



2018 Annual Report

November 2018

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

**ANNUAL GENERAL MEETING
FANTASYLAND HOTEL
EDMONTON, ALBERTA
NOVEMBER 30, 2018 10:00 a.m.**

A G E N D A

- 1. Call to Order**
- 2. Approval of Parliamentarian (p. 2)**
- 3. Adoption of Agenda (p. 1)**
- 4. Adoption of Rules of Order for Resolutions Session (p. 3)**
- 5. Message from the President (p. 5)**
- 6. Introduction of 2018 FCSSAA Board (p. 7)**
- 7. Adoption of Minutes of November 10, 2017 Annual Meeting (p. 8)**
- 8. Business Arising from the Minutes**
- 9. Reports**
 - a. FCSSAA Initiatives and Activities in 2018 (p. 15)
 - b. Directors' Network Report (p. 18)
- 10. Treasurer's Report**
 - a. Adoption of 2018 Audited Financial Statements (p. 20)
 - b. Appointment of Auditors for 2019
 - c. Presentation of 2019 Budget (p. 36)
- 11. Report from Provincial FCSS Office (Ken/Joyce)**
- 12. Resolutions Session**
 - a. Special Resolution Amendment of the FCSSAA Bylaws 01 (p. 39)
- 13. Election of President**
- 14. Introduction of 2019 FCSSAA Board (p. 40)**
- 15. Adjournment**

PARLIAMENTARIAN FOR 2018 FCSSAA ANNUAL GENERAL MEETING



CARMAN MCNARY, Q.C., C.D., ICD.D

Currently Counsel in the Edmonton office of Denton's Canada LLP, Carman concentrates his practice primarily in the areas of taxation and corporate law, with emphasis on corporate strategies, structures and governance of tax risk, as well as compliance and dispute resolution with government agencies. Carman chaired Dentons' National Tax Practice group from 2002 to 2012 and was Managing Partner of the Edmonton office from 2013 through 2017.

Carman is a member of the board of private corporations, authorities and not for profit organizations. His current roles include Director of the Regional Airport Authority, Chair of the Alberta Advisory Board to Fire & Flower Inc., and a number of private companies including Chair, Edmonton Screen Industries Office, Past Chair of the Edmonton Community Foundation and of both the Edmonton and Alberta Chambers of Commerce, and Co-Chair of the United Way of the Alberta Capital Region 2017 Campaign. From 2001 to 2006, he was a Sessional Lecturer in Taxation for the Faculty of Law, University of Alberta. He has been recognized by *Best Lawyers in Canada* as "Lawyer of the Year" in Tax Law (Edmonton) and as one of Canada's leading lawyers in the area of Tax Law from 2013 through 2018.

Mr. McNary was appointed Queen's Counsel in 2010, and has received both the Queen Elizabeth II Golden Jubilee Medal and the Queen Elizabeth II Diamond Jubilee Medal, as well as the Alberta Centennial Medal.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

RULES OF ORDER FOR RESOLUTIONS SESSION

AGM RESOLUTION SESSION RULES OF ORDER

All voting delegates must be registered by a board member or designate of the FCSS Association prior to the Annual General Meeting.

1. If an FCSS Member Board wishes or consents to withdraw its resolution, the Session Chairperson will notify the delegates prior to introducing the resolutions.
2. Resolutions will be debated in the order they appear in the Resolutions Section of the Annual Report, unless it is agreed by a 2/3 majority vote of the AGM assembly to discuss a resolution out of order.
3. The Session Chairperson will introduce each resolution by number and the name of the sponsoring FCSS Board, and ask a member of the Resolutions Committee to read the resolution to the assembly. He/she will then ask the sponsoring FCSS Board to move and second the resolution.
4. The Session Chairperson will identify the mover and seconder, and invite the mover to be the first speaker. The Session Chairperson will then ask the seconder if he/she wishes to speak to the motion.
5. The mover and seconder may speak to the resolution for a combined total of five (5) minutes. All other speakers addressing the resolution may speak for a maximum of two (2) minutes.
6. Only authorized delegates may present motions, amendments, and vote, but any Association member in attendance may speak to a question.
7. Persons in attendance at the AGM who are not members of the Association may speak to a motion by requesting a "special privilege to speak" of the Session Chairperson, which must be agreed to by a 2/3 majority vote of the delegates.
8. A speaker should approach the microphone and wait for recognition from the Session Chairperson, announce his/her name, the name of his/her Board, and then proceed. Voting delegates must display their voting cards when presenting a motion or an amendment to a motion.
9. Once no other delegates indicate a desire to speak to the resolution, the mover will be offered a maximum of two (2) minutes to speak, and in doing so will close debate.
10. The AGM assembly will accept one amendment at a time, and one amendment to the amendment at a time, during a debate. All amendments must be submitted in writing to the Session Chairperson.

11. Friendly amendments will be accepted if consent is granted by the mover.
Friendly amendments must not change or refocus the intent of the resolution.
12. Any other amendment requires a mover and a seconder and must be debated and either passed or defeated by the AGM assembly.
13. The Session Chairperson, in consultation with the Parliamentarian, will rule as to whether amendments comply with the intent of the original motion.
14. Special resolutions require a three-quarter (3/4) majority vote.
15. Resolutions requesting legislative amendments require a two-thirds (2/3) majority vote.
16. All other resolutions require a simple majority (50% plus 1) vote.
17. Voting will be by show of voting cards, or as designated by the Session Chairperson.
18. Where the results of a vote are too close for the Session Chairperson to determine, or where requested by delegates, the Session Chairperson will ask for a standing vote. All delegates will be asked to stand at the appropriate time to signify their support or opposition to the question under consideration. Resolutions Committee members will circulate through the assembly to count the results of the vote, and will advise delegates to be seated as their votes are counted.
19. Resolutions that receive the endorsement of the AGM assembly are effective for five (5) years after their passage, unless later amended or rescinded.
20. "Robert's Rules of Order, Newly Revised", will govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Rules of Order of the Constitution of this Association.

From the 2018 FCSSAA Resolution Manual

PRESIDENT'S MESSAGE FOR 2018 CONFERENCE



Dear fellow FCSSAA members,

It is my pleasure to outline some of the work that your Board of Directors has done over this past year. The Board has been very active with all regional representatives working as a team to better promote FCSSAA in Alberta.

We finalized our Vision and Mission which was no small task.

Vision: Alberta's unique FCSS preventive programming is understood to be an essential service contributing to the quality of our lives.

Mission: To be the voice of FCSS programs in the Province. We support and strengthen FCSS programs through:

1. Evidence based research
2. Professional development
3. Current tools and resources
4. Communication and coordination
5. Collaboration

The Association has renewed its focus on improving our relationships and reputation with the Government of Alberta, partners and FCSS programs throughout Alberta. We are delighted to have Colleen Burton Ochocki assume the role as the Executive Director to help achieve these goals; and she will be recruiting an Assistant Director in the new year. Judy Macknee continues as the Executive Assistant.

A couple of new items that we have undertaken are welcoming the Directors' Network representatives as full working members of the Board. These representatives are very valuable to the Board as they continue to support the learning and development of Directors across the Province. The Program Advisory Team, composed of our Executive and staff from Community and Social Services, has been resurrected and this allows us to strengthen our relationship with the provincial government as we discuss items of importance to both partners.

We continue to update and make sure that all policies and procedures are current and appropriate as they lead our deliberations. The resolution manual was re-examined and we made a couple of changes. We are kept up to date on other activities such as the Rural Homeless Estimation and Early Childhood Coalitions. A new FCSS 101 has been developed and it shows the partnership more clearly between FCSSAA and the Provincial Government.

It was a great opportunity for me to meet many new faces at the regional meetings that I was able to attend. I did not make it to all as I was cognizant of our financial situation. Plus your regional representatives are great ambassadors for your region. I do hope you will send updates to your regional representatives so they can share at the Board meetings. Ken Dropko is very interested in what is happening in all regions.

