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# QUINTE VITALITY AND SOCIAL SUPPORT- ANNUAL GENERAL MEETING 2021-2022

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Mission Statement- Our mission is to enhance the lives of adults with developmental challenges by providing safe, meaningful programs and positive relationships which promote social inclusion in the community.

QVSS Vision Statement- That all people enjoy a quality of life as accepted members of their chosen community.





**64<sup>th</sup> ANNUAL GENERAL MEETING**  
**Monday September 26th, 2022 – 6:00p.m.**  
**1 Greenleaf Court, Belleville ON. K8N 5T5**

## **AGENDA**

**Welcome – Chair**

**Adoption of Previous AGM 2020/2021 Minutes and Matters Arising.**

**Audited Financial Report – Linda Goldrick**

- 1. Audited accounts for the previous year Linda Goldrick**
- 2. Appointment of auditors – Board of Directors**

**Annual Reports from Chair Report**

**Annual Reports from Executive Director**

**Review of Membership fees – (I. Membership Dues)**

**The Members of the Corporation will be required to pay dues or fees as determined by the Board of Directors from time to time in order to maintain their membership in good standing. Dues or fees for the next membership year will be announced at the Annual General Meeting of the Corporation. Once announced, members have sixty (60) days to pay the dues or fees to remain a member in good standing.**

**Any other business**

**Closure**

## Quinte Vitality and Social Support Board of Directors and Staff 2021

1 Greenleaf Court  
Belleville, ON  
K8N 5T5

TELEPHONE: 613 968 5211  
WEBSITE: [www.qvss.on.ca](http://www.qvss.on.ca)

### EXECUTIVE COMMITTEE

<b>Mr. Dwayne Atkinson - Chair</b> 1098 Highway 2 East Kingston, ON K7L 4V1 Cell (613)876-7360 Email: <a href="mailto:dwayne.atkinson@gmail.com">dwayne.atkinson@gmail.com</a>	<b>Mr. Nicholas de Vries - Vice Chair</b> 74 Ledgerock Court, Belleville ON K8R 0A6 Home: (613) 968 9721 Email: <a href="mailto:nickdevries61@gmail.com">nickdevries61@gmail.com</a>
<b>Mr. Norman Fieldhouse - Treasure</b> 45 Macdonald Gardens Belleville, ON K8N 1H6 Home: (613) 920 2757 Email: <a href="mailto:norfielddesign@hotmail.com">norfielddesign@hotmail.com</a>	<b>Aptie Sookoo - Secretary</b> 22 Lexington Crescent, Belleville, ON K8P 4L1 (613) 966 6801(home) (613) 919 8124 (mobile) Email: <a href="mailto:asookoo@hpechu.on.ca">asookoo@hpechu.on.ca</a>

### BOARD MEMBERS

<b>Steven Halloran - Past Chair</b> 1507 Wallbridge-Loyalist Rd Belleville, ON K8N 4Z5 (613) 921-3017 Email: <a href="mailto:mr.steven.halloran@gmail.com">mr.steven.halloran@gmail.com</a>	
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### STAFF INFORMATION

<b>Mike Vajda - Executive Director</b> <b>Linda Goldrick - Financial Officer</b> <b>Shannon Arbic - FT Direct Care Worker</b> <b>Charlotte Davison - FT Direct Care Worker</b> <b>Angela Walsh - FT Direct Care Worker</b> <b>Linda Bosley- FT Direct Care Worker</b> <b>Yvonne Kent - FT Direct Care Worker</b>	<b>Allie Pope- PT Direct Care Worker</b> <b>Paul St, Pierre- PT Direct Care Worker</b> <b>Nadezda Nelson- PT Direct Care Worker</b>
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## Adoption of Minutes From 2020-2021 Annual General Meeting

The following are the minutes of the annual general meeting of **Quinte Vitality and Social Support (QVSS)** that was at 1 Greenleaf Court, Belleville, ON, K8N 5T5 on October 25, 2021.

**Quorum:** Present were Dwayne Atkinson (Chairman), Nick de Vries (Vice-chairman), Norm Fieldhouse (Treasurer), Steve Halloran, Aptie Sookoo (Secretary), Mike Vajda (Executive Director) and Linda Goldrick (Finance Officer)

### 1. Welcome:

The chairman thanked everyone for attending the meeting and added that he did not receive any regrets or apologies from anyone for not attending it.

The meeting was called to order at 05:20 p.m.

### Approval of 2020 AGM minutes:

A motion to approve the minutes of the annual general meeting of Quinte Vocational Support Services of September 28, 2020 (as circulated) was moved by Norm Fieldhouse and seconded by Nick de Vries.

