM

10 Carden St. Guelph, Ontario

**Present (Voting Members):** Amy Ellard-Gray, Lauren Katsuno, Erika O'Hara, Matthew Schinwald, Martin Straathof, Sarah Wilmshurst, Rachel Driscoll

**Present (Non-Voting):**

- 1) Welcome and Introductions
- 2) Explanation of Voting Privileges
- 3) Review of Agenda
  - a. Motion to Approve Agenda for the 2016 AGM
    - i. **Moved: Taras Second: Edward**
- 4) Minutes of Previous Year's Annual General Meeting
  - a. Motion to Accept Minutes of the 2015 AGM
    - i. **Moved: Charlotte Second: Edward**
- 5) Presentation of Annual Report
  - a. Board Report
    - i. Overview
      - In 2015 we found a new space at 10 Carden, through Wellbeing Grant and crowdfunding campaign.
      - Fewer programs, but improved design.
      - Working on targeting and modernizing the library.
  - b. Committee & Service Reports
    - i. Library
      - 116 patron visits at the space in the four month period we were open (from August 2015) which was great turnout considering we were just opening.
      - Library volunteers have been working together with 10 Carden volunteers, which has boosted patron numbers.
      - Acquired a bar code scanner and other equipment to help modernize the library; all equipment stayed within budget.
    - ii. Volunteer Committee
      - We had Jeff take over the position after the last AGM
      - He has helped standardize our volunteer paperwork to streamline the process.
    - iii. Pride Committee
      - Pride 2015 got off to a slower start in planning (did not start until fall 2014)
      - Started with an audit of events; strengths and weaknesses of events
        - Flag raising was switched from a Monday to weekend which led to increased numbers, and increased cost (to pay city employees time and a half to be there on the weekend).
        - Flag raising was combined with the picnic
        - Community wanted more youth outreach, so a prom was added but had a low turnout. Some funding was supposed to arrive from the School Board; they were to fundraise for it, but nothing came through.

- Volleyball and Pride Lit were added as events
- Pub Crawl and Trivia were not attended well in 2014 but committee felt like they were viable events, so with some tweaking there was an increase in turn out in 2015.
- Hired a professional photographer to highlight events at a cost of \$1000; no bridge banner to adjust for this cost
- Moved away from third-party events
- 14 events, 638 guests
- Cost breakdown
  - \$6000 balance to begin
  - Did run a deficit; ended with \$4000 in the bank which led to lower starting capital for Pride 2016

iv. Fundraising

- Looked to diversify fundraising portfolio from grants to include more donors
  - Direct mail and e-mail appeal
  - Knit-a-thon
  - Crowdfunding
  - Giving Tuesday
  - Trivia Nights
  - Speaker nights
  - Sponsorship
- We successfully acquired a Wellbeing Grant
- Direct marketing to donors has shown some promise
- Crowdfunding and sponsorship were encouraging; community wants to support us

v. Programming

- Out on the Trail: intended to be a per season activity
  - Ran it as a trial in the summer twice/month
  - Could be rebooted
- Pride and Prejudice
  - Co-hosted with ARCH, on a monthly basis
  - For youth 14-21
  - Number of participants went down over the year
  - We are working on redesigning it

vi. Marketing and Communication

- New position; started in November 2015
- Team of five volunteers
- Working on promotional posters, rebranding and image in the community, vision statements

c. Motion to Accept Annual Report

**i. Moved: Taras Second: Marlene**

d. Financial Report

- Ended the year with just over \$6000
- We didn't budget for some things like the crowdfunding and Wellbeing Grant, which were unknowns at the time.
- Crowdfunding was designated for the library and the physical space, so was unavailable to use for programming
- Wellbeing grant was also designated for the physical space. Because we were not in until August 2015, we contacted the city and inquired about using the money for rent going forward;

this was OK.

- v. Visioning meeting occurred in November 2015 to look at what we want the organization to look like in five to ten years; gave us some long-term ideas about rebuilding the organization.
- vi. Pride was the biggest expense; unintentional overspending occurred.
  - Was the last expense to be paid for, was under budget until we needed to pay the Holiday Inn. We needed to pay to avoid being sued.
  - Funds from other programs needed to be cut to adjust and Pride budget moving forward with a smaller starting
  - Overhauling of spending policies (budget planning and reimbursement) to better our practice.