Finally we are delighted to announce that the Premier has agreed to allow us to present the "Premier's Award" to an outstanding individual within our FCSS family.

As we work together to prevent crisis, we build a strong and vibrant Alberta for all of its citizens. Thank you for all you do in your communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Vicki Van Vliet Vaitkunas". The signature is fluid and cursive, with a long horizontal stroke at the end.

Vicki Van Vliet Vaitkunas
President, FCSS Association

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

BOARD MEMBERS 2018

PRESIDENT Vicki Van Vliet Vaitkunas
VICE PRESIDENT Hamish Kerfoot
TREASURER Karen Rosvold
SECRETARY Judy Smith

REGIONAL REPRESENTATIVES

| | |
|------------------------|---|
| CALGARY- BOW RIVER | Gian-Carlo Carra (FCSS Calgary) Hamish Kerfoot (Rocky View County FCSS) |
| EAST CENTRAL | George Glazier (Paintearth County FCSS) |
| EDMONTON- EVERGREEN | Vicki Van Vliet Vaitkunas (City of Edmonton FCSS) Loraine Berry (Gibbons FCSS) |
| NORTHEAST | Ameila Harmse (Town of St. Paul FCSS) |
| NORTHWEST | Karen Rosvold (Grande Prairie County FCSS) |
| SOUTH | Jeff Carlson (FCSS Lethbridge) |
| WEST CENTRAL | Patrick Gleason (Innisfail FCSS) |
| YELLOWHEAD | Janet Wilkinson (Edson Community Services) |

DIRECTORS' NETWORK REPRESENTATIVES

| | |
|----------------|--|
| Judy Smith | City of Edmonton FCSS (Chair, Directors' Network) |
| Lisa Hannaford | Green View FCSS |
| Debbie Wood | Athabasca County FCSS |
| Linda Mueller | City of Wetaskiwin FCSS |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

**MINUTES OF THE ANNUAL GENERAL MEETING
NOVEMBER 10, 2017**

Held at the Fantasyland Hotel, Edmonton, Alberta

1. CALL TO ORDER

President Arnold Hanson called the meeting to order at 10:25 a.m.

2. APPROVAL OF PARLIAMENTARIAN

Arnold Hanson introduced Carman McNary as Parliamentarian for the AGM. There were no questions from the floor.

Moved by Vicki Van Vliet Vaitkunas (Edmonton FCSS), seconded by Patrick Gleason (Innisfail FCSS), that Carman McNary be approved as Parliamentarian for the 2017 AGM. There was no discussion on the motion. CARRIED.

3. ADOPTION OF AGENDA

Arnold Hanson referred delegates to the AGM agenda (pg 2 of the AGM Package) and called for amendments. No amendments were requested from the floor.

Moved by James Nibourg (Stettler FCSS), seconded by Wendy Goulet (Northern Sunrise County FCSS), that the agenda be adopted as amended. There was no discussion on the motion. CARRIED.

4. RULES OF ORDER FOR RESOLUTIONS SESSION – skip no resolutions

5. MESSAGE FROM THE PRESIDENT

Arnold Hanson referred delegates to his President's Message (pg 5 of the AGM Package). Arnold thanked the FCSSAA staff, he also thanked Ken Dropko and his staff.

Arnold noted there were 21 MLAs in attendance at the breakfast yesterday.

There were no questions from the floor. Arnold Hanson submitted this report pursuant to the agenda.

6. INTRODUCTION OF 2017 FCSSAA BOARD

Arnold Hanson introduced 2017 FCSSAA Board members (pg 6 of the AGM Package), and thanked them for their commitment and hard work in supporting the organization and FCSS throughout the province in 2017.

7. ADOPTION OF MINUTES OF NOVEMBER 24, 2016 ANNUAL MEETING

Arnold Hanson referred delegates to the 2016 AGM Minutes (pg 7-14 of the AGM Package). No errors or omissions were noted and no questions from the floor.

Moved by Judy Smith (Edmonton FCSS), seconded by Bob Marshall (County of Grande Prairie FCSS), that the Minutes of the November 24, 2016 AGM be approved as recorded. There was no discussion on the motion. CARRIED.

8. BUSINESS ARISING FROM THE MINUTES

a. Report on 2016 AGM Resolutions

Executive Director Deb Teed referred delegates to the Report on 2016 Resolutions (pg 15-22 of the AGM Package).

Leanne Beaupre (County of Grande Prairie FCSS), question on why it took so long to start working on resolutions. Deb Teed provided explanation.

Deb Teed submitted this report pursuant to the agenda.

9. REPORTS

a. FCSSAA Initiatives and Activities in 2017

Executive Director Deb Teed referred delegates to the Report on Initiatives and Activities (pg 23-25 of the AGM Package).

Deb noted features of new FCSSAA website.

There were no questions from the floor. Deb Teed submitted this report pursuant to the agenda.

Alison Gerrits (Directors' Network, Banff FCSS), updated delegates on the customized online training program for the new FCSSAA website; how it originated, the process, what modules they are developing, where they are at today, and next steps.

Modules will be:

FCSS 101; FCSS Working in Community; FCSS and Advocacy; FCSS Using and Understanding Evidence; FCSS Promoting Mental Health; Preventing Homelessness; Supporting Evidenced Based Programs; Program Evaluation; Building and Promoting Healthy Relationships; Our Role in Preventing Domestic Violence.

Anticipated timeline: November to January finalizing modules, December hope to move modules online, soft launch anticipated for January to March and ideally would like to officially launch at the May Directors' Network.

b. FCSSAA Strategic Plan At A Glance

Executive Director Deb Teed referred delegates to the FCSSAA Strategic Plan At a Glance (pg 26-29 of the AGM Package). Deb reviewed strategic goals and noted that actions are being accomplished.

There were no questions from the floor. Deb Teed submitted this report pursuant to the agenda.

10. TREASURER'S REPORT

a. Adoption of 2017 Audited Financial Statements

Treasurer Brian Pincott referred delegates to the financial statements (pg 30-45 of the AGM Package). He noted that 2017 was another stable year, with finances being well managed and that the audit was clean. There were no questions from the floor.

Brian encouraged FCSS programs to reach out and encourage agencies in your communities to become Associate Members of the FCSS Association.

Moved by Brian Pincott (Calgary FCSS), seconded by Wendy Goulet (Northern Sunrise County FCSS), that the 2017 FCSSAA audited financial statements be adopted as presented. There was no discussion on the motion. CARRIED.

b. Appointment of Auditors for 2018

Moved by Brian Pincott (Calgary FCSS), seconded by Diana Rowe (Starland County Regional FCSS), that Hawkings EPP Dumont be appointed as the auditors for the FCSSAA for 2018. There was no discussion on the motion. CARRIED.

c. Presentation of 2018 Budget

Brian Pincott (Calgary FCSS), referred delegates to the 2018 FCSSAA budget (pg 46-49 of the AGM Package).

Lynne Jenkinson (Flagstaff FCS), question on why the phone/internet budget had increased. Brian explained the service was previously provided by the government, and it has now been brought in-house, as well as the development of the new website. The new learning modules will be better supported by the new FCSSAA website.

There were no further questions from the floor. Brian Pincott submitted this report presented pursuant to the agenda.

11. REPORT FROM PROVINCIAL FCSS OFFICE

Ken Dropko, Executive Director, Family and Community Services Branch, Community and Social Services noted he was impressed and moved by the awards ceremony at the banquet. He mentioned he would love to see the Minister able to attend and perhaps present at a future ceremony.

What a year it has been as individual FCSS programs reach their 50th anniversary milestone and the celebrations continue. Our office was fortunate to attend and participate in most of them. They were a lot of fun and it was great to meet some former FCSS Directors and hear about “the good old days”.