Motion: carried

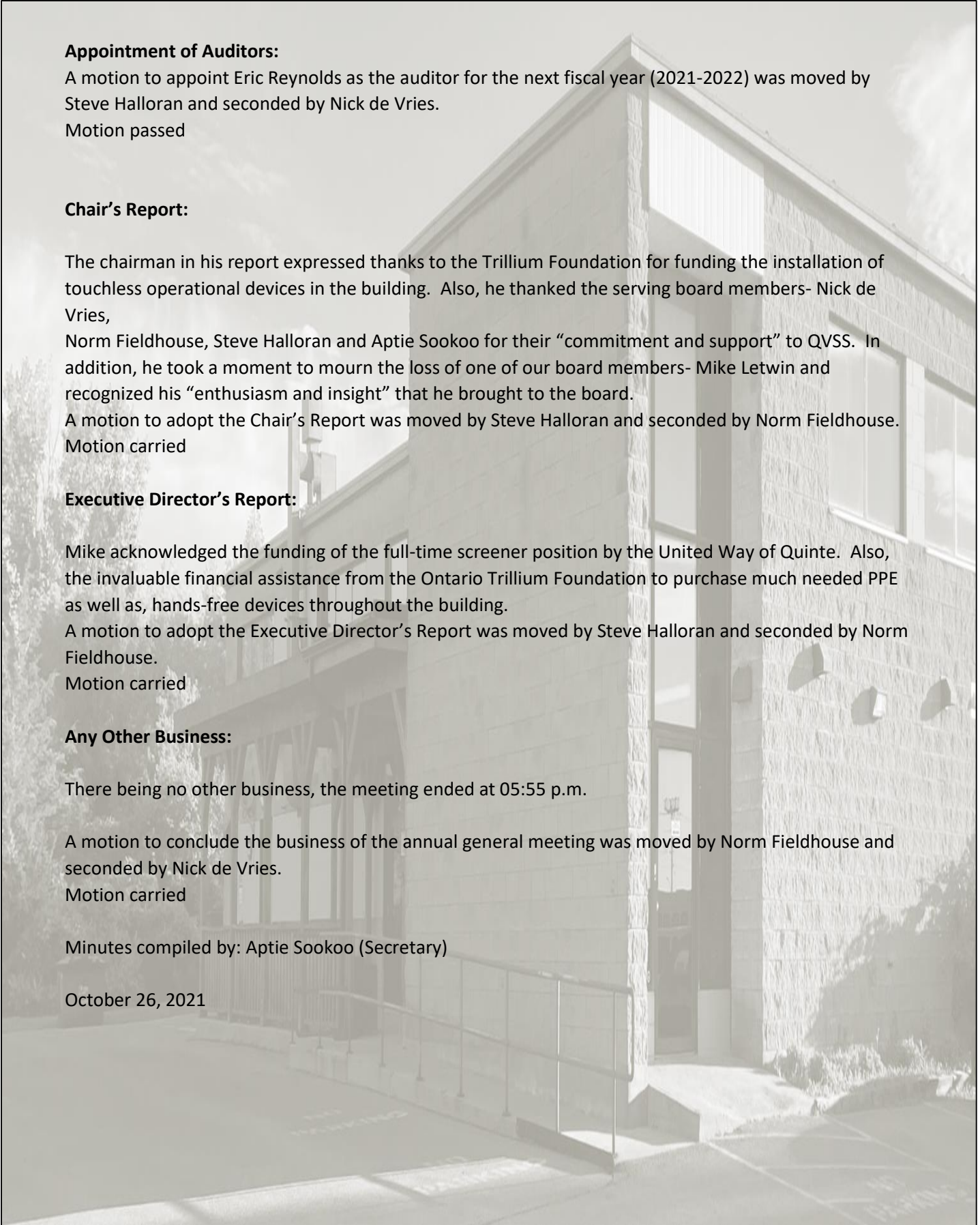
### Treasurer's Report:

Linda Goldrick (Finance Officer) presented and discussed the auditor's report that was prepared by Eric Reynolds (Chartered Accountant) and dated March 31, 2021. The document on INDEPENDENT AUUDITOR'S REPORT page 3 states:

***In my opinion, except for the effect of any adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the donations and fundraisers referred to in the Basis for qualified opinion paragraphs, these financial statements present fairly, in all material respects, the financial position of QUINTE VITALITY AND SOCIAL SUPPORT as of March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian standards for not-for-profit organizations.***

A motion to accept the auditor's report as presented was moved by Norm Fieldhouse and seconded by Nick de Vries.

Motion carried



### **Appointment of Auditors:**

A motion to appoint Eric Reynolds as the auditor for the next fiscal year (2021-2022) was moved by Steve Halloran and seconded by Nick de Vries.

Motion passed

### **Chair's Report:**

The chairman in his report expressed thanks to the Trillium Foundation for funding the installation of touchless operational devices in the building. Also, he thanked the serving board members- Nick de Vries,

Norm Fieldhouse, Steve Halloran and Aptie Sookoo for their "commitment and support" to QVSS. In addition, he took a moment to mourn the loss of one of our board members- Mike Letwin and recognized his "enthusiasm and insight" that he brought to the board.

A motion to adopt the Chair's Report was moved by Steve Halloran and seconded by Norm Fieldhouse.

Motion carried

### **Executive Director's Report:**

Mike acknowledged the funding of the full-time screener position by the United Way of Quinte. Also, the invaluable financial assistance from the Ontario Trillium Foundation to purchase much needed PPE as well as, hands-free devices throughout the building.

A motion to adopt the Executive Director's Report was moved by Steve Halloran and seconded by Norm Fieldhouse.

Motion carried

### **Any Other Business:**

There being no other business, the meeting ended at 05:55 p.m.

A motion to conclude the business of the annual general meeting was moved by Norm Fieldhouse and seconded by Nick de Vries.

Motion carried

Minutes compiled by: Aptie Sookoo (Secretary)

October 26, 2021





## Chair Report

**Welcome to the 2022-2023 Annual General Meeting of Quinte Vitality and Social Support.**

**Our Mission remains “to enhance the lives of adults with developmental challenges by providing a safe place, meaningful programs and positive relationships, which promote social inclusion in the community.”**

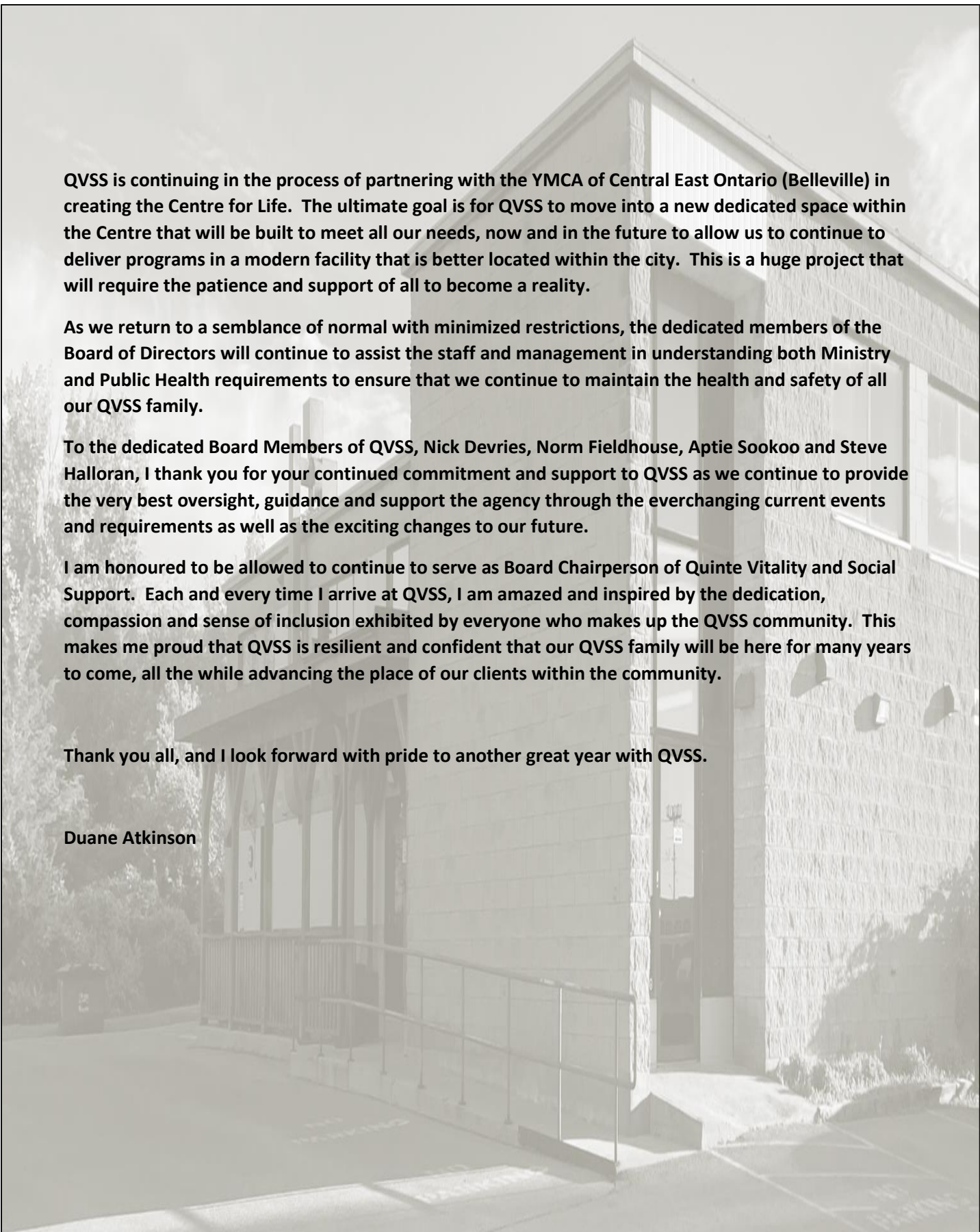
**Our Vision continues to be “that all people will enjoy a quality of life as an accepted member of their chosen community.”**