Motion to approve the financial report

**Moved: Edward Second: Andrew**

6) Election of Directors

- a. We are still seeking a fundraising chair, pride chair, and one general board member.
- b. Slate of Candidates

- i. Directors seeking re-election

- Amy Ellard-Gray
    - **Moved: Dave Second: Taras**

- ii. Nominations from the floor

- Andrew Sweeney
    - **Moved: Marlene Second: Hazel**
  - Edward Reimer
  - **Moved: Andrew, Second: Taras**
  - Jesse Tetrault
  - **Moved: Taras, Second: Hazel**
  - Laura Ilves
  - **Moved: Andrew, Second: Jesse**
  - Paige Reid Wakarchuk
  - **Moved Laura, Second: Hazel**
  - Emma (Yan) Wang
  - **Moved: Andrew, Second: Paige**

- c. Motion to Elect slate of Directors

**Moved: Taras Second: Edward**

7) Continuance Under the Canada Not-for-Profit Corporations Act”

*Resolved as a special resolution that:*

- 1) *The directors of the Corporation are hereby authorized and directed to make an application under section 297 of the Canada Not-for-profit Corporations Act (the Act) to the Director appointed under the Act for a Certificate of Continuance of the Corporation;*
- 2) *The Articles of Continuance of the Corporation which have been submitted to this meeting are hereby approved; and*
- 3) *Any one (1) director or officer of the Corporation be and is hereby authorized and directed to do all such acts and things and to execute, deliver, and file, all such documents as may be necessary or desirable to give effect to the foregoing resolution including, without limiting the generality of the foregoing Articles of Continuance, notice of registered office and of directors in the forms fixed by the Director.*

**Moved: Edward Second: Andrew**

10) Out On The Shelf Membership Fee

- a) Motion to re-instate annual membership fee, raised to \$10, with option for pending memberships for those who cannot afford.

**Moved: Marlene                      Second: Jesse**

11) Motion to Accept the Actions of the Board

- a) 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: Charlotte                      Second: Jesse**

12) Appointment of Auditor

- It is not financially feasible for Out On The Shelf to hire a formal auditor to review our books. As a non-soliciting organization in 2015, a financial review can be conducted by anyone with bookkeeping or accounting experience. Our 2014 books were reviewed by FLOW Office Wisdom, who provided their services to us pro-bono. We, the Board of Directors, seek approval to have our 2015 books reviewed by a third party reviewer in lieu of a formal audit.
  - a) Motion to empower the Board of Directors to seek a third party reviewer in lieu of formal audit of 2015 books

**Moved: Taras                              Second: Jesse**

- 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 2016 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 2016, and will therefore require a certified accountant to conduct the review.
  - b) 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 2016 books.

**Moved: Jesse                              Second: Andrew**

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

**Open Floor Suggestions:**

\*Bonny Babin – certified accountant that could help next year

\*Suggestion: perhaps invest some money in volunteers to acquire information (e.g. fundraising) to forward our organization

\*Look to the Rainbow Chorus for potential partnerships in the future.

13) Thanks to Community

14) Adjournment

**Moved: Edward                              Second: Taras**



## Board of Directors Report

---

With a secure space, reliable volunteers, and a grant from the City of Guelph to keep us operating, Out On The Shelf has focused on growth and development in 2016. Here are some of the highlights of what we've been able to accomplish this year thanks to the continued support of you, our membership:

- We coordinated with community partners to take on LGBTQ+ programs that had lost funding from other sources.
- We created new privacy policies and financial policies to keep our membership and our assets safe.
- We developed and solidified job descriptions for our volunteers and directors which will help us stay strong and consistent year-to-year as we manage challenges of volunteer turn over.
- Through our Pride Committee, we offered a well-orchestrated anti-oppression workshop to all of our volunteers.
- We had a community needs assessment survey done (by the Community Engaged Scholarship Institute, University of Guelph) and we continue to work with the Centre for Business and Student Enterprise (University of Guelph) to hone our outputs/outreach and marketing strategies.
- We conducted a follow-up visioning exercise to keep building on our goals from previous years.

