

## CEO Board Report, April 23, 2019

### 1. Financials

- We have hired a new Manager, Finance & Administration, Murtuza Syed. Murtuza comes most recently from a contract with Toyota as the Senior Accountant as well as seven years with Calgary Immigration Society, as their Controller; supervised three accounting staff and reported on a budget of \$23M.
- Have been working with Sharon Warner in the interim, completing Month/Year end and managing the payroll and all accounting responsibilities.
- The RAP budget for 2019/2020 has been set at \$940,000 for next fiscal year, down from \$968k, but up from \$898,000 for projected. IRCC advised that there should be additional funds available next year that we can request if needed. The CSS budget is the same as of this fiscal year.

### 2. Strengthen & Diversify our Funding

- We have completed the 2020/2025 submission to IRCC for the next five years for
  - RAP
  - CSS
  - Community Connections
- Have signed contracts for revised 2018/2019 agreement with IRCC as well as submitted 2019/2020 Budgets and forecast statements for
  - RAP
  - CSS
  - SDI

#### **Completed the second phase for the following:**

- Social Venture Partners for the third year in a row
- KW Community Foundation on two pre-screen applications for the Spring CFP
- We have heard from Canada Heritage and we won't know anything until the end of May
- **"Not Another Gala 2019"** preparation is underway. We will share our sponsorship package with each of you. As a first step, we are reaching out to past sponsors.
- Union – Sustainable Development Co-operative, with whom we are collaborating to leverage community investments to acquire/manage affordable housing units for refugees, is running more information sessions to attract members. Sessions are planned in April at the Tannery and a front page article in the Record generated a lot of response on April 8<sup>th</sup>.

<b>Donations</b>	<b>Target</b>	<b>February</b>	<b>YTD</b>
Company/Corporations	\$20,000		\$24,250
Faith Organizations	17,000		21,959
Foundations	85,000	\$80,000	248,800
Government (new)	100,000		316,384
Individual	10,000	690	43,208
Organization (e.g. college)	10,000		6,517
Service Organization	8,000		8,250
<b>Total Donations</b>	<b>\$250,000</b>	<b>\$80,690</b>	<b>\$669,368</b>
<b>Events</b>			
NAG (net estimate)	\$20,000		\$17,000
Ride For Refuge	6,000		11,368
<b>Grand Total</b>	<b>\$276,000</b>		<b>\$697,736</b>

## **Strengthen & Evaluate our Programs & Service Delivery**

### **Nothing new to report on St. Peters**

**85 Wilhelm St:** Tenants have been advised that they must move out no later than June 30<sup>th</sup>, as we need to do substantial renovations to the property. A plan is being developed for future use and will be presented next month for review and approval, as there are several options for us to consider.

**Mill St:** Nothing new since last Month

### **Providing Accommodations and Services to Clients**

We have 33 clients in the house and 3 in hotels (occupying 2 rooms). The 3 in hotels are there because one family member is wheelchair bound and we can't accommodate them at 101.

We are expecting 25 more people in April.

<b>Site Name</b>	<b>Clients</b>	<b>Cases</b>	<b>Average Clients/ Case Worker</b>	<b>Average Cases/ Case Worker</b>
Kitchener	428	152	72	26

Country of origin: Iraq, Somalia, Eritrea, Syria and the Sudan.

New arrivals with serious health care concerns require an inordinate amount of time to adequately support (made more complex due to being in hotel).

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### **Strengthen & Evaluate our Programs & Service Delivery - *Working Together Employment Project***

Language classes are running both for the night and day shift employees. There are nine participants in the night shift and five in the day shift class. There is just one spot left vacant in the night shift class. IRCC monitored the program at the worksite and was very impressed with the results.

GAR clients are working in Guelph at BARCO MATERIAL HANDLING.

The quarterly narrative report has been submitted to IRCC office.

We are currently conducting feedback surveys to submit with our reporting on the Multicultural Capacity Grant (Art with Pamela) program due April 31<sup>st</sup>.

The MSW student intern is supporting evaluation on our FPP check-in surveys and working to digitize them and transfer the surveys to a google form. (We are working on a schedule to have this work done on a consistent annual basis).

### **Develop & Strengthen our Board & Governance**

We are working to add committees and member names to our website and provide an introduction between strategic plan owners and committee sponsors to improve plan communications and implementation.

### **Support & Strengthen our People**

Working on recruitment of a contract Housing and Settlement Assistant, Admin coordinator and onboarding preparation for the new Finance Manager and compliance work for Health and Safety (creating Safety Data Sheets for chemicals in the house).

Currently reviewing our systems and am investigating different options surrounding how our HR and payroll data is stored.

### **Build Community Partnerships & Strengthen our Local Role as Sector & System Leaders**

Met with the YMCA, the KW Multicultural Centre and the Immigration Partnership to work on a plan for creating a partnership process and to determine the feasibility of creating a larger HUB project.

### **General Comments**

This has been a very busy period for all staff, made even more challenging as we have not had a financial manager. All Managers chipped in to get all the financials done with the Interim Manager.