**As a direct result of the tenacity and dedication of the staff and management of the agency, Quinte Vitality and Social Support has continued to provide meaningful day programs to individuals with developmental disabilities. Not only have we increased the programming available to our long-standing clients, we have also been able to support clients of other agencies while their doors were shut. This very dedication of the Staff and Management of QVSS has continually defined the meaning of Vitality, which is ‘the capacity for survival and to live or grow’. To our amazing clients, you too are the example of Vitality by remaining strong, compassionate and welcoming no matter the situation throughout. I salute you all.**

**To our staff members that have retired, thank you for your time with QVSS. You will always be part of our family. Enjoy your future.**

**To our staff that are struggling with illness or are overwhelmed by the magnitude of the world, we are here for you. Do not suffer in silence. Reach out and you will be helped.**

**These past years have been a difficult challenge for everyone. Life as we know it has been changed permanently. It pleases me greatly to know that all of our QVSS community have stayed strong and supportive of one another. It is exciting to see that we are moving toward the goal of having everyone back full time and receiving the programming that they desire and deserve. Enjoy your time with the staff and your QVSS friends. You deserve it.**



**QVSS is continuing in the process of partnering with the YMCA of Central East Ontario (Belleville) in creating the Centre for Life. The ultimate goal is for QVSS to move into a new dedicated space within the Centre that will be built to meet all our needs, now and in the future to allow us to continue to deliver programs in a modern facility that is better located within the city. This is a huge project that will require the patience and support of all to become a reality.**

**As we return to a semblance of normal with minimized restrictions, the dedicated members of the Board of Directors will continue to assist the staff and management in understanding both Ministry and Public Health requirements to ensure that we continue to maintain the health and safety of all our QVSS family.**

**To the dedicated Board Members of QVSS, Nick Devries, Norm Fieldhouse, Aptie Sookoo and Steve Halloran, I thank you for your continued commitment and support to QVSS as we continue to provide the very best oversight, guidance and support the agency through the everchanging current events and requirements as well as the exciting changes to our future.**

**I am honoured to be allowed to continue to serve as Board Chairperson of Quinte Vitality and Social Support. Each and every time I arrive at QVSS, I am amazed and inspired by the dedication, compassion and sense of inclusion exhibited by everyone who makes up the QVSS community. This makes me proud that QVSS is resilient and confident that our QVSS family will be here for many years to come, all the while advancing the place of our clients within the community.**

**Thank you all, and I look forward with pride to another great year with QVSS.**

**Duane Atkinson**





## Executive Directors Report

Hello everyone. Can you believe that we are in year two of operating our programs and services during a pandemic? We have endured many changes and challenges, but we did not face them alone. QVSS has a great support system comprised of remarkable people who showed no restraint when it came to the safety of the participants. That of which we have been very successful. It is not to say that the pandemic had no impact on QVSS. But, no matter what thrown curve ball, our QVSS team and wonderful supporters knocked it out of the park!

The first curve ball began right at the beginning of the year. After operating larger cohorts and more activities in the summer and fall of 2021, in January, due to COVID-19, we were required to resort to essential services and remained like that for several months. That means QVSS was operating smaller cohorts with individuals that had to have a place to be during the day while those who did not could access our virtual programs. In March 2022, we were back to operating regular-sized cohorts, welcoming back more people who had not been with us for the past two years, including some new to the agency.

With the government of Ontario unveiling its three-step road map to reopen, the province generated a lot of enthusiasm for everyone at QVSS. We knew this was the time to amend our safety plan and start looking at how we could return to the programs and services we once offered. The pitch was to provide everyone with pre-pandemic programs without jeopardizing their health.