I am so proud of the organization as it stands today. As a group of devoted volunteers sitting at the helm, we have overcome major hurdles over the past several years, and now I am proud to report that we are stronger for it; we are stronger financially, stronger as a team of volunteers, and stronger as an image of diversity and safety in the community.

I have been privileged to hold the position of Chair of this organization for two years now, and it is with a heavy heart and hopeful outlook that I resign and pass the reins to a very capable new leader who has served as Secretary/Vice-Chair during the 2016-2017 year.

Thank you to the community for your continued support.

- Amy Ellard-Gray, Chair of the 2016 Board of Directors

## Committee and Service Reports

---

### Visitors

---

Tracking was limited due to changes in computer system.

- 10 new members in 2016
- Average of 15 books borrowed per week

### Library Committee

---

The library has made some exciting progress during the 2016 fiscal year. The acquired collection has been weeded and added to over the year. The resources we have in the library reflect the diversity of our community. With these resources, we endeavour to meet the needs of our members. The library committee has also allocated a great deal of effort into cataloguing and organizing the collection.

The committee has taken on few volunteers since the beginning of the 2017 year as we shift operations in preparation for the anticipated July move. We want to thank our partner 10 carden in this respect as well as others for cross-training their volunteer hosts to be able to lend books to patrons when there is no library staff to do so. This has ensured that members and patrons have access to the library Monday-Friday, 9-5.

During the course of the year the library committee has hosted a few events at the library space and hopes to have more in the coming year. We were able to put on a movie night, two book sale/bake sales and a clothing swap. Apart from the book sale/bake sales, these events were not put on to generate funds but rather to give the public access to our spaces and get a better feel for what the community needs.

Since the beginning of the fiscal year, we have seen an increase in membership and patron book borrowing. There has been an increase in 10 members and an average of 15 books borrowed per week. Notably, our young adult collection has been particularly popular among our members and patrons.

### Volunteer Committee

---

The Out On The Shelf volunteer coordinator position has been consistently filled from January 2016 to December 2016, but we experienced turnover mid-year that caused us to fall off track with our plan to improve volunteer tracking. We did, however, continue to recruit new volunteers as needed, and early in the year we prepared policies and processes to serve our volunteers in terms of their privacy, safety, and job satisfaction, as well as our community's needs in terms of improved confidentiality measures.

Whereas volunteer recruitment in the past was largely informal, in 2016 we better utilized our membership with Volunteer Guelph Wellington to advertise open positions, and we utilized our marketing committee to recruit needed volunteers through posters and social media.

## Volunteer activity in 2016

COMMITTEE OF OUT ON THE SHELF	# OF NEW VOLUNTEERS	VOLUNTEER TASKS / DESCRIPTION
BOARD OF DIRECTORS (GOVERNANCE)	7	<b>Board of Directors is all volunteer-based. 8 directors (7 new) volunteered their time to govern the organization, and to lead other volunteer efforts.</b>
PROGRAMMING	4	<b>All programming volunteers were in the role of program facilitation. 4 volunteers facilitated Pride &amp; Prejudice.</b>
MARKETING & COMMUNICATIONS	5	<b>Committee Chair, 2 graphic artists, social media manager (new in 2016), and a communications officer (new in 2016).</b>
LIBRARY	8	<b>Library volunteers assisted with staffing the space and cataloguing the collection.</b>
FUNDRAISING	0	<b>There were no fundraising volunteers in 2016.</b>
PRIDE	17	<b>12 active volunteers on Pride Committee, 5 additional volunteers throughout Pride week.</b>

If you are interested in actualizing Out On The Shelf's full potential, contact [outontheshelf.volunteer@gmail.com](mailto:outontheshelf.volunteer@gmail.com) to volunteer.

### Pride Committee

---

Pride 2016 had a robust committee of many volunteers that worked countless hours to ensure that Guelph Pride was going to be another success. With 12 active volunteers, we saw an increase in events offered, business engagement and community participation. Our goal was to continue off the success of Guelph Pride 2015 by engaging more business to take on sponsorship levels to help offset the deficit Guelph Pride experienced in 2015 (and remember that the deficit was intentional to increase spending in order to draw more attention from businesses and community member contributions). In this regard, we were a success.