Congratulations to the organizers of this year’s conference for a job well done and for selecting such an appropriate theme. We know that diverse and inclusive social interactions improve relationships and mental health. FCSS understands the value and power of working together to increase capacity and build welcoming and inclusive communities. As Maya Angelou said, “Diversity makes for a rich tapestry and all the threads are equal in value”.

Ken hope’s the sessions at this year’s conference provided ideas that you can take back to your respective communities to further your work in strengthening the culture of welcoming and inclusive communities.

Past Year Changes

2017 was a year of change for our ministry as we saw a separation of the Human Services’ mandate in January with the establishment of a new Children’s Services ministry, under the leadership of Danielle Larivee. Minister Larivee has a mandate to focus on improving child intervention services and supports and her new ministry has all the child focused programs previously included under Human Services.

Human Services was renamed Community and Social Services and has the income support programs and community focused programs. It remains under the leadership of Minister Sabir.

On May 8, Shannon Marchand became the new Deputy Minister of Community and Social Services. Shannon has been with the Government of Alberta since 1996 and has held the positions of Assistant Deputy Minister of Workforce Supports; and, Creative and Community Development; Deputy Chief Policy Coordination; and, most recently, Deputy Minister of Seniors and Housing.

Assistant Deputy Minister, Aaron Neumeyer, who joined the Ministry in December, was able to attend some of this year's conference.

Finally, in September we welcomed a new Manager to our Branch who is no stranger to FCSS. Catriona Gunn-Graham joined the Ministry in September as the Manager of the Family and Community Safety Program. Catriona's experience as an FCSS Director and her work in the community as well as knowledge and relationships with community agencies are invaluable assets for the Ministry. We are so pleased to have Catriona join our Branch.

FCSS 2018 Funding Agreements

The 2018 Funding Agreements are on the On-Line system and ready for sign-off. If you have not yet submitted yours, please do so as soon as possible. If there have been changes in your office and you need a new I.D. and password to access the on-line system, please call Ken's office and they will get that set up for you.

FCSS Regulation Review

Work on the review concluded and the FCSS Regulation was extended to June 30, 2022. We will continue to work with the Program Advisory Team and the Directors Network Committee to address any ongoing, new and emerging FCSS issues.

FCSS Outcome Measures

The 2015 Provincial Progress and Outcomes Report is being finalized and we will be sharing some highlights with FCSS programs early in the New Year. The complete report will be made available on our website in the New Year. 2016 outcome reports are currently being reviewed and approved. Next year, we will be on point to make the 2016 report available in the spring of 2017.

Within the ministry, three high level outcomes have been identified and one in particular is very much aligned with the work of FCSS and the focus of this conference. That outcome is: Inclusive communities – Alberta's communities are supportive, safe, inclusive and engaged.

Sub-outcomes are:

Alberta's communities are connected and engaged;
Alberta's communities include and respect individual diversity; and
Alberta's communities promote healthy relationships.

The FCSS unit is working closely with our colleagues in the business planning and quality assurance areas to identify FCSS measures and data to support these identified outcomes.

Our area is process. Also voluntarily undergoing an assessment of our outcome evaluation

work with FCSS so that we can continue to improve the I am also pleased to inform you that in October, Lynn Pack became an Outcome Measures Trainer and will be supporting the eight Metis Settlements with their outcome measurement work.

Welcome Lynn, and special thanks as well to all the Outcome Measures Trainers, Jannette Riedel, Karen Titanich and Kim Kueber for all their hard work and dedication to furthering the work on outcomes.

FCSS Program Reviews

Provincial staff conduct FCSS Program Reviews each year to provide ongoing program and administrative advice, support and information and also to ensure that local FCSS programs are operating within the legislated parameters of the Act and Regulation.

In the past few years, reviews were conducted through invitation. This year, just to be fair, we reviewed the files and made a list of the programs that had not had a review in the last five years. These programs were the focus of this year's reviews. Staff were able to visit and review 18 programs and also complete one audit, for a total of 19.

Thank-you to all the programs we visited this year. We greatly appreciated your hospitality and taking time out of your busy day to accommodate the review. These reviews help us to gain a better understanding of the challenges you face locally, the partnerships you are involved in and an appreciation for the unique programs and services you provide. Next year, we hope to visit more programs.

ECD Community Coalitions

In the first half of 2017, Coalitions were busy engaging community members in a number of activities to improve knowledge of ECD and awareness of community resources. From January to July 2017, there were approximately 42,000 attendees at 783 community events, workshops and learning activities.

Non-Binary Gender Markers

In November 2016, the Government of Alberta introduced amendments to the Vital Statistics and Life Events Modernization Act to allow for the introduction of a third, non-binary gender marker on government forms related to vital events records such as birth certificates.

Further consideration is being given to extend this provision to other provincial records such as driver's license and identification cards. Service Alberta leads this work and is working with a cross-ministry group to assess government wide and ministry specific impacts.

As of August 31, 2017, Canadians can indicate on their passports that they identify as male or female or a third gender, which is termed the "X" gender designation.

The Ministry is currently preparing an inventory of systems, forms/reports and any legislation/regulations that may be impacted by the addition of a third non-binary gender marker.

Once this inventory has been completed, we will have a better sense of the impact and risks associated with this change.

Family Violence Prevention Month

November is Family Violence Prevention Month in Alberta. This year's provincial theme is Reach Out. Speak Out. – It Takes All of Us. This year's theme and tagline encourages

everyone to work together to promote healthy relationships and safe communities in our province.

Earlier in October, I sent an email to all FCSS programs asking you to help us share this information with your contacts and other community agencies to promote the month. Everyone can show their support by wearing a purple ribbon or purple clothing.

It has been another exciting year for FCSS. To our friends and partners at the Association, Arnold, Deb, Judy and Colleen; to the Association Board members and representatives of the Directors' Network Committee - we have enjoyed working with you over the past year and thank you for your support.

Thank you to all the FCSS staff, Directors, Board and Council Members and the many volunteers who continue to do such important and inspiring work in your communities. I look forward to continuing to work with you.

Ken noted that Sue DeMoissac (St. Paul FCSS) has already submitted April 27-28 as the Northeast regional meeting date.

There were no questions from the floor. Ken Dropko submitted this report pursuant to the agenda.

Vicki Van Vliet noted appreciation for Arnold's commitment and hard work to FCSSAA.

12. RESOLUTIONS SESSION

No resolutions were put forward for 2018

13. ELECTION OF PRESIDENT

Carman McNary, parliamentarian, called for nominations for the position of President.

Hamish Kerfoot (Rocky View County FCSS) nominated Vicki Van Vliet Vaitkunas (Edmonton FCSS), Patrick Gleason (Innisfail FCSS) seconded the nomination. Vicki accepted the nomination. Carman McNary called three times for further nominations; there were none.

Moved by Brian Pincott (Calgary FCSS), seconded by Patrick Gleason (Innisfail FCSS) that nominations cease. CARRIED.

Vicki Van Vliet Vaitkunas was elected as President of the FCSS Association of Alberta for 2018.

14. INTRODUCTION OF 2018 FCSSAA BOARD

Carman McNary asked Regional Representatives and Directors' Network Representatives to stand as he introduced the 2018 FCSSAA Board.

Amelia Harmse (Northeast Region rep), Lorraine Berry (Edmonton-Evergreen Region rep), Vicki Van Vliet Vaitkunas (President and Edmonton-Evergreen Region rep), George Glazier (East Central Region rep), Patrick Gleason (West Central Region rep), Karen Rosvold (Northwest Region rep), Hamish Kerfoot (Calgary-Bow River Region rep), Gian-Carlo Carra (Calgary-Bow River Region rep), Janet Wilkinson (Yellowhead Region rep), Jeff Carlson (South Region rep), and the Directors' Network reps are Lisa Hannaford (Green View

FCSS), Judy Smith (Edmonton FCSS), Linda Mueller (City of Wetaskiwin FCSS), and Debbie Wood (Athabasca FCSS).

