

ASPECT 2018-2019
Annual General Meeting Minutes
Thursday March 17, 2020
Held Virtually



Attendees:

Alice Van Blokland	Beacon Community Services
Susan Rintoul	Career Centre
Selena Stearns	Community Futures Development Corporation - North Okanagan
Kim Lauritsen	Community Futures North Okanagan
Cheryl Dill	CVI Jobs - The Career Centre
Seanna Quressette	Douglas College
Deborah Bromley	ETHOS Career Management Group
Peter Bailey	Free Rein Associates
Anny Horton	Horton Ventures Inc.
Aaron Clausen	Island Work Transitions, Inc.
James (Jim) Mayne	Kelowna Economic Recovery and Employment Development Association
Mary Tanielian	Langley Community Services Society
Tricia Gueulette	March of Dimes
John Dawson	MCC Community Enterprise
Nate Toevs	Neil Squire Society / WorkBC Assistive Technology Services
Patricia Niehaus	NexusBC Community Resource Centre
Chris Callanan	North Island Employment
Donna Desmet	North Island Employment (NIEFS)
Val Meaney	North Island Employment Foundations Society
Raj Hundal	Progressive Intercultural Community Services Society
Michelle Daniels	Quesnel Employment Services
Kuljeet Julka	WorkBC Guildford
Lori Forgeron	Workforce Development Consulting

Staff: Janet Morris-Reade & Jennifer Nichol - ASPECT

1. **Call to order:** 1:30pm by Val Meany, President
2. **Approval of the Minutes** from March 13, 2019.

Motion: To accept the minutes of the March 13, 2019 ASPECT Annual General Meeting
First: Raj Hundal
Second: Tricia Gueulette
Carried



3. **President's Report** (Val Meaney)

As has been the case for many in our sector, this has been a year of significant change for the ASPECT Board. We started this year with 5 new members of our Board and myself as our new Board President. A large slate of new Board members can mean trying times for a Board and organization as they navigate new priorities, personalities and commitments. There is lots to learn and lots to take on.

I can honestly say that the transition for this largely new Board has been seamless and pretty easy. Everyone is committed to the work of ASPECT, willing to take on what is needed in pursuit of this work, and united in the belief in the need for a common voice for our membership.

The past year saw significant change in our sector as the results of the WorkBC Employment Services procurement process were announced. And while not all of our members are part of service delivery through WorkBC, such significant change to Employment Services delivery impacts our entire sector and our communities.

After the completion of such a significant procurement process we all feel the impact as we look at who our partners are, as we learn new contract expectations and as we get a feel for a completely new landscape. We also can't help but think of the next procurement and how our sector will look after it is complete. ASPECT never takes a break from looking at the impact of procurement and what the next round might look like and identifying ways to support our members through the process and the outcome while at the same time informing Funders of the areas of concern and success of our membership.

ASPECT would not be able to accomplish its work without the dedication of our CEO, Janet Morris-Reade. Janet is a tireless advocate for our sector and adapts easily as the issues change. Being presented with a large change in Board membership can make the most stalwart leader a bit nervous as they now have a bunch of new bosses. Janet hasn't missed a beat in this transition and has been beyond patient as we've all learned our roles and found our way.

What lies ahead for the next year? Continued excellence in service delivery by our members, as we all continue to do the important work we do in making a difference for individuals and communities. And continued work by ASPECT in its key role in representing our membership.

4. **Treasurer's Report** (Tricia Gueulette)

This year has been a difficult year for our members as well as ASPECT itself but because of the new financial models related to employment procurement and contract awards, ASPECT members have been cautious. This means that revenue that ASPECT relies on such as the ASPECT Conference and workshops, webinars and other training, has been lower than projected.



However, because of the operational changes implemented in 2017-2018, ASPECT can weather these challenges as our members become accustomed to their new contracting environments. We continue to develop new ways to provide leadership, learning opportunities, and community develop amongst the sector.

ASPECT completed a financial review through the firm Sterling Stanford. This document is available upon request. They found that the financial statement fairly represents the organization's financial position.

BALANCE SHEET

ASPECT currently has assets of \$607,377 primarily in cash (\$124,177) and term deposits (\$431,884). The organization has liabilities of only \$53,057 leaving \$554,320 in net assets – a very healthy balance sheet.