We moved away from having a specific themed Pride. Our focus was to make sure that we attempted to have an event for all Pride community members. In our pride debrief, the committee agreed that there was no loss in community participation due to the lack of a theme. However, a theme with the Pride dance carried forward and was successful.

With an increase in events and outreach we connected with more community advertisement including television, radio, online news, social media, blogs, printed news, posters, and the return of the Norfolk bridge banner.

In response we saw our first named sponsor for the flag raising ceremony that helped bring an additional \$2,000 of funding to Guelph Pride. The sponsor, RBC, was quite happy with the outcome of the flag raising ceremony. This is seen as a success for the committee since it will signal other financial

institutions to contribute in coming years and likely more business sponsorship as well so we have more funds to continue the work of Guelph Pride.

The recurring events saw success with an increase in attendance at nearly every event over the previous year. We were more active this year in retrieving feedback from participants. This feedback will be beneficial for the planning of Guelph Pride 2017.

Overall, we received many positive comments from the community. However, we recognize that we still have a ways to go in order to satiate the needs of all Pride community members. A goal for the 2017 committee will to seek more diversity in terms of LGBTQ+ representation so that the committee is more appreciative of the challenges of all its community members and the issues that are faced by our varying identities so that we can have more variety and more inclusion in our events.

### Guelph Pride 2016, April 29 – May 8

Event	Attendance
Teen Bowling	15
Cocktail Crawl	25
Flag-Raising Ceremony and Community BBQ	180
Drag Show	65
Pride Beach Volleyball	12
Queer Trivia Night	55
Speaking Our Truths II	60
Celebrating Pride in our Families and Communities	8
PrideLit	35
Pride Art Show	75
Guelph Pride Pageant	55
Pride Dance	120
Teen Dance	35
Harcourt United Church Affirming Ceremony	55
Trans and Allies Potluck and Fashion Show	35
<b>Total Events:</b>	<b>14</b>
	<b>Total guests: 722</b>

### Fundraising Committee

Out on the Shelf's fundraising committee was without volunteers for the 2016 year and as such no fundraising activities were done, beside applying for (and obtaining) the Guelph Wellbeing Grant, which was done by other board members.

Below please find a summary of fundraising activities in 2015. Note: Some funds raised came through the Pride committee's activity, and are reported in that section of the Annual Report.

FUNDRAISING CATEGORY	ACTIVITY	DATE	REVENUE	NOTES
----------------------	----------	------	---------	-------

<b>GRANT WRITING</b>	2017 Guelph Wellbeing Grant	Application submitted in 2016, funds to arrive in 2017.	\$5700	Designated for library space rental
----------------------	-----------------------------	---	--------	-------------------------------------

Although we were able to acquire a fundraising chair and a grant writing volunteer in 2017, 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](mailto:outontheshelf.volunteer@gmail.com).

## Programming Committee

---

The early part of 2016 saw OOTS continue to struggle to find a programming coordinator, however that role was filled in May of 2016. The program coordinator had two focuses: to establish a programming committee and redesign and relaunch the one sustaining program, Pride and Prejudice.

The goal of establishing a committee was to put together a “think tank” which could respond to the programming needs and wants of the community and work together to develop new and exciting programs that would increase participation and membership within OOTS. Although many avenues were employed, no volunteers were able to be secured for this committee. The committee idea was shelved to be discussed again in 2017. This returned the focus of the programming coordinator entirely to redeveloping the youth program.

From January to May Pride and Prejudice ran out of the space at 10C and featured discussions on surviving one’s family around the holidays, self care strategies, art therapy (using adult colouring books) and sharing coming out stories. The program had four consistent facilitators and averaged 3 participants. Come spring, participation dwindled to 0, prompting the redevelopment of the program. The program was put on hiatus from May – September in order to redevelop the program. The launch was put off until September to coincide with the start of the school year. The program became more focused on developing active community leadership skills for the youth. The goal was for the youth to feel empowered and connected to their communities.

