

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



Attendees:

Tania Quigley	Arrow & Slocan Lakes Community Services
Alice Van Blokland	Beacon Community Services
Patricia Rawson	Bridges for Women
Kim Lauritsen	Community Futures North Okanagan
Charlene Blais	Employment Services YMCA of Okanagan
Deborah Bromley	Ethos Career Management Group
Peter Bailey	Free Rein Associates
Aaron Clausen	Island Work Transitions, Inc.
William James (Jim) Mayne	Kelowna Economic Recovery & Employment Development Association
Sue Nielsen	Kopar Administration Ltd.
Karen Reid	March Of Dimes Canada
Stephen Evans	Mission Community Skills Centre Society
Nate Toevs	Neil Squire Society / WorkBC Assistive Technology Services
Tanya Carre	NexusBC Community Resource Centre
Patricia Niehaus	NexusBC Community Resource Centre
Chris Callanan	North Island Employment Foundations Society
Val Meaney	North Island Employment Foundations Society
Rita Wacholtz	Northwest Training Ltd.
David Piltman	Pacific Community Resources Society
Sara Phillips	PCRS and Open Door Group
Raj Hundal	Progressive Intercultural Community Services Society
Cherry Fernandez	South Okanagan Immigrant & Community Services
Michael Lamont	South Okanagan Immigrant & Community Services
Martina Mosny	South Okanagan Immigrant & Community Services
DeVera Nybo	WCG Services
Lori Forgeron	Workforce Development Consulting Services

Staff: Janet Morris-Reade & Jennifer Nichol - ASPECT

1. **Call to order:** 1:01 pm by Val Meany, President
2. **Approval of the Minutes** from March 17, 2020.

Motion: To accept the minutes of the March 17, 2021 ASPECT Annual General Meeting
First: Lori Forgeron
Second: Raj Hundal
Carried



3. President's Report (Val Meaney)

It's been a year! And what a year it's been! Who would have imagined at this point last year that we would still be talking about Covid-19 let alone still living with it. Yet here we are.

The past year has seen our entire sector pivot to an entirely different way of doing business. What might have been virtual service delivery as needed became virtual service delivery for everyone. For some organizations this has been seamless and for some it has been a bit of a bumpy transition. This transition has shown the continued resiliency of our sector which mirrors the resiliency of our clients. As we have adapted, so have they and the work we do is more needed than ever as we get ready for a return to normal that looks to be months and not years way.

This past year has been a year of connecting with each other as members of ASPECT. When the Pandemic started and we looked at how we could support our membership through this unique and challenging time, it seemed only natural that we would provide an ongoing place for conversation, best practices, sharing resources and more than the occasional giggle.

Our first ever virtual Conference was a huge success and has laid the groundwork for another amazing conference this Fall. While we had all hoped that we would be able to share a meal and maybe even a handshake or a hug, we will be virtual again this year as it is impossible to predict what Fall might bring.

ASPECT would not be able to accomplish its work without the dedication of our tireless CEO, Janet Morris-Reade. Janet has enabled us to pivot and support our membership through our weekly Zoom meetings, webinars and workshops. Janet never hesitates to step up to support our members and advocate on their behalf.

The support and work of the ASPECT Board has continued in exemplary fashion this year. Despite everyone working within the challenging situations their own organizations were navigating through, every Board member gave generously of their time, energy and ideas. Without hesitation. And without any thought for the many demands on their time.

What lies ahead for the next year? Great question. I think the only thing we know for certain is that ASPECT will continue to deliver excellent services to our members and to represent our members' issues and advocate on their behalf.

Thank you to everyone for all that you continue to do in making a difference for individuals and communities. Your work this year has been more critical than ever and will be key to our ongoing recovery as a Province. Let's try to remember that every day.



4. Treasurer's Report (Tricia Gueulette)

This year has been a difficult year for our members as well as ASPECT itself due to the COVID-19 pandemic. The pandemic affected ASPECT in a number of ways financially:

- *Events revenues were down \$47,202 due to not holding the ASPECT Summit this year and we did not reach our revenue targets from the Conference which had to be held virtually*
- *Workshops and Webinars have not performed as expected because of the pandemic. ASPECT sustained expenses for the Values Based Leadership course conversion to online plus webinars expenses. We saw a net loss of \$925 for the year but since Values Based Leadership only had 2 of the 13 courses offered this fiscal year, we expect to see significant revenues with limited expenses next fiscal year. Our strategy this year was to support our members through the pandemic with free and almost free webinars instead.*
- *ASPECT was able to tap into the Canada Emergency Wage Subsidy program this year with a total of \$19,941 income.*
- *ASPECT was able to obtain a Canada Emergency Business Loan for \$40,000 to help with cash flows in the spring. Up to \$10,000 of this money will not need to be repaid. The entire loan wits as a liability on our year-end financial statements. None of the loan monies were spent.*
- *Operating expenses were kept to a minimum to compensate for lower revenues due to the pandemic such as advocacy and PR expenses being 29% lower than budgeted and board expenses being 70% lower than budgeted.*

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

APSPECT currently has assets of \$577,355 primarily in cash (\$230,116) and term deposits (\$311,500). The organization has liabilities of \$93,745 which includes the Canadian Emergency Business loan of which some will be forgiven, leaving \$483,610 in net assets – a very healthy balance sheet.

