

ANNUAL GENERAL MEETING

2018/2019 Annual Report

DECEMBER 5TH, 2019





Table of Contents

Agenda	1
Staff and Directors	2
2017/2018 AGM Minutes	3
Executive Director's Report	4
President's Report	5
Auditor's Report	6-7

AGM Agenda

December 5th, 2019 6:00PM 421 Cawston Avenue, Kelowna BC

- 1. Welcome and territorial acknowledgment
- 2. Adoption of the agenda
- 3. Introduction of chair
- Introduction of board of directors and executive director
- 5. Approval of 2017/2018 AGM Minutes
- 6. Presentation and approval of audited financial statements
- 7. 2018/2019 Annual Report by Executive Director and Board President
- 8. Program reports by staff
- 9. Election of 2019/2020 auditors
- 10. Any additional business not requiring the passing of a special resolution
- 11. Nomination for the Board of Directors
- 12. Moment of silence
- 13. Adjournment

LPRC Staff

Fahmy Baharuddin Executive Director

Katie Sokil Health and Wellness Advocate

Tamara Jansen Health and Wellness Navigator

Vacant Men's Health Initiative Coordinator

Jey Benoit Harm Reduction Education Facilitator

Stacey Squires Harm Reduction Education Facilitator

Davis Wiggs Harm Reduction Education Facilitator

Board of Directors

Dylan Wall Board President

Jamie McGregor Board Vice President (end of term)

Melanie Willson Board Secretary

Vacant Board Treasurer

Cherie Hanson Director

Chantelle Ludwig Director

Eavan Palmer Director

Neil Self Director

2017/2018 AGM Minutes

LPRC 2017/2018 AGM

November 1st, 2018 @ 6pm at 620 Leon (Kelowna Community Resources Office)

Board members present: Mandy Kraft (chair), Cherie Hanson, Rob Roy, Dylan Wall, Melanie Willson (minutes), Jamie McGregor

Executive Director: Fahmy Baharuddin

Meeting called to order at 6:05 by Mandy. Quorum determined with 13 voting members present.

- 1. Welcome and Introduction of Chair
 - a. Mandy introduced as herself president and chair of meeting and summarized her report
- 2. Introduction of Board of Directors and Executive Director
- 3. Motion to adopt agenda (Melanie/Cherie) -approved
- 4. Approval of minutes from 2017 annual general meeting: Motion to approve (Melanie/Cherie)-approved
- 5. Presentation and approval of Financial Statements: Financial statements presented to members by Rob Roy, board treasurer. Motion to approve 2018 Financial statements (Dylan/Cherie)- approved.
- 6. 2017/2018 Annual Report:
 - a. Overview of updated Constitution and Bylaws by Mandy. Motion (Cherie/Jamie) for special resolution to adopt updated Constitution and Bylaws approved
 - b. Review of new strategic directives by Dylan Wall
 - c. Question asked and discussion about termination of Etcetera program
- 7. Election of 2018/2019 Auditors. Motion (Melanie/Cherie) to elect Saini and Associates as auditor for 2018/19.
- 8. Nominations for the Board of Directors and Voting
 - a. Nomination of Neil Self by Dylan Wall
 - b. Nomination of Eavan Palmer by Dylan Wall
 - c. Nomination of Chantelle Ludwig by Jamie McGregor
 - d. Motion to elect the three nominees who have stood for board of directors (Andrew/Cherie)- approved
- 9. Additional business not requiring the passing of a special resolution
 - a. Announcement of World AIDS day event, December 1st and Aboriginal AIDS awareness week. Film showing of We Were Here and other events. Signed declaration of mayor and will plan photo with mayor and board members.
- 10. Moment of Silence held to honour those lost in the past year.
- 11. Adjournment Motion to adjourn meeting by Mandy at 6:57.

Executive Director's Report 2018/2019

To our valued members.

Since the last Annual General Meeting, Living Positive Resource Centre has seen some significant changes. We now feel at home in our new location in Downtown Kelowna and have felt continuous support not just as a staff, but as an overall organization.

We have seen an increase of people accessing our services daily. Since allowing for a nearly barrier-free service for our nutrition and harm reduction supply program, our Drop-In hours sees up to 20 people accessing the service daily, from both new and repeat clients. These clients are coming in not just for harm reduction supplies, but also for nutritional supplies. These come in the form of meal replacement drinks, fruits, vegetables, and snack items; all donated generously from Urban Harvest, the Hospital, and from community donations.