The facilitators for this program changed in September and saw the exit of two previous facilitators and the entrance of two new ones. The September meeting had 5 participants, and the October meeting had 3 participants, all of whom were different from those who attended in September. The November meeting was again a workshop on Holiday survival (self care when dealing with potentially difficult family). This meeting also had 3 participants.

The December meeting was a Mix and Mingle coordinated in partnership with Jasper Smith who is the ARCH contact for OOTS joint programs. The party was held on December 12<sup>th</sup> and featured a good selection of local artists and representatives from youth resources in Guelph. The winter 2017 were planned to be series of workshops put on by many of these resources that the youth were introduced to at the Mix n Mingle.

In November, it was announced that ARCH's grant for programming which included Pride and Prejudice, PEARS and the Queer Men's Social Network (QMSN) would be ending in March of 2017. Planning began for the 2017 – 2018 budget to incorporate these programs into OOTS for 2017.

We are still searching for a Programming Chair for the May 2017-May 2018 term. Please contact [outontheshelf.volunteer@gmail.com](mailto:outontheshelf.volunteer@gmail.com) if you are interested in volunteering for this board of directors position.

## Marketing & Communications Committee

---

Since its establishment in November 2015, the Marketing & Communications Committee has been under constant development to further clarify its structure and functions.

The committee currently consists of the following members:

Marketing & Communications Committee Chair, who manages a team of volunteers and preforms as liaison between OOTS board and the committee

Graphic artists, who design visual elements, such as posters and handbills, to help promote events and deliver OOTS messages;

Social media manager, who manages OOTS social media presence and coordinate with other committees of the organization to ensure timely delivery of messages;

Communications officer, who collects information and updates from other committees, writes and edits OOTS quarterly newsletters, and delivers the e-newsletter to subscribers on behalf of the organization.

### Upcoming for 2017:

- Quarterly newsletter resumed in early 2017;
- Social media collaboration was initiated with some of the OOTS community partners, including the Guelph Public Library and OPIRG Guelph;
- To keep facilitate OOTS events in terms of promotion material design. In the past year the committee has contributed to promoting events/projects like the organization's participation in the Great Canadian Giving Challenge, book/bake sale, OOTS business card, Clothing swapping event, New volunteer recruiting, Fundraising garage sale, etc.
- Social media presence sees an obvious increase in activeness. By May 2017 OOTS has 557 followers on Twitter, and 666 on Facebook

**Financial Statements for the fiscal year ended December 31, 2015****Treasurer's Comments**

In 2016, we ended the year with a \$770 surplus. We received over \$4,840 more than anticipated. This is largely due to Guelph Pride's fundraising, OOTS receiving the City of Guelph Wellbeing Grant and other campaigns, and donations. Due to the fact that the grant, fundraising and donations are not guaranteed income sources, much of 2016 finances were unexpected. This is similar to 2015's income sources.

OOTS' biggest expenses, outside of programming, are rent and insurance expenses. The charitable organization's rent expense went up by \$3,307 from 2015 and the insurance expense went up by \$720 from 2015. These two expenses are some of the expenses that will require appropriate fundraising going forward. This is currently under review.

In 2016, the Pride committee went over budget by \$1,356.38 due to unexpected costs that arose throughout the year after Pride week along with overspending on Pride week. Despite the fact that Pride's expenses went over budget by \$1,356.38, they did a miraculous fundraising run by receiving \$5,973.96 over budget in income. Meaning the expenses that went over budget for Pride, in 2016, were covered by their excellent fundraising. The fact that Pride's income went over budget also cleared out their pre-existing deficit.

---

**2015 Income Statement**


---



---

**OUT ON THE SHELF**


---

**REVENUE**EARNED REVENUE

Book Sales	\$ 5.00
Memberships	\$125.00
	<hr/> \$130.00

FUNDRAISING REVENUE

Pride Fundraising	\$3259.00
Fundraising Events	\$3950.00
Third Party Fundraising	\$ --
	<hr/> \$7209.30

Donations

Canada Helps	\$ 233.00
Donations	\$ 603.00
Pride Donations	\$2765.00
	<hr/> \$3601.00

GRANT REVENUE

Government Grants	\$5700.00
	<u>\$5700.00</u>

<b>TOTAL REVENUE</b>	<b>\$16,640.00</b>
----------------------	--------------------

