

Annual Report 2018-2019

Tuesday, June 18, 2019



QUILL Learning Network

200 McNab Street, Suite 202, Box 1148
Walkerton, ON N0G 2V0

Phone: 519-881-4655

E-mail: execdir@quillnetwork.ca

Website: www.quillnetwork.ca

~ Your Gateway to Skills for Work, Learning and Life ~

QUILL Learning Network



2019 Annual General Meeting Agenda

June 18, 2019 10:00 am

Green Bean Pantry, 1319 Yonge St. S, Walkerton, ON N0G 2V0

- Welcome and Introductions of Board and Staff
- Board Approval of 2019 AGM Agenda
- Board Appointment of Secretary for the AGM
- Board Presentation of 2018-2019 Annual Report consisting of:
 - 2018 AGM Minutes
 - 2018-2019 Audited Statement, Gary Sterns with Ian M Smith, CPA, CA
(Available upon request)
 - Board Appointment of auditor for 2019-2020
 - Slate of Directors
- Board Motion to Adjourn AGM Business

Draft

**QUILL Learning Network
2017-2018 Annual General Meeting**

Tuesday, September 25, 2018 - 11:15 am

Attendees:

| | | |
|----------------|-----------------------|--------------------|
| Courtney Brown | Heather McKenzie-Card | Gemma Mendez-Smith |
| Tina Rupert | | |
| Guests: | Maria Bertrand | Jill Robinson |

Other Attendees:

QUILL Staff: Debera Flynn

Minutes:

Tina Rupert, Chair of the QUILL Board of Directors, called the meeting to order.

Motion: The QUILL Board agrees to accept the agenda for the 2018 QUILL Network Annual General Meeting.

| | | |
|---------------------|---------------------------|----------------|
| Moved by: | Gemma Mendez-Smith | |
| Seconded by: | Courtney Brown | Carried |

Motion: The QUILL Board appointed Courtney Brown as the official recording secretary for the 2018 QUILL Network AGM.

| | | |
|---------------------|------------------------------|----------------|
| Moved by: | Heather McKenzie-Card | |
| Seconded by: | Gemma Mendez-Smith | Carried |

The 2017-2018 Annual Report was presented. It included:

- 2017 AGM Minutes
- 2017-2018 Audited Statement
- 2018 Slate of Officers

The QUILL Board agrees to accept the minutes from the 2016-2017 Annual General Meeting.

| | | |
|---------------------|------------------------------|----------------|
| Moved by: | Courtney Brown | |
| Seconded by: | Heather McKenzie-Card | Carried |

The QUILL Board agrees to accept the Audited Financial Statements for 2017-2018 fiscal year.

| | | |
|---------------------|------------------------------|----------------|
| Moved by: | Heather McKenzie-Card | |
| Seconded by: | Courtney Brown | Carried |

Motion: The QUILL Board agrees to appoint Ian M. Smith, CPA, CA as auditor for the year 2018-2019.

| | | |
|---------------------|---------------------------|----------------|
| Moved by: | Gemma Mendez-Smith | |
| Seconded by: | Courtney Brown | Carried |

Debera Flynn, Executive Director presented the Board of Directors.

Motion: Courtney Brown, Heather McKenzie-Card, Gemma Mendez-Smith and Tina Rupert are the incoming directors.

| | | |
|---------------------|------------------------------|----------------|
| Moved by: | Gemma Mendez-Smith | |
| Seconded by: | Heather McKenzie-Card | Carried |

Draft

A volunteer from the floor requested a registration package to sit on the QUILL Board of Directors. The QUILL Board agrees to adjourn the 2017-2018 Annual General Meeting of QUILL Learning Network at 11:30 am.

Moved by:

Heather McKenzie-Card

Seconded by:

Courtney Brown

Carried

QUALITY IN LIFELONG LEARNING NETWORK INC.
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2019

A S S E T S

| | 2019 | 2018 |
|---|-------------------------|-------------------------|
| CURRENT | | |
| Cash | \$ 21,120 | \$ 21,095 |
| Short-term investments - internally restricted (note 2) | 38,974 | 37,163 |
| Short-term investments - unrestricted (note 2) | 15,568 | 9,517 |
| Accounts receivable | 0 | 4,058 |
| HST recoverable | 3,974 | 2,636 |
| Prepaid expenses | <u>600</u> | <u>600</u> |
| | <u><u>\$ 80,236</u></u> | <u><u>\$ 75,069</u></u> |

L I A B I L I T I E S

| | | |
|--|--------------|--------------|
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 7,515 | \$ 6,573 |
| Withholding taxes payable | 1,334 | 1,267 |
| Deferred revenue (note 3) | <u>0</u> | <u>1,251</u> |
| | <u>8,849</u> | <u>9,091</u> |

| | | |
|--------------------------------|-------------------------|-------------------------|
| NET ASSETS | | |
| Unrestricted | 32,413 | 28,815 |
| Internally restricted (note 2) | <u>38,974</u> | <u>37,163</u> |
| | <u>71,387</u> | <u>65,978</u> |
| | <u><u>\$ 80,236</u></u> | <u><u>\$ 75,069</u></u> |

see accompanying notes

APPROVED BY:

