

**GREATER
OTTAWA**
SPECIAL OLYMPICS
ONTARIO



ANNUAL MEMBERS MEETING

8 MARCH 2017

ADULT HIGH SCHOOL, OTTAWA

AGENDA

- 1. Introductions**
- 2. Approval of Agenda**
- 3. Community Council Overview**
- 4. Community Council Reports**
- 5. Special Olympics Ontario Update**
- 6. Elections**
 - I. Programs Chair
 - II. Treasurer
 - III. Volunteer Lead (Coord.)
 - IV. Transition Coordinator
 - V. Sport Technical Coordinator – Facilities/Transport
- 7. Adjourn**

SOO-GREATER OTTAWA COMMUNITY COUNCIL

Promotes and communicates Special Olympics activities in the community, liaises with Special Olympics Ontario, manage risk through enforcement of SOO policy, set fundraising targets, community goals, and provide operational support.

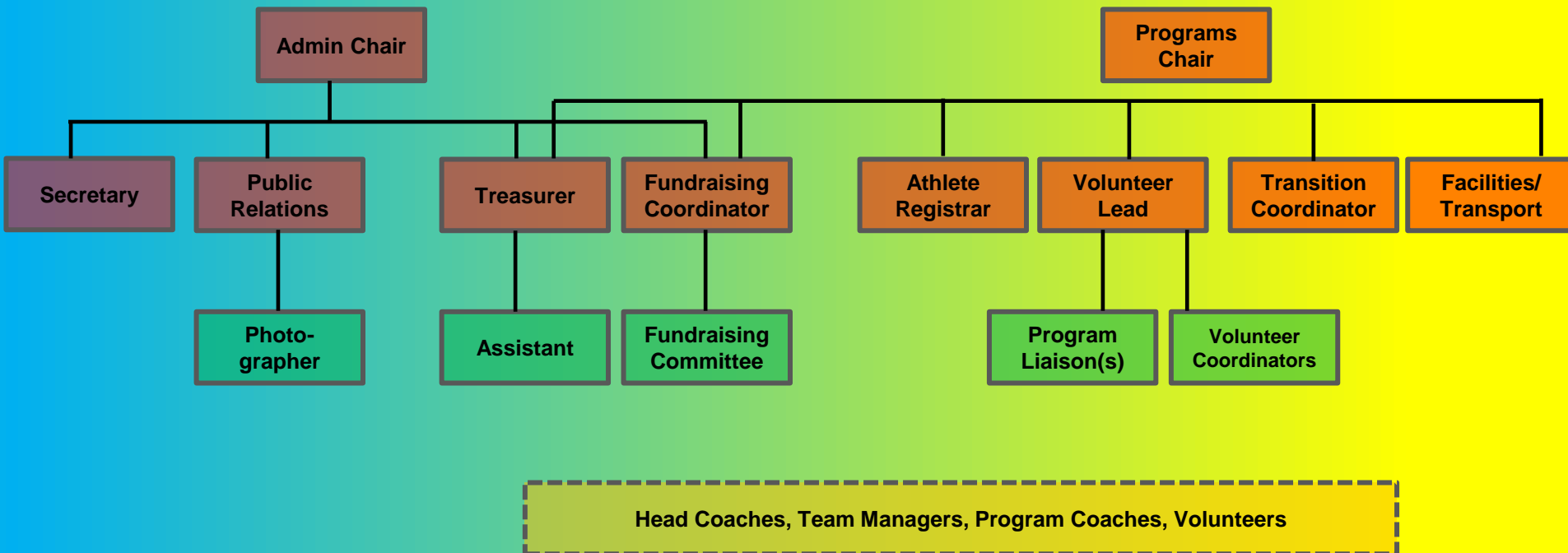
Public Relations	Volunteer Lead	Admin Chair	Fundraising Coordinator	Secretary
Athlete Registrar	Facilities/ Transport	Treasurer	Programs Chair	Transition Coordinator

- *One position, one vote (Chairs only vote for tiebreaks)*
- *10 Council meetings annually supported by various functional meetings, email communication, and teleconference*
- *Typical positions advertised as 4-6 hours/week*

COMMUNITY COUNCIL OPERATIONAL STRUCTURE

Administrative

Sport Technical



CO-COMMUNITY COORDINATOR ADMIN CHAIR REPORT

To coordinate and oversee the administrative tasks of the community council, ensure all policy and procedure are followed and governed in accordance with the Provincial constitution, bylaws and guidelines.