15. ADJOURNMENT

President Vicki Van Vliet Vaitkunas declared the 2017 Annual General Meeting adjourned at 11:32 a.m.

REPORT ON FCSSAA INITIATIVES AND ACTIVITIES IN 2018

The FCSSAA began the past year with a new Board President, Vicki Van Vliet Vaitkunas, and several new board members. The Board wishes to thank the members who left us at the last AGM- Arnold Hanson- Past President, Brian Pincott-past Treasurer, Wendy Goulet, Cathy Needham, Sue deMoissac, Paul Edginton, Alison Gerrits, and Diana Rowe. We miss them and wish them all the best as they move on to newer and different endeavors. As a result of the changes, the board welcomed: Amelia Harmse, Gian-Carlo Carra, Jeff Carlson, Karen Rosvold, our new Treasurer, and Loraine Berry. Linda Mueller also stepped down from the board over the past year and was replaced by Randy Ell.

Having so many new Board members has provided the FCSSAA Board the opportunity to rethink and reexamine some of its past practices, and time has been spent over this last year in looking at the vision and mission of the Association (as noted in the President's Report) and beginning the development of a new strategic plan. The Board is also closely examining its existing policies to ensure they are still relevant, effective, and current in today's environment. The Association Board is committed to seeing these actions through and expects that a new strategic plan will be presented to the members in the near future.

The membership of the Association has remained consistent; the Board is pleased to say that 190 FCSS programs were members in 2018. This number has remained constant for several years and , while the Board would very much welcome the FCSS programs that have chosen not to join the Association into the fold, the fact is that the majority of the population of Alberta is served by FCSS programs that are members of the Association.

We also welcome and acknowledge our Associate Members; those organizations that are not FCSS programs in and of themselves, but have a strong connection to FCSS. In 2018 there were 41 Associate Members.

Directors' Network Learning Modules

The Learning Modules developed by Directors' Network are now available on the FCSSAA website. Further information about the modules themselves can be found in the Directors' Network report, however, the technical work involved in getting the modules onto the website, operational, and accessible to FCSS members was a great team effort, and the Association would like to thank the staff at the University of Calgary (Elena Esina and Lana Wells), the FCSS Directors who worked on the project, the FCSSAA IT support team at Trinity Tech, and the City of Edmonton for their assistance in making this project successful. To access the modules members must register on the FCSS Association website (fcssaa.org). Upon approval of their registration, participants will have access through the site to the learning modules. As with all new technologies, challenges can happen from time to time, so please contact Judy Macknee (assistant@fcssaa.org) should you encounter any issues with accessing the modules.

Rural Homelessness Estimation Survey

In early 2018, the FCSSAA began discussions about partnering with the Alberta Rural Development Network (ARDN) to address the issue of rural and remote homelessness in Alberta. These discussions evolved into a joint project, the Rural Homelessness Estimation Project, utilizing an earlier homelessness survey that was developed by ARDN staff. This survey was modified to be used in an electronic version, as well as paper copies. The FCSSAA solicited applications from interested communities and, in collaboration with ARDN, identified

fourteen communities eligible to receive funding up to a maximum of \$5000 each. The funding from ARDN, and administered by FCSSAA, is to be used to offset the costs of administering the survey. Additionally, an online platform was created that enables those conducting the survey to enter the information in real time to a program that will provide timely and relevant reports to both the local programs and have the ability to be aggregated to a provincial level. The surveys, which will be conducted for 30 days in each community, began in September with the last one scheduled to be completed by November 30. To assist with this project, the FCSSAA was fortunate to receive a Canada Summer Jobs grant, through which Nick Hemmings was hired. Nick worked at the FCSSAA office from June until he returned to school in September. During that time, as a result of the CSJ grant, the Association office received a visit from MP Kelly McCauley, who brought along a fellow MP, Candice Bergen. They were greeted by the FCSSAA President Vicki Van Vliet Vaitkunas along with staff from the FCSSAA office.

Canadian Mental Health Association (CMHA) - Rural Mental Health Project

In 2018, the CMHA received a grant from Alberta Health to undertake a Rural Mental Health project. The project partially evolved from previous work that had been done in collaboration with FCSSAA and Caregivers Alberta, which resulted in the development of a discussion paper about the challenges rural communities encounter in meeting the mental health needs of their residents. CMHA has enlisted the help of the Association to spread the word about the grant and the opportunity for FCSS programs to participate, should they choose to put their names forward, in the project. The Association will continue to be involved at the Advisory Team level.

FCSS 101

Recently, some of the FCSSAA Regional Representatives have had the opportunity to participate in delivering FCSS 101 to a few local FCSS programs in partnership with Ken Dropko, Executive Director, Community and Social Services, Family and Community Services Branch. This partnership proved so successful that the Board agreed this is the model they would like to continue, wherever possible. The presentation itself has also been revised and will be available on the FCSSAA website early in the new year.

ECCA

Continuing the partnership that began in November, 2016, the FCSSAA remains committed to supporting the work of the Early Childhood Coalitions of Alberta (ECCA). Through this ongoing collaborative project, 98 coalitions throughout the province receive funding and support to continue the activities of the community led partnerships as they work together to strengthen early childhood development opportunities in their individual locales. The FCSSAA is responsible for the contract management of the funds that have been provided by Community and Social Services, now transferred to Children's Services, which includes not only the funds disbursed to the coalitions, but also the Early Childhood Development Community Liaison staff, who work hard to support, encourage, and cheer them on. Additionally, the work of the coalitions is reinforced through an online reporting tool named CoLab, which creates reports, records outputs and inputs, and provides spaces where coalitions can share important information and resources.

What's Happening in Your Region

Over the past year at FCSSAA Board Meetings an item called "What's Happening in Your Region" has started to take on a role of growing importance. This item evolved out of the need to highlight regional activities on a regular basis, not just at the conference or during Spring Regional Meetings. Over time, it has now been moved on the agenda to be dealt with prior to the Albert Government Update, with the explicit intent that the representative from Community and Social Services (Ken Dropko) be there to hear the exciting events and activities that are taking place in FCSS programs throughout the province. Board members are pleased to present the highlights supplied by the programs in the regions they represent, and encourage member programs to continue to provide them with news and updates.

2018 Conference Planning

The Northwest Region Directors group and Regional Representative, Karen Rosvold, worked hard on planning this year's "The Times They Are a Changin' Conference. Planning started before Christmas last year with an enthusiastic group and a long list of ideas for speakers and sessions. After a few months the program was set, speakers were booked, and final preparations began. Thank you to the Northwest Region for delivering a successful FCSSAA Annual Conference.

Breakfast with Your MLA

Last year's conference was the first time the Association tried inviting MLAs to a breakfast rather than the Wednesday evening reception. It appears the change elicited a much better response. Twenty MLAs indicated their intent to attend and, while actual counts weren't taken, the turnout was good, in fact, a few unexpected MLAs showed up- which was just fine with the Association. Due to this response, the decision was made to continue this event for the 2018 Conference.

Location of FCSSAA Conferences

In 2008 a decision was made to hold the conference in Edmonton only. The rationale for this change was that the majority of the logistical work would be done by the FCSSAA staff, and therefore, it was more efficient for it to be located in the same community as the FCSSAA office. Over the years, evaluations and conversations have started to reflect the suggestion of change, perhaps the conference could be moved occasionally to someplace other than Edmonton. In reviewing the history of the conference, the conference has been held in Calgary, Edmonton, Red Deer, and Jasper. Conference attendance has remained fairly consistent, regardless of the location. The Board is open to looking at possibly moving the conference location and therefore will be seeking input from Association members during this year's conference, through the evaluation form.