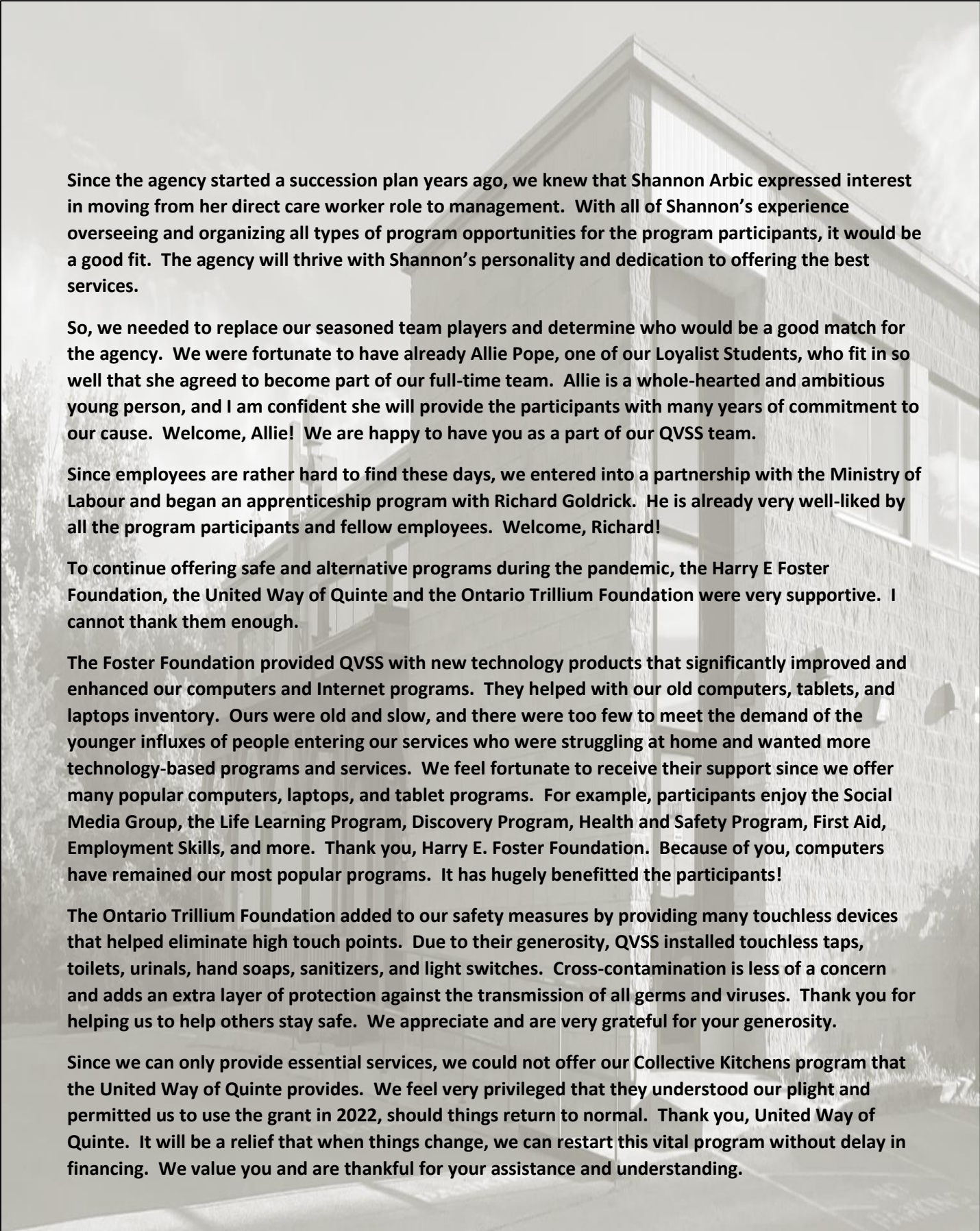
Since the introduction of vaccines, our diligent staff has steadfastly advocated the importance of getting the vaccine and follow-up boosters. We assisted individuals in making appointments and transportation to and from the vaccine clinics. I am happy to report everyone at QVSS is vaccinated.

Over the year, there were a lot of staff changes. Unfortunately, Elaine Allen and Linda Bosley decided to retire. Although we were happy they were beginning a new chapter in their lives, we felt a tremendous loss. They were reliable, dedicated and caring. Elaine and Linda were essential parts of the QVSS team. Ready in an instant to help anyone at any time. Losing these people would be very difficult to find replacements with the same commitment. However, Linda B surprised us when she said she would like to be a call-in staff.

Another curve ball to the agency was that Linda Goldrick, our Finance Officer announced that she would retire at the end of the fiscal year. How could we ever replace Linda? Well, here is the thing. She is so dedicated to the agency and committed to her work that she decided that she would like to restructure her job description to take care of the agency's finances at home, working part-time. We will create a Program Manager position to replace her remaining responsibilities.

Thank you, Linda. I am not sure what we would have done without you.





Since the agency started a succession plan years ago, we knew that Shannon Arbic expressed interest in moving from her direct care worker role to management. With all of Shannon's experience overseeing and organizing all types of program opportunities for the program participants, it would be a good fit. The agency will thrive with Shannon's personality and dedication to offering the best services.

So, we needed to replace our seasoned team players and determine who would be a good match for the agency. We were fortunate to have already Allie Pope, one of our Loyalist Students, who fit in so well that she agreed to become part of our full-time team. Allie is a whole-hearted and ambitious young person, and I am confident she will provide the participants with many years of commitment to our cause. Welcome, Allie! We are happy to have you as a part of our QVSS team.

Since employees are rather hard to find these days, we entered into a partnership with the Ministry of Labour and began an apprenticeship program with Richard Goldrick. He is already very well-liked by all the program participants and fellow employees. Welcome, Richard!

To continue offering safe and alternative programs during the pandemic, the Harry E Foster Foundation, the United Way of Quinte and the Ontario Trillium Foundation were very supportive. I cannot thank them enough.

The Foster Foundation provided QVSS with new technology products that significantly improved and enhanced our computers and Internet programs. They helped with our old computers, tablets, and laptops inventory. Ours were old and slow, and there were too few to meet the demand of the younger influxes of people entering our services who were struggling at home and wanted more technology-based programs and services. We feel fortunate to receive their support since we offer many popular computers, laptops, and tablet programs. For example, participants enjoy the Social Media Group, the Life Learning Program, Discovery Program, Health and Safety Program, First Aid, Employment Skills, and more. Thank you, Harry E. Foster Foundation. Because of you, computers have remained our most popular programs. It has hugely benefitted the participants!

The Ontario Trillium Foundation added to our safety measures by providing many touchless devices that helped eliminate high touch points. Due to their generosity, QVSS installed touchless taps, toilets, urinals, hand soaps, sanitizers, and light switches. Cross-contamination is less of a concern and adds an extra layer of protection against the transmission of all germs and viruses. Thank you for helping us to help others stay safe. We appreciate and are very grateful for your generosity.

Since we can only provide essential services, we could not offer our Collective Kitchens program that the United Way of Quinte provides. We feel very privileged that they understood our plight and permitted us to use the grant in 2022, should things return to normal. Thank you, United Way of Quinte. It will be a relief that when things change, we can restart this vital program without delay in financing. We value you and are thankful for your assistance and understanding.

We also conducted a survey to ask how people utilized and viewed our pandemic alternative services. I was not surprised by the overwhelmingly positive responses! It only confirmed that it was due to hard work from everyone, staff, management, families, and participants, who sacrificed a lot to get where we are today. I am very optimistic that all our hard work will pay off and that QVSS will resume the regular programs and services we offered in 2019 soon. Hats off, and thank you to everyone who stuck with us, supported us and rode along with us on this life adventure.