DEFICIT REVIEW

In the 2019-2020 fiscal year ASPECT ran an operating deficit of \$70,710. The plan had been to run a deficit during the year; however, this was higher than anticipated given the challenges faced by the pandemic.



Motion: To approve Non-consolidated Financial Statements (Unaudited) as of September 30, 2020.

First: Tricia Gueulette
Second: Kim Lauritsen
Carried

5. **Appointment of the Auditors** (Tricia Gueulette)

Motion: To appoint Sterling Stanford as auditors for fiscal 2020-2021

First: Tricia Gueulette
Second: Peter Bailey
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: Nate Toevs
Second: Stephen Evans
Carried

7. **CEO's Report** (Janet Morris-Reade)

The 2019-2020 fiscal year has been an exciting ride for ASPECT. The pandemic has certainly challenged our organization, but it has also provided some unexpected opportunities support our members.

It accelerated our online community-building and virtual webinars plans.

We've partnered with Ethos Career Management Group, CERIC, Creating Intentional Change Inc., Life Strategies Ltd., BCCALM, and the Centre for Collaboration, Motivation, and to deliver 14 free or almost free webinars in 2019-2020 and 20 webinars this fiscal.

We have just received a direct award by the Ministry of Advanced Education and Skills Training to offer a series of 10 procurement training sessions in May and June with Liz Busch of Busch Procurement Advisory Service. It is a virtual version of our popular RFP workshops. The sessions will be free of charge and those attending today will have the first chance to register. Go to our website and look for "Procurement-Workshops."

The pandemic has also given ASPECT the opportunity to get to know our members' needs better and respond more quickly to issues arising throughout the year. To date, we have hosted 56



member meetings where we have discussed operational challenges, funding and procurement, mental health supports, and a host of other topics. Our community of service providers shows up each week and supports their colleagues by sharing ideas and best practices. Through these discussions, we were able to see the cracks in the social care system, the limitations of internet connectivity, and the stresses that members face as they try to meet the needs of their clients while taking care of their own families.

Through these conversations, it became clear to me that helping underrepresented clients navigate the world of work requires an investment by government to further support the sector. Announced this morning at 6:00 am, I can now tell you that ASPECT, along with our project partner Ethos Career Management Group, was one of 64 projects chosen out of over 450 proposals by the Future Skills Centre's Shockproof funding.

With the support of nine advisory committee organizations from the ASPECT membership and the support of all our members, we will study the current competencies of Career Development Professionals to deliver virtual services to those with barriers to employment, while looking at ways to build competencies should there be any gaps in knowledge. We are a group of community-based experts, and my concern is that in future governments may rely on virtual services without realizing the effects on youth, Indigenous populations, women fleeing violence, refugees, immigrants, older workers, and those with diverse abilities. It is hoped that this research is phase 1 with a training pilot, that is yet to be funded, as phase 2. World renowned scholar, Dr. Roberta Borgen (Neault), will be overseeing our research along with two research assistants.

My deepest gratitude to the ASPECT board of directors for their support this past year. They have showed up for member meetings, brainstormed ideas, provided me with support, and worked well together to put the needs of the collective ASPECT member before their own. Special thanks to Val Meany, ASPECT president, for her calm and insightful guidance. I am delighted that, as we navigate these difficult times, we will have the same board members to captain the ASPECT ship.

I would like to thank our ASPECT operations manager, Jennifer Nichol, for her unwavering dedication to ASPECT and the work we do. She has been making sure that ASPECT members are supported while we implement new ideas and programs. Her innovation and resilience are awe-inspiring.

I would also like to thank Lya Iglesias, our events manager, who stepped up to transition all of our client conferences from in-person to online affairs. If there was an example of "trial by fire," virtual events management certainly fits the description and Lya has fulfilled her duties with expertise and grace.

Finally, I would like to thank the ASPECT members who have participated in our webinars, virtual calls, and have reached out to me when ASPECT is doing it right, or when we might have gotten



something wrong. This free flow of information between ASPECT and our members has supported our government advocacy work and helped me communicate to our public sector colleagues the challenges facing those working in employment services and the clients they serve.

In spite of the year we've had, the year ahead looks rosy. I will continue to provide membership weekly updates through our virtual meetings, Aspectives news, and social media.

8. **Adjournment** (Val Meaney)

Thanked the ASPECT staff and board members for their work.

Motion: That the ASPECT 2019-2020 Annual General Meeting be adjourned at 1:33 pm

Moved: Lori Forgeron

Second: Peter Bailey

Carried