**EXPENSES**

Advertising and Promotions

Advertising	\$186.00
Website	\$511.00
	<u>\$697.00</u>

Interest and Bank Charges

Bank Charges	\$18.00
	<u>\$18.00</u>

Licenses, Memberships and Dues

Business License & Fees	\$20.00
CanadaHelps Fee	\$8.00
Membership Fees	196.00
	<u>\$224.00</u>

Program Costs

Entertainment	\$903.00
Equipment Rentals	930.00
Food & Drink	376.00
Miscellaneous	440.00
Supplies	1695.00
Venue	187.00
	<u>\$4531.00</u>

Professional and Consulting Fees

Anti-Oppression Workshop Trainer	\$350.00
Insurance	\$2745.00
	<u>\$3095.00</u>

Purchased Supplies and Assets

Office Supplies	\$500.00
	<u>\$500.00</u>

<b>TOTAL EXPENSES</b>	<b>\$15,870.00</b>
-----------------------	--------------------



<b>NET INCOME</b>	<b>\$770.00</b>
-------------------	-----------------

---

**2016 BALANCE SHEET  
OUT ON THE SHELF**

---

**ASSETS**

Meridian Chequing Account	\$18,587.50
---------------------------	-------------

---

**LIABILITIES**

Loans	\$0.00
Accounts Payable	\$134.00

---

**EQUITY**

Total Equity	\$15354.00
--------------	------------

---

## Board of Directors Membership

### 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 2016 fiscal year include:

##### 2015-16 Board

- Amy Ellard-Gray (Chair)
- Edward Reimer (Secretary/Vice-Chair)
- Andrew Sweeny (Treasurer)
- Jesse Tetrault
- Laura Ilves
- Page Wakarchuk
- Emma (Yan) Wang
- Hazel Moore

#### Directors who retired during the 2013 term include:

- Erika O'Hara (Treasurer)
- Lauren Katsuno (Secretary)
- Brandon Kidd
- Sara Wilmshurst
- Martin Straathof
- Jason Exel
- Matthew Schinwald
- Rachel Driscoll

---

#### Directors who are now retiring include:

- Amy Ellard-Gray (Chair)
- Andrew Sweeny (Treasurer)
- Laura Ilves
- Page Wakarchuk
- Emma (Yan) Wang
- Hazel Moore

---

### Slate of Nominees for Election to the Board of Directors until the 2017 AGM

---

- **Directors Seeking Re-election:**
  - Edward Reimer
  - Jesse Tetrault
- **Nominations from the floor**
  - Lisa Smith for Treasurer
  - Emma Willms for Fundraising Chair
  - Jon Masselink for Volunteer Coordinator

## Record of 2016 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 2016. 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 7, 2016 (Approved February 3, 2016)

- Erika O'Hara moved to adopt the following consent items as presented:
  - Board Minutes: Nov 4th, 2015 & Dec 7th, 2015; Committee Reports; Meeting Agenda
  - Seconded by Matthew Schinwald. **Approved.**
- Matthew Schinwald moved to adjourn the meeting
  - Seconded by Sarah Wilmshurst. **Approved.**

### February 3, 2016 (Approved March 2, 2016)

- Erika O'Hara moved to adopt the following consent items as presented:
  - Board Minutes: Jan 7, 2016; Committee Reports; Meeting Agenda
  - Seconded by Amy Ellard-Gray. **Approved.**
- Erika O'Hara moved to adjourn the meeting
  - Seconded by Brandon Kidd. **Approved.**

### March 2, 2016 (Approved April 7, 2016)

- Erika O'Hara moved to adopt the following consent items as presented:
  - Board Minutes: Feb 3, 2016; Committee Reports; Meeting Agenda
  - Seconded by Lauren Katsuno. **Approved.**
- Amy Ellard-Gray moved to adjourn the meeting
  - Seconded by Erika O'Hara. **Approved.**

### April 7, 2016 (Approved May 11, 2016)

- Amy Ellard-Gray moved to adopt the following consent items as presented:
  - Board Minutes: March 2, 2016; Committee Reports; Meeting Agenda
  - Seconded by Erika O'Hara. **Approved.**
- Erika O'Hara moved to adjourn the meeting
  - Seconded by Martin Straathof. **Approved.**