On another positive note, we have been working with the YMCA on hopefully our future new location, the Centre of Life. Being part of an inclusive building will enhance how we provide services. Operating our services in “our” new space at the Centre for Life will create more accessible program opportunities. It will ensure a less segregated and more inclusive service approach where our program participants have a place to go, be welcomed, belong, be among friends, and be part of a more significant, more inclusive center of the community.

I would like to express my sincere gratitude to our volunteer Board of Directors. I know you all have had your trying times during the pandemic in your personal lives, working extra hard and trying to be with your families, and you still found time to guide us through these uncharted times. The most demanding volunteer role is providing board services, and you took on your board duties with commitment, kindness, and sincerity. You are our home base. Thank you for your guidance. QVSS is fortunate to have you, and we appreciate everything you do.



Lastly, I would like to end my report by telling you about our QVSS staff. I want to tell you how proud I am of them. They are brave front-line workers. They are our foundation of sound, caring, and hard-working people, ready to take on any challenge to create favourable possibilities for the participants we serve.

These people have to be the most dedicated people I have had the privilege to know. The pandemic loaded our bases with fear and uncertainty, and they brought everyone home safely! You are all winners in my book! Thank you seems too small of words to say compared to my gratitude.

As a result of these unprecedented times, I am honoured to be part of the team, community, and camaraderie that contributed to our success.

Sincerely,

Mike Vajda



## Financial Report

### **2021-2022 Financial Highlights Quinte Vitality and Social Support**

Good afternoon.

The 2021-2022 financial year went very well. MCCSS funded the Wage Enhancement dollars for our front-line staff.

United Way of Quinte approved our request to carry over the \$5,000.00 for the Collective Kitchens program to the fiscal year 2022-2023.

We were able to operate this fiscal year within our budget and will be returning a small amount to MCCSS.

Sincerely,

Linda Goldrick  
Finance Officer





## The Harry E Foster Foundation


QVSS would like to express our gratitude to the Harry E. Foster Foundation for their help with our inventory of old computers, tablets, laptops and our internal infrastructure. Our computers were old and slow. There were too few of them to meet the demand of the younger influxes of people entering our services who were struggling at home and wanted more technology-based services. Participants learned to communicate through different apps like zoom, snap chat, Instagram, and many other social media platforms to stay connected to their family and friends.

QVSS offers many programs for computers as well. The social media group, life learning, discovery, health and safety, first aid, employment skills, and more. Computers are and remain our most popular programs.

Although it has been challenging, we have learned to acclimatize ourselves quickly to provide services to accommodate many people entering the agency. We are pleased to be able to provide connectivity and opportunity to meet the demand of the people who struggle with isolation and loneliness, thanks to the Harry E. Foster Foundation.

## Explanatory Budget 2021-2022

Quantity	Item	Requested Amount
5	Wireless Access Point 2.5GbE	\$1225
3	Apple iPad Air 10.9" (2020)	\$2225
2	Router Dual Band Gigabit Wireless Internet Router, High-Speed with Spam/Virus Subscription	\$1000
11	Complete Desktop Computers with Monitor, Mouse, and Keyboard	\$7700
5	Samsung Galaxy Tablet A7	\$1550
3	Samsung Galaxy Book 15.6" Laptop	\$4200
	Total Request	\$17.900



## United Way of Quinte

**When COVID-19 revealed its ugly head, under the advisement of the Hastings and Prince Edward Health Unit, QVSS closed all external programs like Bowling, The Wellness Centre, Meet you at the Library, Shopping, etc., so we could not use the Program Assistance funds. In addition, we could not provide the Collective Kitchen program, where some of the United Way of Quinte's funding applied.**

**So, to abide by the guidelines, we could not use the funds of \$5000 designated for the Collective Kitchens program. However, the United Way of Quinte entrusted QVSS to defer the funds to hold in trust until we could reopen the Collective Kitchens Program. The projected reopening date is September 2022. We feel fortunate to reintroduce this program without delay since the funds are waiting for us.**