DIRECTORS NETWORK COMMITTEE ANNUAL REPORT - 2018



The purpose of the Directors Network Committee is to ensure that FCSS Directors from across Alberta, in communities large and small are well connected with one another, have access to relevant training for their unique leadership role, and convey relevant information to the FCSSAA Board that helps it to further its objectives, which are:

Objective 1: Ensure that annual learning opportunities are available for FCSS Directors

Objective 2: Create opportunities to ensure that FCSS Directors feel connected to one another and the provincial FCSS “family”

Objective 3: Provide the FCSS Director perspective at the Board level.

The Directors Network Committee is proud to be working successfully towards these objectives throughout the year. The Committee consists of two Director representatives from each of the eight regions, however, we currently have one vacancy which we will be looking to fill at the Regional Meetings in November.

The Committee met three times in 2018: February (Edmonton), May (Red Deer) and September (Canmore).

The Directors that have been appointed by the Committee to sit on the FCSSAA Board, to support Objective 3, have been: Lisa Hannaford, Debbie Wood, Linda Mueller (resigned August 2018), Randy Ell (appointed September 2018) and Judy Smith. The current representatives will continue to fulfill this roll for the next year.

Here are some highlights of our work:

- **Online Modules** - we are so excited that the modules are finally complete and available for Directors, staff and board members to use. The topics include: *FCSS Overview, Working in Community, FCSS and Advocacy, Evidence Based Programs, Research, Program Evaluation, Mental Health and Healthy Relationships.*

This project has taken some time and we need to thank the Directors involved in moving this project forward as it does really support our goal to expand learning opportunities for our programs.

Thanks to the following for their relentless commitment to this project:
Alison Gerrits - Banff; Susan Flowers – Cochrane; Cindy Adekat – Cochrane;
Kim Kueber – Outcomes Trainer and Randy Ell – Rocky View County.

We also want to acknowledge Lana Wells and Elena Esina from the University of Calgary for the development of the modules. It is very fortunate that we had Lana involved, as she understands the social issues we are challenged with within the Alberta context.

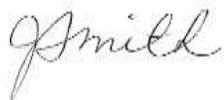
This is just the beginning of this learning opportunity and we will be looking to identify other potential modules to support our work and to access funding for further module development.

- **Directors Network Conference** - our annual conference for Directors was held in Red Deer this year and the theme was Leadership. New Directors had an opportunity to meet other directors and have some learning fun and we all had some great learning opportunities with the sessions presented. Special thanks to the West Central Region Directors for organizing such wonderful event.
- **New Directors Orientation** - an orientation was held in Edmonton, October 17 and 18, 2018, it is always a great opportunity to bring new Directors together to learn and build relationships, and includes perspectives and information from Directors, the Association and the Provincial FCSS Office. A special thanks to Jannette Riedel for organizing this event.
- **Directors Network Committee Retreat** - our committee was pleased to be hosted by Canmore FCSS for our annual retreat. The agenda for the retreat included discussions on: the Rural Mental Health project, Conference updates, Online Modules, the FCSS Handbook - how the program inventory guide could be improved to better support FCSS Programs, FCSS Membership benefits, 211 and FCSSAA and Regional Updates. It is always such a great experience to have this group together to discuss issues, concerns and accomplishments that represent our programs throughout the province.

The Directors' Network Committee will continue to work towards ensuring all the Directors throughout the province are engaged and have effective learning opportunities.

I am honoured to continue to act as Chair of this committee. All the Directors representing the FCSS Regions are engaged, represent the issues in a professional manner and are all committed to improving the lives of Albertans through the preventive social service programs that FCSS offers.

Respectfully Submitted by



Committee Chair
Regional Representative - Edmonton Evergreen

**FAMILY AND COMMUNITY SUPPORT SERVICES
ASSOCIATION OF ALBERTA**

**EDMONTON, ALBERTA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2018**

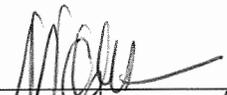
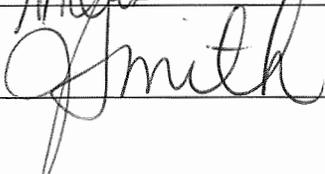
FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

STATEMENT OF FINANCIAL POSITION

AS AT AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> Restated (Note 10) |
|--|---------------------|--------------------------------------|
| ASSETS | | |
| CURRENT | | |
| Cash and cash equivalents (Note 2) | \$ 1,792,613 | \$ 1,483,545 |
| Accounts receivable (Note 3) | 5,939 | 1,658 |
| Prepaid expenses | <u>26,646</u> | <u>13,406</u> |
| | 1,825,198 | 1,498,609 |
| TANGIBLE CAPITAL ASSETS (Note 4) | <u>6,670</u> | <u>10,258</u> |
| | <u>\$ 1,831,868</u> | <u>\$ 1,508,867</u> |
| LIABILITIES | | |
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 6,300 | \$ 5,800 |
| Deferred contributions (Note 5) | <u>923,193</u> | <u>655,528</u> |
| | <u>929,493</u> | <u>661,328</u> |
| NET ASSETS | | |
| Unrestricted | 704,441 | 646,017 |
| Internally restricted (Note 6) | 191,264 | 191,264 |
| Invested in tangible capital assets | <u>6,670</u> | <u>10,258</u> |
| | <u>902,375</u> | <u>847,539</u> |
| | <u>\$ 1,831,868</u> | <u>\$ 1,508,867</u> |

APPROVED ON BEHALF OF THE BOARD:


 _____ Director

 _____ Director

The accompanying notes are an integral part of these financial statements.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> Restated (Note 10) |
|--|------------------|--------------------------------------|
| REVENUE | | |
| Early Childhood Development (Schedule 1) | \$ 2,935,334 | \$ 2,747,907 |
| Outcome Measures (Schedule 2) | 331,061 | 239,647 |
| Resource bank grant | 185,000 | 185,000 |
| Conferences | 155,449 | 180,025 |
| Memberships | 133,122 | 127,857 |
| Administration fee | 58,000 | 123,050 |
| Interest | 7,791 | 21,355 |
| Miscellaneous | <u>6,704</u> | <u>2,023</u> |
| | <u>3,812,461</u> | <u>3,626,864</u> |
| EXPENSES | | |
| Early Childhood Development (Schedule 1) | 2,935,334 | 2,747,907 |
| Outcome Measures (Schedule 2) | 331,061 | 239,647 |
| Resource bank (Schedule 3) | 221,536 | 224,024 |
| Conference (Schedule 4) | 142,203 | 158,690 |
| Operating (Schedule 5) | 74,145 | 68,744 |
| Board (Schedule 6) | 31,113 | 35,718 |
| Interest reserve (Schedule 7) | 18,061 | 15,120 |
| Amortization | <u>4,172</u> | <u>2,238</u> |
| | <u>3,757,625</u> | <u>3,492,088</u> |
| EXCESS OF REVENUE OVER EXPENSES | <u>\$ 54,836</u> | <u>\$ 134,776</u> |

The accompanying notes are an integral part of these financial statements.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>Invested in Tangible Capital Assets</u> | <u>Internally Restricted (Note 6)</u> | <u>Unrestricted</u> | <u>2018</u> | <u>2017 Restated (Note 10)</u> |
|---|--|---|--------------------------|--------------------------|--|
| Balance, Beginning of Year, as Previously Stated | \$ 10,258 | \$ 315,044 | \$ 646,017 | \$ 971,319 | \$ 826,190 |
| Change in Accounting Policy (Note 10) | <u>-</u> | <u>(123,780)</u> | <u>-</u> | <u>(123,780)</u> | <u>(113,427)</u> |
| Balance, Beginning of Year, as Restated | 10,258 | 191,264 | 646,017 | 847,539 | 712,763 |
| Excess of revenue over expenses | (4,172) | - | 59,008 | 54,836 | 134,776 |
| Tangible capital asset purchases | <u>584</u> | <u>-</u> | <u>(584)</u> | <u>-</u> | <u>-</u> |
| Balance, End of Year | \$ <u>6,670</u> | \$ <u>191,264</u> | \$ <u>704,441</u> | \$ <u>902,375</u> | \$ <u>847,539</u> |