### May 11, 2016 – Last Meeting of Previous Board of Directors

- Martin Straathof moved to adopt the following consent items as presented:
  - Board Minutes: April 7, 2016; Committee Reports; Meeting Agenda
  - Seconded by Erika O'Hara. **Approved.**
- Martin Straathof moved to approve the culling of the library collection.
  - Seconded by Erika O'Hara. **Approved.**
- Motion to approve an e-vote to adopt the following Out on the Shelf policies:
  - Board of Directors Policy
  - Community Relations Policy
  - Fundraising Policy
  - Privacy Policy

- Procurement Policy
  - Motion Passed on May 22, 2016. **Approved, All in Favour.**
- Amy Ellard-Gray moved to adjourn the meeting
  - Seconded by Martin Straathof. **Approved.**

### **Annual General Meeting - May 30, 2016**

- Taras moved to approve the agenda
  - Seconded by Edward Reimer. **Approved.**
- Charlotte moved to approve the minutes of the previous AGM
  - Seconded by Edward Reimer. **Approved.**
- Taras moved to accept the Annual Report.
  - Seconded by Marlene. **Approved.**
- Edward Reimer moved to approve the Financial Report.
  - Seconded by Andrew Sweeny. **Approved.**
- Taras moved to elect the slate of directors
  - Directors seeking re-election
    - Amy Ellard-Gray
  - Nominations from the floor
    - Andrew Sweeny was nominated from the floor by Marlene
    - Edward Reimer was nominated from the floor by Andrew Sweeny
    - Jesse Tetrault was nominated from the floor by Taras
    - Laura Ilves was nominated from the floor by Andrew Sweeny
    - Page Reid Wakarchuk was nominated from the floor by Laura Ilves
    - Emma (Yan) Wang was nominated from the floor by Andrew Sweeny
  - Seconded by Edward Reimer.
  - **Motion to elect slate of directors approved.**
- Edward Reimer moved to accept a resolution for the Continuance Under the Canada Not-for-Profit Corporations Act
  - Seconded by Andrew Sweeny. **Resolved.**
- Marlene moved to reinstate the OOTS membership fee.
  - Seconded by Jesse Tetrault. **Approved.**
- Charlotte moved to accept the actions of the board.
  - Seconded by Jesse Tetrault. **Approved.**
- Taras moved to empower the Board of Directors to seek a third-party reviewer in lieu of a formal audit.
  - Seconded by Jesse Tetrault. **Approved.**
- Jesse Tetrault 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 2016 books.
  - Seconded by Andrew Sweeny. **Approved.**
- 14. Edward Reimer moved to adjourn the meeting
  - Seconded by Taras. **Approved.**

### **May 30, 2016 – Post AGM Meeting (Approved June 9, 2016)**

- Jesse Tetrault moved to nominate Amy Ellard-Gray to the Director role of Chair of the Board.
  - Seconded by Laura Ilves. **Approved.**
- Jesse Tetrault moved to nominate Andrew Sweeny to the Director role of Treasurer.
  - Seconded by Page Reid Wakarchuk. **Approved.**

- Jesse Tetrault moved to nominate Edward Reimer to the Director role of Secretary/Vice-Chair.
  - Seconded by Andrew Sweeny. **Approved.**
- Laura Ilves moved to nominate Jesse Tetrault to the Director role of Library Co-Chair.
  - Seconded by Page Reid Wakarchuk. **Approved.**
- Jesse Tetrault moved to nominate Laura Ilves to the Director role of Library Co-Chair.
  - Seconded by Andrew Sweeny. **Approved.**
- Amy Ellard-Gray moved to nominate Emma (Yan) Wang to the Director role of Marketing & Communications Chair.
  - Seconded by Andrew Sweeny. **Approved.**
- Jesse Tetrault moved to nominate Page Reid Wakarchuk to the Director role of Programming Chair.
  - Seconded by Laura Ilves. **Approved.**
- Page Reid Wakarchuk moved to Approve the 2015 Tax Return.
  - Seconded by Jesse Tetrault. **Approved.**
- Jesse Tetrault moved to adjourn the meeting.
  - Seconded by Andrew Sweeny. **Approved.**