**On behalf of everyone whose life you have benefitted, we cannot thank you enough. We could not do it without you!**

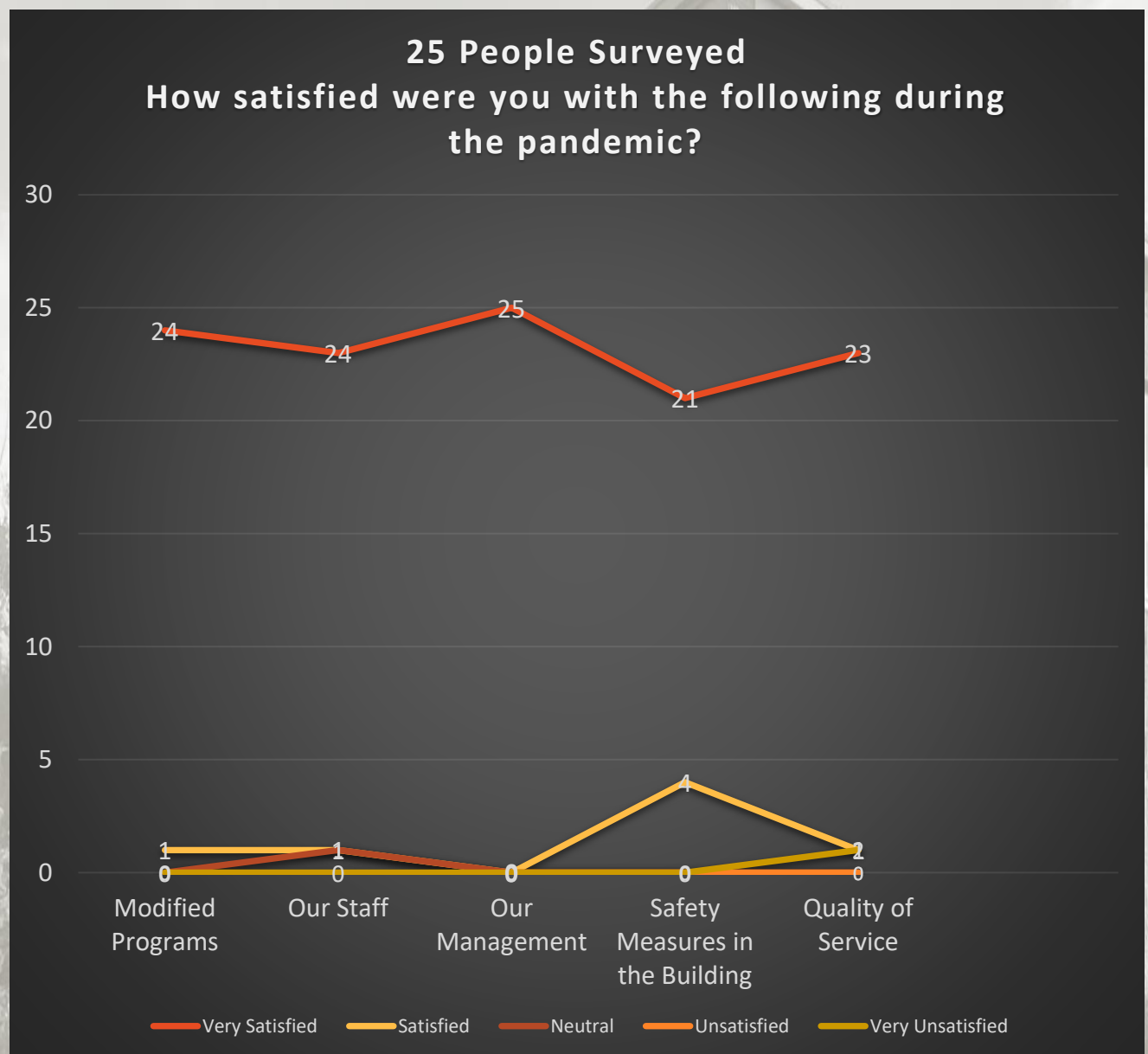
## The Trillium Foundation

**Thank you very much for providing QVSS with the OTF's Resilient Communities Funding and a flexible range of supports to address our diverse needs as we recover and rebuild QVSS considering COVID-19.**

**By providing the agency with touchless plumbing and sanitary devices, like touchless taps, toilets, urinals, hand soap/sanitizing dispensers, light switches etc., we can increase our capacity safely. It also alleviates additional gadgets to be cleaned and disinfected after each use and lessens cross-contamination risks.**

**Since COVID-19, it has been challenging to meet the necessity for services required, and without the support of the Ontario Trillium Foundation, we would not be able to help the way we do.**

**Once again, QVSS thanks you for aiding our endeavour to keep people safe and healthy during these unprecedented times.**



### Here are a Few Participant Comments

"The staff are very helpful." "I would really like programs soon"

"People who need a place to be should be able to attend."

"Three days a week meets my needs. Staff all very pleasant."

"I like coming to QVSS."

"I like the staff."

"I like QVSS a lot."

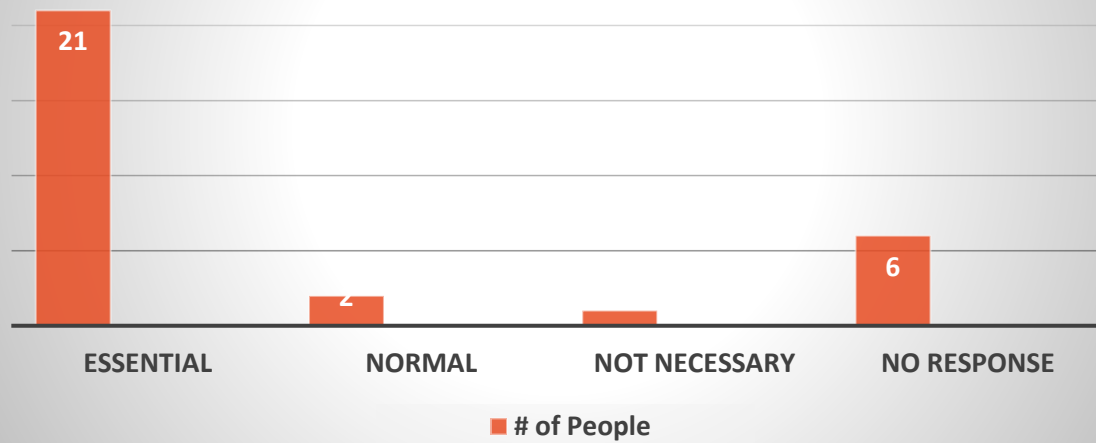
"I think QVSS is awesome."

"QVSS is the best."

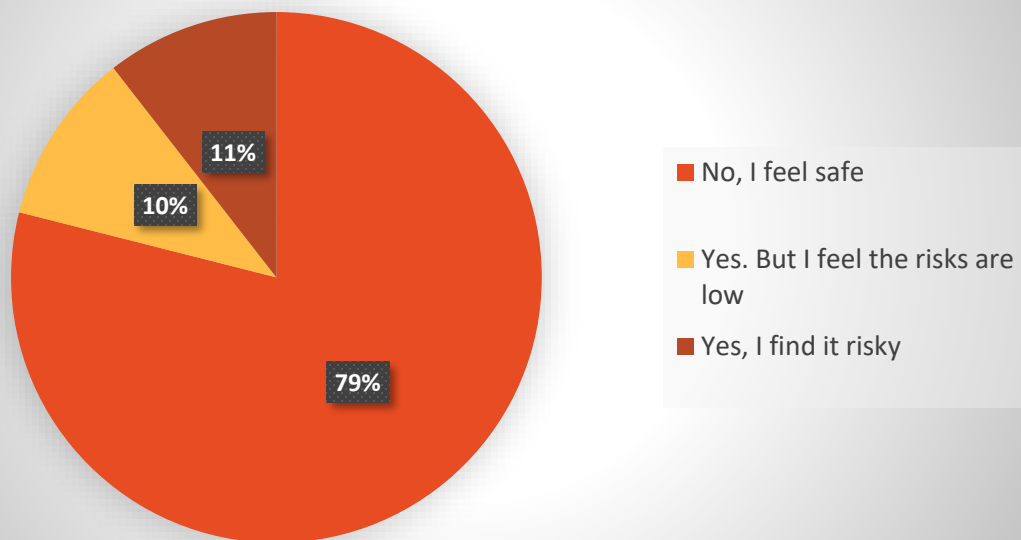
"I like QVSS."