The accompanying notes are an integral part of these financial statements.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> Restated (Note 10) |
|---|---------------------|--------------------------------------|
| OPERATING ACTIVITIES | | |
| Excess of revenue over expenses | \$ 54,836 | \$ 134,776 |
| Items not affecting cash: | | |
| Amortization | <u>4,172</u> | <u>2,238</u> |
| | <u>59,008</u> | <u>137,014</u> |
| Change in non-cash working capital | | |
| Accounts receivables | (4,281) | 195,502 |
| Prepaid expenses | (13,240) | 15,646 |
| Accounts payable and accrued liabilities | 500 | (700) |
| Deferred contributions | <u>267,665</u> | <u>(2,720,967)</u> |
| | <u>250,644</u> | <u>(2,510,519)</u> |
| Cash flow from operating activities | 309,652 | (2,373,505) |
| INVESTING ACTIVITIES | | |
| Purchase of tangible capital assets | <u>(584)</u> | <u>(5,261)</u> |
| INCREASE (DECREASE) IN CASH FLOW | 309,068 | (2,378,766) |
| CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR | <u>1,483,545</u> | <u>3,862,311</u> |
| CASH AND CASH EQUIVALENTS, END OF YEAR | <u>\$ 1,792,613</u> | <u>\$ 1,483,545</u> |

The accompanying notes are an integral part of these financial statements.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2018

NATURE OF OPERATIONS

The Family and Community Support Services Association of Alberta (the "Association") unites and strengthens the FCSS community by representation and advocacy on behalf of member boards in the Province of Alberta. The Association is registered under the Societies Act as a not-for-profit organization and is exempt from income tax under the Income Tax Act.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and Cash Equivalents

Cash and cash equivalents includes operating accounts and guaranteed investment certificates that mature within one year. All amounts are readily converted into known amounts of cash and are subject to an insignificant change in value.

(c) Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership, conference and administration fees are recognized as earned.

(d) Contributed services

Volunteers contribute hundreds of hours to assist the Association in carrying out its service delivery activities. Due to the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(e) Tangible Capital Assets

Tangible capital assets are stated at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

| | | |
|-----------|-----|-------------------|
| Computer | 30% | Declining balance |
| Equipment | 20% | Declining balance |

The Association regularly reviews its tangible capital assets to eliminate obsolete items.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2018

(f) Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management's estimates include the useful lives of tangible capital assets, the corresponding rates of amortization and the amount of accrued liabilities. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

(g) Financial Instruments

Measurement of financial instruments

The Association initially measures its financial assets and financial liabilities at fair value, and subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Association has no financial assets measured at fair value.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2018

2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents includes guaranteed investments certificates totaling \$390,090 (2017 - \$330,090) earning interest at rates ranging from 0.71% - 1.85%, maturing in 2018 and 2019.

3. ACCOUNTS RECEIVABLE

| | <u>2018</u> | <u>2017</u> |
|-----------------------------------|-----------------|-----------------|
| Goods and Services Tax receivable | \$ <u>5,939</u> | \$ <u>1,658</u> |

4. TANGIBLE CAPITAL ASSETS

| | <u>Cost</u> | <u>Accumulated Amortization</u> | <u>Net Book Value 2018</u> | <u>2017</u> |
|-----------|------------------|-------------------------------------|--------------------------------|------------------|
| Computer | \$ 19,651 | \$ 16,690 | \$ 2,961 | \$ 3,929 |
| Equipment | <u>41,969</u> | <u>38,260</u> | <u>3,709</u> | <u>6,329</u> |
| | \$ <u>61,620</u> | \$ <u>54,950</u> | \$ <u>6,670</u> | \$ <u>10,258</u> |

5. DEFERRED CONTRIBUTIONS

Deferred contributions represent restricted operating funding received or receivable in the current year for which the corresponding expenses have not yet been incurred. Changes in the deferred contributions balance are as follows:

| | <u>2018</u> | <u>2017</u> Restated (Note 10) |
|--|--------------------|--------------------------------------|
| BALANCE, BEGINNING OF YEAR | \$ 655,528 | \$ 3,376,495 |
| Add: | | |
| Funding received during the year | 3,526,000 | 250,000 |
| Interest earned | <u>1,408</u> | <u>-</u> |
| | 4,182,936 | 3,626,495 |
| Less: | | |
| Recognized as revenue | <u>(3,259,743)</u> | <u>(2,970,967)</u> |
| BALANCE, END OF YEAR | \$ <u>923,193</u> | \$ <u>655,528</u> |
| Comprised of: | | |
| Provincial grant - 211 | \$ 551,408 | \$ - |
| Provincial grant - Early Childhood Development | 278,429 | 531,748 |
| Provincial grant - Outcome Measures | <u>93,356</u> | <u>123,780</u> |
| | \$ <u>923,193</u> | \$ <u>655,528</u> |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2018

6. INTERNALLY RESTRICTED NET ASSETS

| | <u>General Reserve</u> | <u>FCSSAA Reserve</u> | <u>Total</u> |
|----------------------------|------------------------|-----------------------|-------------------|
| Balance, Beginning of Year | \$ 100,000 | \$ 91,264 | \$ 191,264 |
| Transfers from Reserves | - | - | - |
| Transfers to Reserves | - | - | - |
| Balance, End of Year | <u>\$ 100,000</u> | <u>\$ 91,264</u> | <u>\$ 191,264</u> |

The General Reserve has been set aside by the Board to cover operating expenses.

The FCSSAA reserve fund has been set aside by the Board for future special projects.

7. LEASE COMMITMENTS

The Association has entered into a lease for office space, for a five year term ending December 31, 2019. The annual lease payments and operating costs are approximately \$33,000 plus GST.

8. FINANCIAL INSTRUMENTS

It is management's opinion that the Association is not exposed to significant credit, liquidity, market, currency, interest rate or other price risk through its financial instruments which include cash and cash equivalents, accounts receivable and accounts payable and accrued liabilities.

9. ECONOMIC DEPENDENCE

The Association is dependent on Ministry of Community and Social Services to support the operations of the Association. Under the grant application, the funds can only be used for the purposes for which it has been approved.

10. CHANGE IN ACCOUNTING POLICY

Effective September 1, 2017 the Association adopted the deferral method of accounting for contributions.

Certain comparative figures have been restated to conform to the current year presentation.

The effect on the financial statements has been to decrease 2017 excess of revenue over expenses by \$10,353 and increase deferred contributions accordingly, for unspent restricted contributions. The 2017 opening deferred contributions increased by \$113,427 and opening net assets decreased accordingly, for unspent restricted contributions.

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

EARLY CHILDHOOD DEVELOPMENT REVENUE AND EXPENSES SCHEDULE 1

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> |
|--|--------------------|--------------------|
| REVENUE | | |
| Grant | \$ 2,929,319 | \$ 2,731,320 |
| Interest | 3,257 | 13,458 |
| Summer student grant | 2,758 | - |
| Conferences | <u>-</u> | <u>3,129</u> |
| | <u>2,935,334</u> | <u>2,747,907</u> |
| EXPENSES | | |
| Coalition grants | 2,681,949 | 2,145,700 |
| Coalition liaison | 142,132 | 181,150 |
| Outcome framework | 70,000 | 119,566 |
| Administration fee | 28,000 | 114,000 |
| Website and IT support | 5,896 | 5,840 |
| General and administration | 4,266 | 10,143 |
| Interest and bank charges | 2,388 | 16,346 |
| Resource development | 703 | 48,326 |
| Conferences | - | 92,094 |
| Marketing and communications | - | 7,629 |
| Summer student | <u>-</u> | <u>7,113</u> |
| | <u>2,935,334</u> | <u>2,747,907</u> |
| EXCESS OF REVENUE OVER EXPENSES | \$ <u><u>-</u></u> | \$ <u><u>-</u></u> |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