Our Health and Wellness team, composed of Katie and Tamara, are now serving up to 60 active clients, for a multitude of services (accessing crisis funding, transportation, providing VATs, housing support, etc.). Our Harm Reduction team, composed of Jey, Stacey, and Davis, has been facilitating our drop-in hours to great success, as well as reconnecting with past community organizations to facilitate a variety of workshops throughout the city. Our Men's Health Initiative program saw the leave of our previous coordinator, Kim Kinakin, in May of this year. Since then, it has been less active in its community engagement but continues to provide its queer-men-focused testing service, PRICK, every month with the help of volunteers.

On top of these services, we also continue to provide drug checking services for anyone during our drop-in hours. We are also excited to see a new service available, which is a drop-in STI testing event, which happens on the last Tuesday of every month. We are thankful for the collaboration of the Health Outreach Nurses to allow this to be possible.

For the future, I am looking forward to Living Positive being a positive member of the community in the Okanagan, to be accessed by those of various backgrounds, statuses, and intersectionality. I would like to end this report by saying a massive thank you to the staff of Living Positive Resource Centre, the Board of Directors, as well as our community members who have shown me nothing but immense support and positivity in the year that has passed.

Sincerely, Fahmy Baharuddin Executive Director December 5th, 2019.

Board President's Report 2018/2019

Dear Valued Members,

It is with pride that I am penning this report, not as the chair of an organization that has seen many changes, but rather as the chair of an organization that has shown tremendous resiliency, prioritizes effectively and now shows an incredible amount of potential thanks to the dedication of its staff and volunteers.

Fahmy Baharuddin joined our organization as Executive Director just over a year ago. At the time we were impressed with Fahmy's exuberance and his experience working in the field of HIV, Hep C, and with MSM populations. Since then, Fahmy's continuous display of leadership at the Centre has fostered a brand-new culture at Living Positive. One that prioritizes staff well-being and the role of communities. His professionalism throughout the community and his operational excellence of our core programming has provided the foundation for our organization to appropriately evaluate the effectiveness of the strategic plan undergone in 2017/2018, and will be the underpinnings for board operations in 2020. These directives have an emphasis on strength and resiliency in both organizational and governance capacity, as well as financial stability and sustainability.

In regards to governance, it was an objective of the board to harness the capacity of the board to increase organizational memory, decrease turnover and improve operational effectiveness. To do this we digitized all board documents and started keeping minutes in electronic format on a central server. In addition to the Finance Subcommittee and the Governance and Policy Subcommittee, we implemented the Public Relations Committee which oversees fundraising and communications objectives and provides a sense of purpose to even more board members.

Over the next year, the board looks forward to supporting the operational vision Fahmy has set out for the organization, while it continues to minimize fiduciary risks and ensure sustainability. However, if the amount of progress that has been made over the past year is a sign of what is to come, I am optimistic the organizations commitment to its mission will result in the sustainability of its vision.

Sincerely,
Dylan Wall
President, Board of Directors
December 5th, 2019.

Auditor's Report 2018/2019

To the Members of Living Positive Resource Centre, Okanagan

Report on the Financial Statements

Opinion

We have audited the financial statements of Living Positive Resource Centre, Okanagan (the Society), which comprise the statement of financial position as at March 31, 2019, and the statements of receipts and disbursements, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matters

The financial statements for the year ended March 31, 2018 were audited by another auditor who expressed an unmodified opinion on those financial statements on October 18, 2018.

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The current year's supplementary information included in Schedule 1 through 12 is presented for purposes of additional analysis and is not a required part of the financial statements. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the supplementary information.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

(continues)

Omland Heal LLP Chartered Professional Accountants 200 - 498 Ellis Street Penticton, B.C. V2A 4M2

Telephone: (250) 492-8444 Fax: (250) 492-8688 www.omlandheal.com Limited Liability Partnership of Corporations
Wayne Heal Ltd. Ryan Schulz Ltd.
Chris Newton Ltd. Kris Omland Ltd.
Andrew Nendick Inc.

Auditor's Report 2018/2019

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to
 fraud or error, design and perform audit procedures responsive to those risks, and obtain audit
 evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting
 a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may
 involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal
 control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures
 that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the
 effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that, in our opinion, the Society's financial statements have been prepared following Canadian accounting standards for not-for-profit organizations...

Chartered Professional Accountants

Omland Heal LLP

Penticton, BC December 4, 2019