### Do you think QVSS being open during the pandemic was

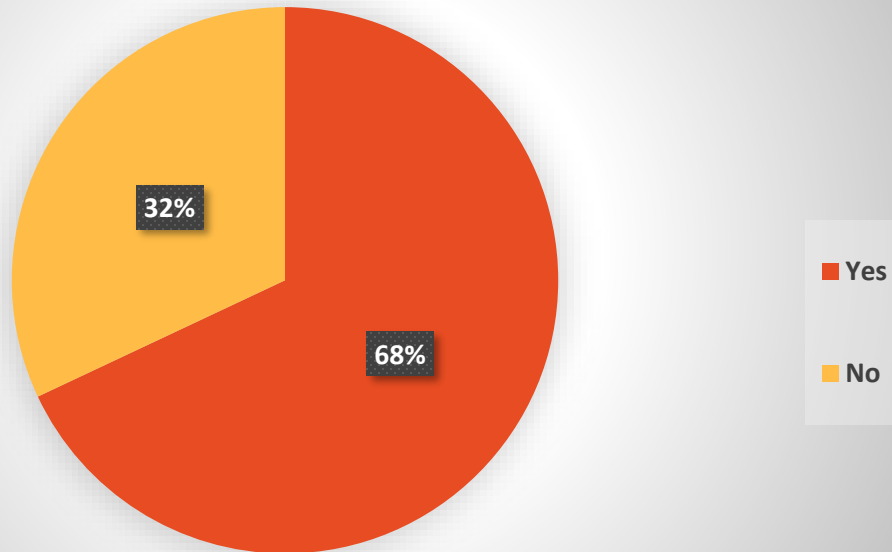


### Do you feel it is risky attending QVSS?

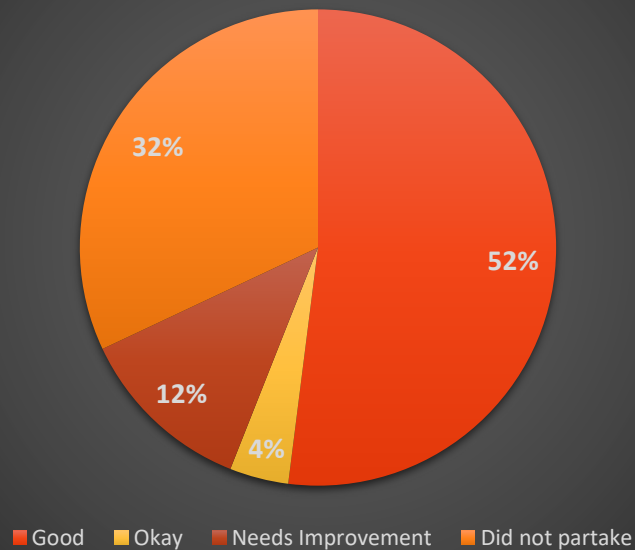


## Virtual Participants Surveys

Did you partake in QVSS virtual programs?



How did you enjoy the virtual programs?



## AGM Report- Computers

The computer room was aimed towards all the techy people we support! We would watch breakfast television and chat about what was going on each day, while they enjoyed being on the computer playing games, researching, and scrolling their social media. Monday to Thursday we play Bingo in the afternoons with a chance to win all sorts of prizes! Friday afternoons we watch a movie and have some popcorn to snack on! Throughout each day, we take turns playing the Wii. They would do small crafts and colour. They loved when I recorded them talking about their interests later to be posted on QVSS Facebook. They would cover weather, sports, music, etc. On other days, I would look up trivia questions to quiz them on for a chance to win a prize which they loved!

### Spirit Week:

We held a spirit week at QVSS! Each day we had a different theme for us to dress up to!

**Pajama Day**



**Crazy Hair Day**



**Crazy Hat Day**



**Crazy Shirt & Sock Day**



And we had a Tie Dye Day! They won prizes for best dressed, colouring contest & we had door prizes! To end off the week we had a pizza party for lunch! Everyone had a blast dressing up!

-Allie Pope (Direct Care)



## Departmental AGM Report 2022- Char Davison

**Stretch and Move** – When the weather permitted, we headed outside to walk in our beautiful backyard. During the winter months we exercised doing Zumba in our chairs, via you tube, trying our best to stay fit and active.



**Drumming** – Again with the help of you tube, we enjoyed drumming using yoga balls and drumsticks. Who doesn't love music, it brings us all together. Our goal was to be so loud that Mike would come downstairs to tell us to keep it down! Of course, everyone laughed at that and tried their best.

**Yahtzee** – I found a website called Elverson puzzle which has a Yahtzee dice roller. Using an HDMI cord, I connected the laptop to the tv and displayed the dice on the big screen so everyone could see what they rolled and decide what they wanted to shake for.



**Bingo** – Using Facebook we connected with people at home. I also created 4 other accounts so we could connect here in the building so everyone in each cohort were able to play as well. We also played themed bingos for all the holidays.

**Tech Time** – This was a time during the day when people would play on the Wii, use computers, tablets, and devices.

**Art & Puzzles** – During this time of the day people would work on their diamond art painting pictures or color pictures for the coloring contests we have had. They would also work on jigsaw or word puzzles.

Charlotte Davison- (Direct Care)

## Departmental AGM Report- Yvonne Kent

**Gem Art:** When Covid decided to come into all our lives and change how we lived, we were not able to run our programs the same. We needed to find new ways to do programming with our guys and stay within the guidelines put in place for Covid. As a group, we came up with some fun new ideas to keep our individuals happy.

We introduced a new craft project called Gem Art, and it has been a huge hit with everyone. It started out with pictures, and then we found uses for the extra gems that came from the pictures. We started to use them for other crafts. We made keychains, different greeting cards, flowerpots, etc.

This craft has been such a huge hit with everyone that it will run as we start back into our fall programs.



**Drumming:** Drumline is another new activity we have introduced to QVSS. They all have a set of drumsticks and an exercise ball that we use as the drum. We drum to all different kinds of music. It has been so much fun including exercise and music into a fun activity that everyone has enjoyed.

It has helped to keep everyone engaged and happy. They can dance or remain in their seats while drumming, and don't even realize that in fact they are getting exercise at the same time. This program will stay as part of our new program package as we return to regular programs in the fall.