OUTCOME MEASURES REVENUES AND EXPENSES

SCHEDULE 2

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> Restated (Note 10) |
|--|-----------------|--------------------------------------|
| REVENUE | | |
| Grant | \$ 330,424 | \$ 239,647 |
| Interest | <u>637</u> | <u>-</u> |
| | <u>331,061</u> | <u>239,647</u> |
| EXPENSES | | |
| Trainers | 300,926 | 230,242 |
| Administration fee | 30,000 | 9,405 |
| Bank charges | <u>135</u> | <u>-</u> |
| | <u>331,061</u> | <u>239,647</u> |
| EXCESS OF REVENUE OVER EXPENSES | <u>\$ -</u> | <u>\$ -</u> |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

RESOURCE BANK EXPENSES

SCHEDULE 3

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> |
|--|-------------------|-------------------|
| EXPENSES | | |
| Wages and benefits | \$ 207,133 | \$ 208,821 |
| Contracts | 6,011 | 3,541 |
| Staff travel, meals and accommodations | 4,141 | 4,695 |
| Postage and courier | 2,441 | 2,021 |
| Office | 1,554 | 3,188 |
| Brochures, folder and freight | 256 | 1,508 |
| Repairs and maintenance | <u>-</u> | <u>250</u> |
| | <u>\$ 221,536</u> | <u>\$ 224,024</u> |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

CONFERENCE EXPENSES

SCHEDULE 4

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> |
|----------------------------------|-------------------|-------------------|
| EXPENSES | | |
| Facility/Catering | \$ 67,966 | \$ 77,064 |
| Speakers | 28,942 | 33,443 |
| Registration | 20,335 | 21,702 |
| Equipment - audio, visual and IT | 19,668 | 17,889 |
| Photocopying and supplies | 3,742 | 7,524 |
| Entertainment | <u>1,550</u> | <u>1,068</u> |
| | <u>\$ 142,203</u> | <u>\$ 158,690</u> |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

OPERATING EXPENSES

SCHEDULE 5

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> |
|--------------------------------|------------------|------------------|
| EXPENSES | | |
| Office lease | \$ 33,890 | \$ 32,330 |
| Conference subsidies | 8,150 | 8,000 |
| Professional fees | 6,300 | 5,900 |
| Goods and Services Tax | 5,939 | 6,549 |
| Communication and promotion | 4,225 | 3,958 |
| Regional grant | 4,000 | 3,357 |
| Website and IT support | 3,763 | 2,938 |
| Telephone | 2,787 | 900 |
| Insurance | 2,610 | 2,603 |
| Bank charges | 1,291 | 1,317 |
| Annual general meeting | 866 | 717 |
| Licenses, dues and memberships | <u>324</u> | <u>175</u> |
| | <u>\$ 74,145</u> | <u>\$ 68,744</u> |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

BOARD EXPENSES

SCHEDULE 6

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> |
|-----------------|------------------|------------------|
| EXPENSES | | |
| Travel | \$ 14,837 | \$ 19,151 |
| Accommodations | 10,306 | 12,508 |
| Miscellaneous | 3,211 | 1,078 |
| Meals | <u>2,759</u> | <u>2,981</u> |
| | <u>\$ 31,113</u> | <u>\$ 35,718</u> |

FAMILY AND COMMUNITY SUPPORT SERVICES ASSOCIATION OF ALBERTA

INTEREST RESERVE

SCHEDULE 7

FOR THE YEAR ENDED AUGUST 31, 2018

| | <u>2018</u> | <u>2017</u> |
|--------------------------------|------------------|------------------|
| EXPENSES | | |
| Communication strategy project | \$ 13,647 | \$ 9,120 |
| Website development | <u>4,414</u> | <u>6,000</u> |
| | <u>\$ 18,061</u> | <u>\$ 15,120</u> |

Family and Community Support Services Association of Alberta

APPROVED BUDGET

September 1, 2018 - August 31, 2019

| | 2016-2017 Budget | 2016-2017 Actual | 2017-2018 Budget | 2017-2018 Actual | 2018-2019 Budget |
|---------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| REVENUE SOURCES | | | | | |
| Memberships | 126,000.00 | 127,857.00 | 133,670.00 | 133,122.00 | 136,000.00 |
| Resource Bank Grant | 165,000.00 | 185,000.00 | 185,000.00 | 185,000.00 | 185,000.00 |
| Conference Revenue | 155,000.00 | 180,025.00 | 172,000.00 | 155,449.00 | 155,000.00 |
| 211 Administration | 0.00 | 0.00 | 0.00 | 0.00 | 22,000.00 |
| ECD Administration | 114,000.00 | 114,000.00 | 57,000.00 | 28,000.00 | 20,000.00 |
| Outcome Measures Administration | 3,990.00 | 5,000.00 | 4,400.00 | 30,000.00 | 30,000.00 |
| Brochures, Folders, Note Pads | 1,000.00 | 727.00 | 600.00 | 438.50 | 400.00 |
| Interest Income (savings & GICs) | 2,700.00 | 4,594.07 | 2,200.00 | 5,628.37 | 2,400.00 |
| Interest Reserve | 125.00 | 88.14 | 125.00 | 61.97 | 0.00 |
| Interest ECD | 27,531.00 | 13,041.67 | 13,000.00 | 5,059.18 | 0.00 |
| Small Business Job Credit | 0.00 | 689.00 | 600.00 | 0.00 | 0.00 |
| GST Rebate | 6,070.00 | 4,905.59 | 6,070.00 | | 5,900.00 |
| Directors' Network Committee | 0.00 | 607.00 | 0.00 | 6,265.26 | 0.00 |
| TOTAL REVENUE SOURCES | 601,416.00 | 636,534.47 | 574,665.00 | 549,024.28 | 556,700.00 |
| EXPENDITURES | | | | | |
| BOARD | | | | | |
| Accomm, Meals, Travel | 30,200.00 | 34,639.58 | 33,700.00 | 27,902.27 | 32,000.00 |
| Strategic Planning/Policy Work | 0.00 | 0.00 | 5,000.00 | 1,848.21 | 7,000.00 |
| Miscellaneous | 1,000.00 | 1,078.37 | 1,000.00 | 874.12 | 1,000.00 |
| | 31,200.00 | 35,717.95 | 39,700.00 | 30,624.60 | 40,000.00 |
| OPERATING | | | | | |
| Annual General Meeting | 800.00 | 717.18 | 800.00 | 866.12 | 875.00 |
| Audit and Legal | 6,100.00 | 6,600.00 | 5,500.00 | 6,713.50 | 6,500.00 |
| Bank Charges | 1,150.00 | 1,317.25 | 1,150.00 | 1,291.32 | 1,350.00 |
| Communication/Marketing | 5,300.00 | 2,923.09 | 5,300.00 | 4,225.22 | 3,000.00 |
| Conference | 157,375.00 | 158,690.11 | 160,000.00 | 142,201.90 | 155,000.00 |
| Conference Subsidies | 8,500.00 | 8,000.00 | 8,500.00 | 8,150.00 | 13,000.00 |
| GST Expense (50%) | 5,800.00 | 6,549.02 | 6,000.00 | 5,938.97 | 6,000.00 |
| Insurance | 2,600.00 | 2,603.00 | 2,600.00 | 2,610.00 | 2,700.00 |
| Licences, Fees, Dues | 500.00 | 175.00 | 500.00 | 324.30 | 500.00 |
| Office Lease | 32,330.00 | 32,330.28 | 33,890.00 | 33,890.28 | 33,891.00 |
| Telephone/Internet | 0.00 | 899.36 | 3,050.00 | 2,786.52 | 3,050.00 |
| Website/IT Support | 2,750.00 | 2,938.29 | 2,750.00 | 3,762.89 | 4,000.00 |
| Regional Meeting Grants | 4,000.00 | 3,356.44 | 4,000.00 | 4,000.00 | 4,000.00 |
| ECD Admin | | 11,413.19 | | 14,863.00 | |
| | 227,205.00 | 238,512.21 | 234,040.00 | 231,624.02 | 233,866.00 |
| RESOURCE BANK | | | | | |
| Office Expenses | 6,500.00 | 7,169.86 | 6,500.00 | 4,251.78 | 8,500.00 |
| Directors' Network | 0.00 | 0.00 | 3,000.00 | 488.48 | 2,000.00 |
| Learning Modules License/Support | 0.00 | 0.00 | 0.00 | 0.00 | 4,500.00 |
| Wages and Benefits | 183,543.00 | 196,457.63 | 197,158.45 | 191,289.02 | 204,500.00 |
| Short-Term Contracts | 4,000.00 | 3,541.08 | 4,000.00 | 6,010.97 | 3,000.00 |
| Staff Expenses | 6,500.00 | 5,645.08 | 6,500.00 | 5,475.87 | 6,000.00 |
| | 200,543.00 | 212,813.65 | 217,158.45 | 207,516.12 | 228,500.00 |
| PROJECTS FROM INTEREST INVSTMT | | | | | |
| Communication Strategy | 30,000.00 | 10,115.00 | 15,000.00 | 13,647.00 | 15,000.00 |
| Website | | | 6,000.00 | 4,414.47 | 6,000.00 |
| | 30,000.00 | 10,115.00 | 21,000.00 | 18,061.47 | 21,000.00 |
| TOTAL EXPENDITURES | 488,948.00 | 497,158.81 | 511,898.45 | 487,826.21 | 523,366.00 |
| NET | 112,468.00 | 139,375.66 | 62,766.55 | 61,198.07 | 33,334.00 |