QUALITY IN LIFELONG LEARNING NETWORK INC.
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2019

| | 2019 | 2018 |
|---|------------------------|------------------------|
| REVENUE | | |
| Ministry of Training, Colleges and Universities | \$ 95,700 | \$ 99,080 |
| Training and events | 2,802 | 1,969 |
| Interest | 2,017 | 740 |
| Honorarium and administration fees | 590 | 840 |
| Project funding | 0 | 5,059 |
| Resource sales | <u>0</u> | <u>20</u> |
| | <u>101,109</u> | <u>107,708</u> |
| EXPENSES | | |
| Staff wages and benefits | 59,214 | 59,565 |
| Rent and utilities | 7,727 | 7,484 |
| Staff professional development | 5,201 | 3,295 |
| Network materials and supplies | 4,226 | 2,094 |
| Staff travel and accommodations | 3,797 | 4,187 |
| Dues and membership fees | 3,681 | 3,762 |
| Accounting and audit | 2,950 | 2,910 |
| QUILL contracted services | 2,533 | 3,098 |
| Insurance | 2,186 | 2,183 |
| Telephone, fax and internet | 1,743 | 2,440 |
| Equipment and resources | 1,414 | 5,023 |
| Board and committee meetings | 460 | 3,466 |
| Public education and advertising | 426 | 0 |
| Miscellaneous | <u>142</u> | <u>75</u> |
| | <u>95,700</u> | <u>99,582</u> |
| EXCESS REVENUES OVER EXPENSES FOR THE YEAR | <u><u>\$ 5,409</u></u> | <u><u>\$ 8,126</u></u> |

see accompanying notes

QUALITY IN LIFELONG LEARNING NETWORK INC.
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2019

| | 2019 | 2018 |
|---|------------------|------------------|
| NET ASSETS, beginning of year | \$ 65,978 | \$ 57,852 |
| Excess revenue over expenses for the year | <u>5,409</u> | <u>8,126</u> |
| NET ASSETS, end of year | <u>\$ 71,387</u> | <u>\$ 65,978</u> |

see accompanying notes

**Proposed Slate of Directors for QUILL Learning Network
2019-2020**

- Courtney Brown is a seasoned Literacy professional known for her expertise in online learning and her ability to integrate technology in educational settings. In her Program Advisor role, Courtney manages the Literacy planning, evaluation and financial activities for The Centres for Employment & Learning with the Avon Maitland District School Board's in-person (Huron County) and online (Ontario-wide) Literacy and Basic Skills upgrading programs.
- Heather McKenzie-Card has worked in the employment and training field for over 25 years, with the last 15 years in the post-secondary sector. A great deal of her work has been helping individuals with barriers to employment and training. Born and raised in Bruce County, with a farming family history in Huron County, Heather has a keen interest in supporting her community in local career focused training. A graduate of the Social Service Worker program, Volunteer Management Certificate and Life Skills Certificate, Heather believes continuing education is critical to successful communities. She is currently completing her BA in Adult Education and Workplace & Training Certificate with the University of Fraser Valley.
- Jill Robinson is the Academic Upgrading Officer for Georgian College, Owen Sound office. She brings a history of educational collaboration having experience in working in the fields of apprenticeship, marine training and secondary school education. She understands the needs of connecting lifelong learning to a literate workforce.
- Tina Rupert is the Branch Coordinator for *vpi* Inc., the EO employment service provider serving Bruce County. She brings collaborative, strategic planning and organizational skills gained in part from her many years of experience working with Community Living in Simcoe.



QUILL thanks and acknowledges the following individuals and organizations for their support and collaboration

Board of Directors

Courtney Brown, Chair
Tina Rupert, Treasurer
Jill Robinson, Secretary
Heather McKenzie-Card

Staff

Debera Flynn, Executive Director
Lauren Butler-Butchart, Program Assistant
Karen Coutts, Bookkeeper

2019-2020 Community Partners

Adult Learning Centre, Owen Sound
Adult Learning Program of Perth
AlphaPlus Centre
Avon Maitland District School Board/Centres of
Employment and Learning/LearningHUB
Bruce-Grey Catholic District School Board
Bruce Peninsula Adult Learning Centre
Coalition ontarienne de formation des adultes
Conestoga College, Stratford campus
Contact North
Deaf Literacy Initiative
Four County Labour Market Planning Board
Georgian College, Collingwood/Wasaga Beach
Georgian College, Owen Sound
Georgian Learning
Ktaamgwedaagwad Gindaaswin Adult Learning
Centre

Learning Networks of Ontario
Ontario Works – Bruce County
Ontario Works – Grey County
Ontario Works – Huron County
Ontario Works – Perth County
Ontario Works – Simcoe County
Owen Sound Family YMCA Employment Services
Partners in Employment (PIE)
Provincial Support Organizations for Literacy
Saugeen Enjikendasswiing Zhaang (SEZ)
Saugeen Shores Adult Learning Centre
Simcoe County District School Board
South Grey Bruce Youth Literacy Program
TRACKS Employment Centre
Walkerton Adult Learning Centre
VPI Working Solutions

Funder

Ministry of Training Colleges and Universities