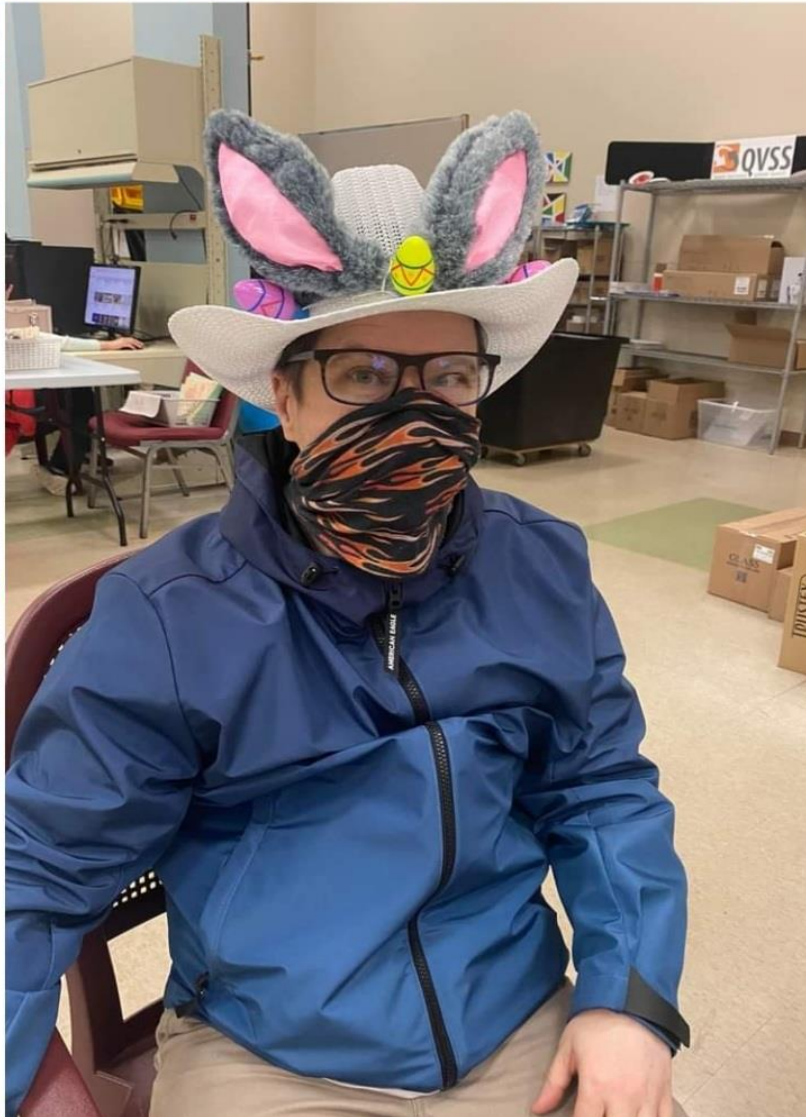


## St. Patrick's Day





## Easter





## Fun Times at QVSS



Pajama Day

## Christmas Tree Decorating Contest

Well done! The tree looks amazing!

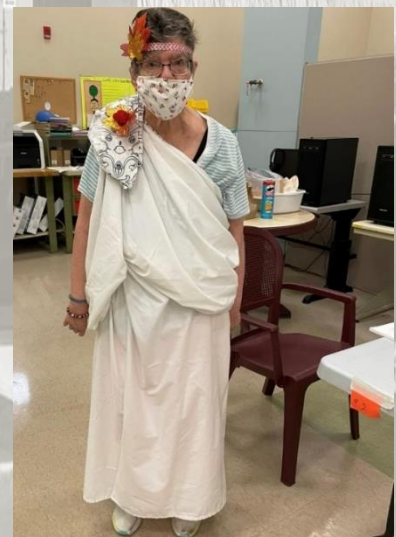


Toga!

Toga!

Toga!

There  
are so  
many  
fun  
things  
to do!



## Linda Goldrick's Retirement

Linda Goldrick retired from QVSS in March 2022 after 27 years of dedicated service to the agency. She continues to work from home, 2 days per week, doing our Financials and client's Passport funding. Although she has "retired", we continue to be connected through her part-time work for us. It's like she hasn't left but we need to say thanks for all that she has done for the agency, staff and clients over the years. She has been a financial advisor, sister, real estate agent, social worker, mom, travel companion and friend to so many of us. We hope she never "fully retires" and stays a part of the QVSS family, always.



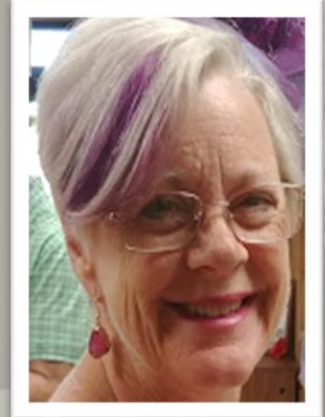
## Elaine Allen's Retirement



It was approximately 18 years that Elaine served QVSS as a direct care support staff. She was an integral part of our Small Business Packaging Department and Red's Diner. She was also our Talent Show coordinator and QVSS choirmaster.

She loved to cook, and this shone during many of the programs she led, like "Foods from Around the World", "Soup's On" and "Brown Baggin' It".

Life was not kind to Elaine for a bit, but being the strong, determined woman that she is, she persevered and has gone on to do other great things while touching the hearts of others. We miss her terribly, wish her the very best and hope she knows that she will always be a part of the QVSS family.

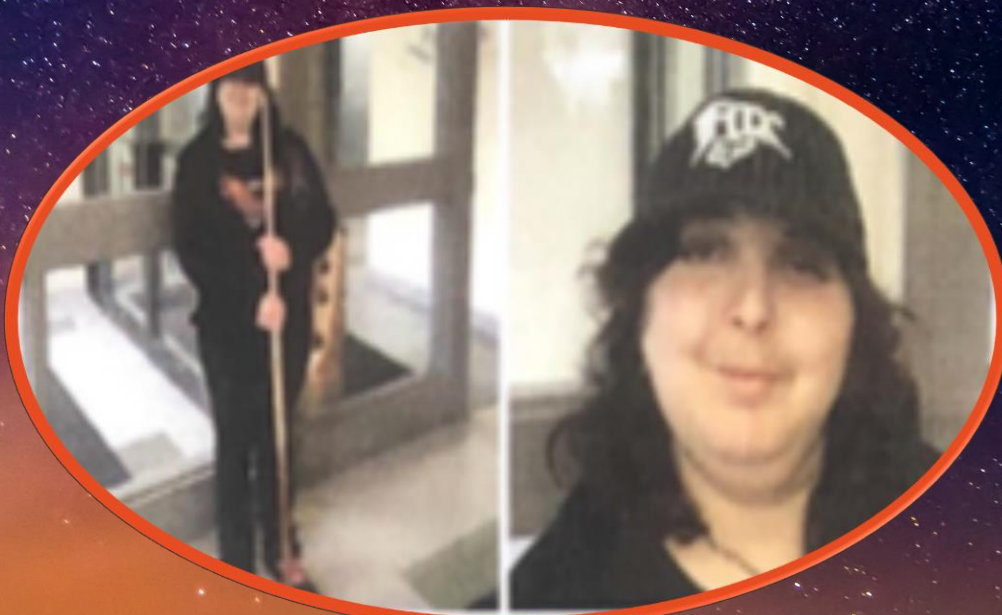


Elaine Allen



In Loving Memory of...

**Justain Michael**



**Maria Ramzy**