NOTES TO 2019 BUDGET

REVENUE SOURCES

Memberships: In June 2015 the FCSSAA Board voted to increase membership fees by 5% per year over a three year period. A decision was made to skip the increase for the 2016-2017 fiscal year, as such this will be the final phase of the increase implementation. A 5% increase will be implemented for the 2018-2019 fiscal year. Future increases will be determined by the FCSSAA Board.

Resource Bank Grant: The FCSSAA receives an annual grant from the Ministry of Community and Social Services to operate the Resource Bank and support the operations of the Association.

Outcome Measures Administration: A \$30,000 administration fee was allotted from the current phase of the Outcome Measures initiative, which will end on December 31, 2018. The administration fee was processed in the 2017-2018 fiscal year. The FCSSAA may not receive a contract further to December 31, 2018, and as such may not receive revenue from an administrative fee.

ECD Administration: A \$40,000 administration fee was allotted from the current phase of the ECD initiative, which will end on March 31, 2019. \$20,000 administration fee has been processed in the 2017-2018 fiscal year and the remaining to be disbursed in the 2018-2019 fiscal year.

211 Administration: A \$22,000 administration fee was allocated from the current phase of the 211 initiative, for the term of March 2018 to March 31, 2019. There has been no administration of funds in the 2017-2018 fiscal year, as such the administration fee will be disbursed in the 2018-2019 fiscal year.

Brochures, Folders: Brochure pages and presentation folders with the FCSS logo are stocked at the FCSSAA office and sold to FCSS programs at cost.

Interest Income: Interest earned on FCSSAA operating account and reserve funds investments. New contracts were incorporated in 2018 for ECD and as such the FCSSAA will no longer retain interest from ECD funding.

GENERAL OPERATING EXPENDITURES

Board: Accommodation, meal and travel expenses for FCSSAA Board members on approved FCSSAA business.

Communication and Marketing: Includes general outreach promotion and marketing, producing the annual FCSSAA annual report, Storybook, and the annual Achievement Awards program.

Conference Subsidies: A conference subsidy fund is available to assist smaller, remote FCSSAA member programs in covering costs to attend FCSSAA conferences. Should no

proceeds be realized from the annual conference, the Board has committed to ensuring that a minimum of \$8,000 is available for conference subsidies.

Licenses, Fees, Dues: Annual membership fees to provincial and national organizations.

Regional Grant: A grant of \$500 is available to FCSS regions to assist with the costs of holding spring regional meetings.

RESOURCE BANK EXPENDITURES

Brochures and Folders: FCSS promotional material is purchased in bulk by the FCSSAA and sold to local FCSS Programs, at cost.

Office Expenses: Includes office supplies and equipment, equipment leases, repairs and maintenance, photocopying/printing and postage. The 2018-2019 budget will also include office cleaners.

Learning Modules: Software licensing fee and ongoing maintenance of the learning modules. Funds to come from professional development fund.

Wages and Benefits: Includes salaries, benefits, and employer source deductions for the Executive Director, Project Coordinator, Executive Assistant and summer student if applicable. Amount indicates a 2.5% salary increase. The 2018-2019 budget will also include payroll services fees.

Staff Expenses: Includes professional development, meals, accommodation and travel.

Short-term Contracts: For the 2017-2018 year this included office cleaners, bookkeeper consulting, payroll service fees and HR consulting services. For the 2018-2019 budget office cleaners will be moved into office expenses and payroll services fees will be moved under wages and benefits.

Projects from Interest Investment: Communication strategy project and website development.

SPECIAL RESOLUTION TO AMEND BYLAWS
Proposed to the Annual General Meeting
of the Family and Community Support Services Association of Alberta (FCSSAA)

Edmonton, November 30, 2018

BACKGROUND:

The Family and Community Support Services Association of Alberta (FCSSAA) has determined by deliberation and discussion of the Association Board and Members to amend its Bylaws, and the Association Board has determined that the following amendments are in order and in keeping with the good governance and administration of the organization.

NOW THEREFORE BE IT RESOLVED THAT the Bylaw amendments proposed by Special Resolution to the Members on October 30, 2018 be approved.

Whereas, Resolutions approved by the membership at the Annual General Meeting inform the work plan of the FCSSAA by establishing priorities for the subsequent five years;

Whereas, Resolutions must reflect issues or priorities that impact a significant portion of the FCSS membership;

Whereas, the current voting process for Resolutions requires a simple majority (50% plus 1) vote to be carried, which does not demonstrate overwhelming support of the Resolution by the members of the Association;

Whereas, the above proposal requires Bylaw Amendments to be approved by the Membership;

Therefore be it resolved that, the FCSSAA Bylaws be amended as to read as follows:

5.11.3: Resolutions must be approved by 2/3 of the voting delegates to be carried.

The Board of Directors is instructed to file the Special Resolution as adopted, with Alberta Corporate Registry in accordance with the Societies Act. RSA 2000 c. S-14

FCSS ASSOCIATION BOARD 2019

After election of the FCSSAA President at the AGM, the full slate of board members will be announced. For your convenience, following is a list of the FCSSAA regions with space to record names of regional representatives. Along with Directors' Network representatives noted below, this will be your FCSS Association Board for 2019.

| | |
|-------|--|
| _____ | President (elected at the AGM) |
| _____ | Vice President (elected at the 1 st Meeting in January) |
| _____ | Calgary-Bow River Region (Calgary) |
| _____ | Calgary-Bow River Region (Bow River area) |
| _____ | East Central Region |
| _____ | Edmonton-Evergreen Region (Edmonton) |
| _____ | Edmonton-Evergreen Region (Evergreen area) |
| _____ | Northeast Region |
| _____ | Northwest Region |
| _____ | South Region |
| _____ | West Central Region |
| _____ | Yellowhead Region |

Directors' Network representatives to the FCSS Association Board for 2019, elected at the September 2018 Directors' Network meeting, are:

| | |
|----------------|------------------------|
| Randy Ell | Rocky View County FCSS |
| Lisa Hannaford | Green View FCSS |
| Judy Smith | City of Edmonton FCSS |
| Debbie Wood | Athabasca County FCSS |