**June 9, 2016** (Approved July 14, 2016)

- Jesse Tetrault moved to adopt the following consent items as presented:
  - Board Minutes: May 30, 2016; Committee Reports; Meeting Agenda
  - Seconded by Andrew Sweeny. **Approved.**
- Laura Ilves moved to change insurance providers and not renew the previous policy (which had become too costly and unreliable)
  - Seconded by Jesse Tetrault. **Approved.**
- Laura Ilves moved to adjourn the meeting.
  - Seconded by Jesse Tetrault. **Approved.**

**July 14, 2016** (Approved August 11, 2016)

- Jesse Tetrault moved to adopt the following consent items as presented:
  - Board Minutes: June 9, 2016; Committee Reports; Meeting Agenda
  - Seconded by Laura Ilves. **Approved.**
- Laura Ilves moved to adjourn the meeting.
  - Seconded by Jesse Tetrault. **Approved.**

**August 11, 2016** (Approved September 8, 2016)

- Jesse Tetrault moved to adopt the following consent items as presented:
  - Board Minutes: July 14, 2016; Committee Reports; Meeting Agenda
  - Seconded by Laura Ilves. **Approved.**
- Laura Ilves moved to appoint Stevie Forbes-Roberts and Hazel Moore to the roles of the Pride Committee Co-Chairs
  - Seconded by Emma Wang. **Majority in Favour. Approved.**
- Jesse Tetrault moved to appoint Hazel Moore to *Director* role of Pride Committee Co-Chair (With Voting Privileges)
  - Seconded by Laura Ilves. **Majority in Favour. Approved.**
- Jesse Tetrault moved to adjourn the meeting.
  - Seconded by Laura Ilves. **Approved.**

**September 8, 2016** (Approved October 13, 2016)

- Jesse Tetrault moved to adopt the following consent items as presented:
  - Board Minutes: Aug 11, 2016; Committee Reports; Meeting Agenda
  - Seconded by Andrew Sweeny. **Approved.**
- Laura Ilves moved to increase funds (\$125) to cover both the outstanding charges from Amazon Web Services (AWS) and the remainder of web hosting fees for 2016 from our new provider, Dreamhost.
  - Seconded by Jesse Tetrault. **Majority in Favour with prior notice, Approved.**
- Hazel Moore moved to transfer facilitation and responsibility the PEARS Programme from ARCH to OOTS
  - Seconded by Jesse Tetrault. **Supermajority in Favour, Approved.**
- Jesse Tetrault moved to adjourn the meeting.
  - Seconded by Laura Ilves. **Approved.**

**October 2013, 2016** (Approved November 10, 2016)

- Jesse Tetrault moved to adopt the following consent items as presented:
  - Board Minutes: Sept. 8, 2016; Committee Reports; Meeting Agenda
  - Seconded by Andrew Sweeny. **Approved.**
- Laura Ilves moved to increase available funds for the Pride Committee's Website line item for the next 36 months (\$299 total or approx. \$8.33 per month). (*To cover and reimburse a hosting and domain registration expense*).
  - Seconded by Hazel Moore. **Supermajority in Favour, Approved.**
- Jesse Tetrault moved to adjourn the meeting.
  - Seconded by Andrew Sweeny. **Approved.**

**November 10, 2016** (Approved December 8, 2016)

- Jesse Tetrault moved to adopt the following consent items as presented:
  - Board Minutes: Oct 13, 2016; Committee Reports; Meeting Agenda
  - Seconded by Laura Ilves. **Approved.**
- Jesse Tetrault moved to adjourn the meeting.
  - Seconded by Hazel Moore. **Approved.**

**December 8, 2016** (Approved January 15, 2017)

- Jesse Tetrault moved to adopt the following consent items as presented:
    - Board Minutes: November 10, 2016; Committee Reports; Meeting Agenda
    - Seconded by Laura Ilves. **Approved.**
  - Jesse Tetrault moved to Approve the 2017 Budget
    - Seconded by Laura Ilves. **Majority in Favour, Approved.**
  - Hazel Moore moved to adjourn the meeting.
    - Seconded by Jesse Tetrault. **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.”