DEFICIT REVIEW

In the fiscal year 2018-2019 ASPECT ran an operating deficit of \$96,810. The plan had been to run a deficit during the year however this was higher than anticipated given the challenges faced in the industry itself.

PLAN for 2019-2020

We just completed year two of ASPECT's three-year business plan that runs from October 2017 to September 2020. The goal of the business plan is to move ASPECT from deficit budgets that occurred in the first two years of the business plan to a budget surplus in the 3rd year (2019 - 2020) of the business plan. Since 2017, ASPECT has reduced its operational costs by 27%, which when the bulk of changes took place.

Our plan for 2019 includes many pieces but the main three are Conference (where we currently receive 39% of our revenue), Events Management (where we currently receive 37% of our revenue) and Membership (where we receive 13% of our revenue). Specifically:

1. CONFERENCE

Last year saw the shrinking of the sector because of the insecurity surrounding the WorkBC contracts and expiration of existing AEST and Federal contracts. We had success in operating a revenue generating conference, however, moving forward with more security in the sector, we hope to attract a more significant number of participants to our event, creating a bigger net gain.

2. EVENT MANAGEMENT SERVICES

In 2018-2019, our events services consultants provided expertise for 5 conferences:



- *Victoria Island Construction Association*
- *Canadian Disability Society*
- *Government Financial Officers Association of BC*
- *Inclusion BC*
- *Canadian Association of Supported Employment*

Our net revenues for our events management contracts were \$25,235. The plan moving forward is to add one event, which is projected to increase our revenues by approximately \$4,000.

3. MEMBERSHIP

Our membership levels have been stabilizing after the WorkBC changes; we can now implement our plan to expand our membership net. A targeted recruitment package to send to new organizations is in development.

In addition, we are continuing to offer our Values-Based Leadership curriculum and look to offer more curricula to meet new demands.

Motion: To approve Non-consolidated Financial Statements (Unaudited) as of September 30, 2019.

First: Peter Bailey

Second: Raj Hundal

Carried

5. Appointment of the Auditors (Tricia Gueulette)

Motion: To appoint Sterling Stanford as auditors for fiscal 2019-2020.

First: Peter Bailey

Second: Kim Lauritsen

Carried

6. Board Member Elections (Val Meaney)

Val Meaney, President, introduced the nominees and returning board members: Lori Forgeron, Kim Lauritsen, Valerie Meaney, Peter Bailey, Deborah Bromley, Raj Hundal, Tricia Gueulette.

Motion: To accept the slate of nominees to stand as directors to the Association of Service Providers for Employability and Career Training.

First: Tricia Gueulette

Second: Seanna Quressette

Carried

7. CEO's Report (Janet Morris-Read)



I'm delighted to have the opportunity represent ASPECT members and workforce development services in the province and across Canada. We continue to build our communications, develop new relationships, and prepare the sector for the changes associated with new contracts.

In 2018-2019, I have made a concerted effort to reach out to employers and employer groups. Our members already have good relationships within their own communities, but ASPECT has been developing relationships with provincial employer groups and asking the question: how can we help?

Not only are ASPECT members perfectly positioned to offer pre-employment services and support to employers, but also, we have the expertise within the sector to provide post-employment supports. This may be a way for service providers and trainers to diversify their income streams for the coming years of low unemployment in the province.

In June, ASPECT presented our first Employer-Employment Expert Summit drawing speakers and ideas from across Canada. We have another Summit planned for 2021 and will continue to work with our members, government, and employers to share information, celebrate innovations, and build important relationships necessary for ASPECT members to deliver services.

Finally, in November 2018 we had a well-attended conference in Victoria with almost 225 delegates. At that meeting we welcomed the Minister of Social Development and Poverty Reduction Honourable Shane Simpson as speaker as well as Assistant Deputy Ministers from SDPR and Advanced Education and Skills Training. Along with our government connections, we offered several workshops and networking opportunities to make our conference the must-attend event of the year.

At ASPECT, the needs of the sector and our members at the centre of everything we do. Your comments and information are always welcome as we inform the decision-makers and look for innovative and proven ways to meet the needs of those looking for meaningful work. With your help, we can focus on the big picture so that you can focus on the needs of your communities.

8. **Adjournment** (Val Meaney)

Thanked the ASPECT staff and board members for their work.

Motion: That the ASPECT 2018-2019 Annual General Meeting be adjourned at 1:27 pm

Moved: Raj Hundal

Second: Peter Bailey

Carried