Challenges:

- Council Turnover
- Work Loads
- “Corporate” Memory
- Communication

CO-COMMUNITY COORDINATOR ADMIN CHAIR REPORT

Turnover

Departures:

Terry White (Programs Chair)

Jessica O’Gorman (Fundraising Coordinator)

Jordan Goudreau (Treasurer)

Nancy Wilson & Jasmine Qi (Volunteer Coordinators)*

Stacey McKeown (SOO District Developer)

Arrivals:

Liana Caruso (Programs Chair)

Kyle Dowd (Fundraising Coordinator)

Sonya Westgeest (Treasurer)

Andrea Siegman (Volunteer Lead)

Jason Hussak (SOO District Developer)

CO-COMMUNITY COORDINATOR ADMIN CHAIR REPORT

Highlights:

- All positions filled
- Active inter-meeting communication
- Use of Google Drive to share and store documents/ collaborative projects
- Operational teams to support Council's functional responsibilities
- Financial operations continued throughout vacancy

Moving Forward:

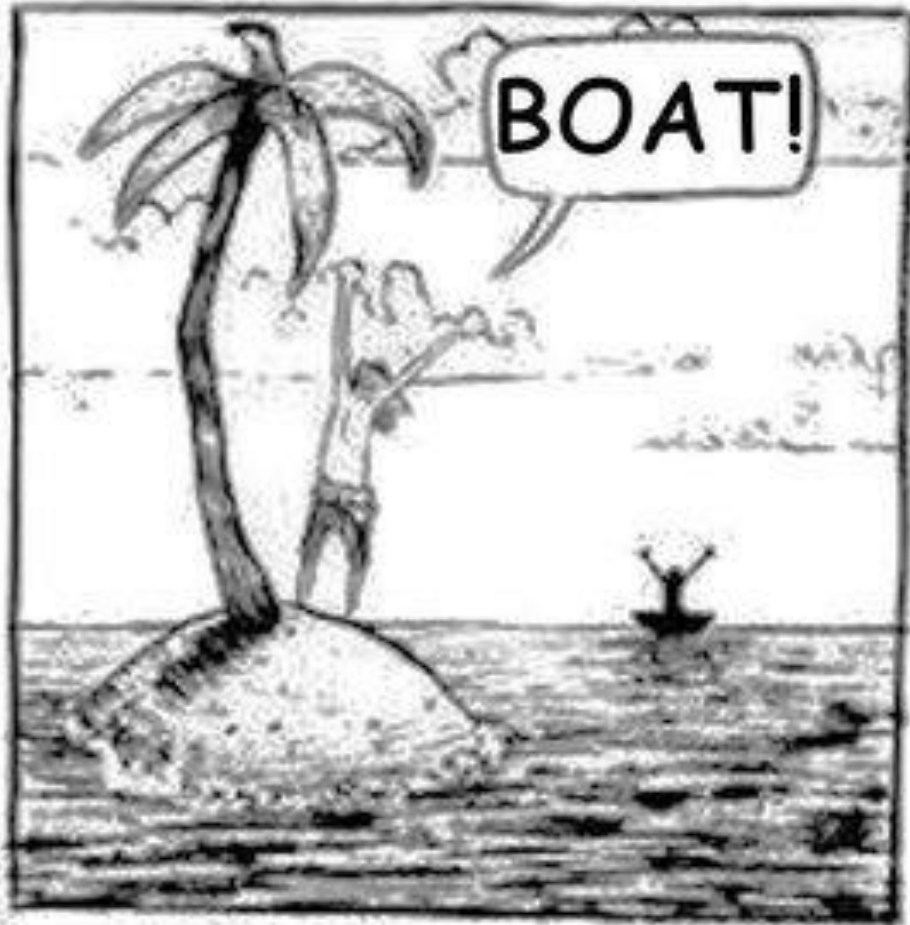
- Identification of non-financial goals/objectives
- Communication with clubs

Financial Update

TREASURER'S REPORT

LIGHTHEARTED HUMOR

Its all about perspective



Balance Sheet

Summary of financial balances of the organization.

Provides an overall perspective of the “financial health” of the organization as at June 30, 2016.

Includes:

- Assets-resources with economic value that the organization controls and are expected to provide a future benefit.
- Liabilities-financial obligations that the organization must settle through the future transfer of economic benefits.
- Equity-the sum of the historical earnings or losses of the organization throughout the life of the organization.

Balance Sheet- Current year details:



Assets

- Cash
\$158,432
- Accounts
Receivable
\$20,974
- Total:
\$179,406



Liabilities

- Accounts Payable
\$3,534
- Deferred Revenue
\$58,375.00
- Other
\$50.00
- Total:
\$61,959



Equity

- Retained Earnings
\$91,894
- Net Income
\$25,553
- Total:
\$117,447



"Mr. Osborne, may I be excused? My brain is full."

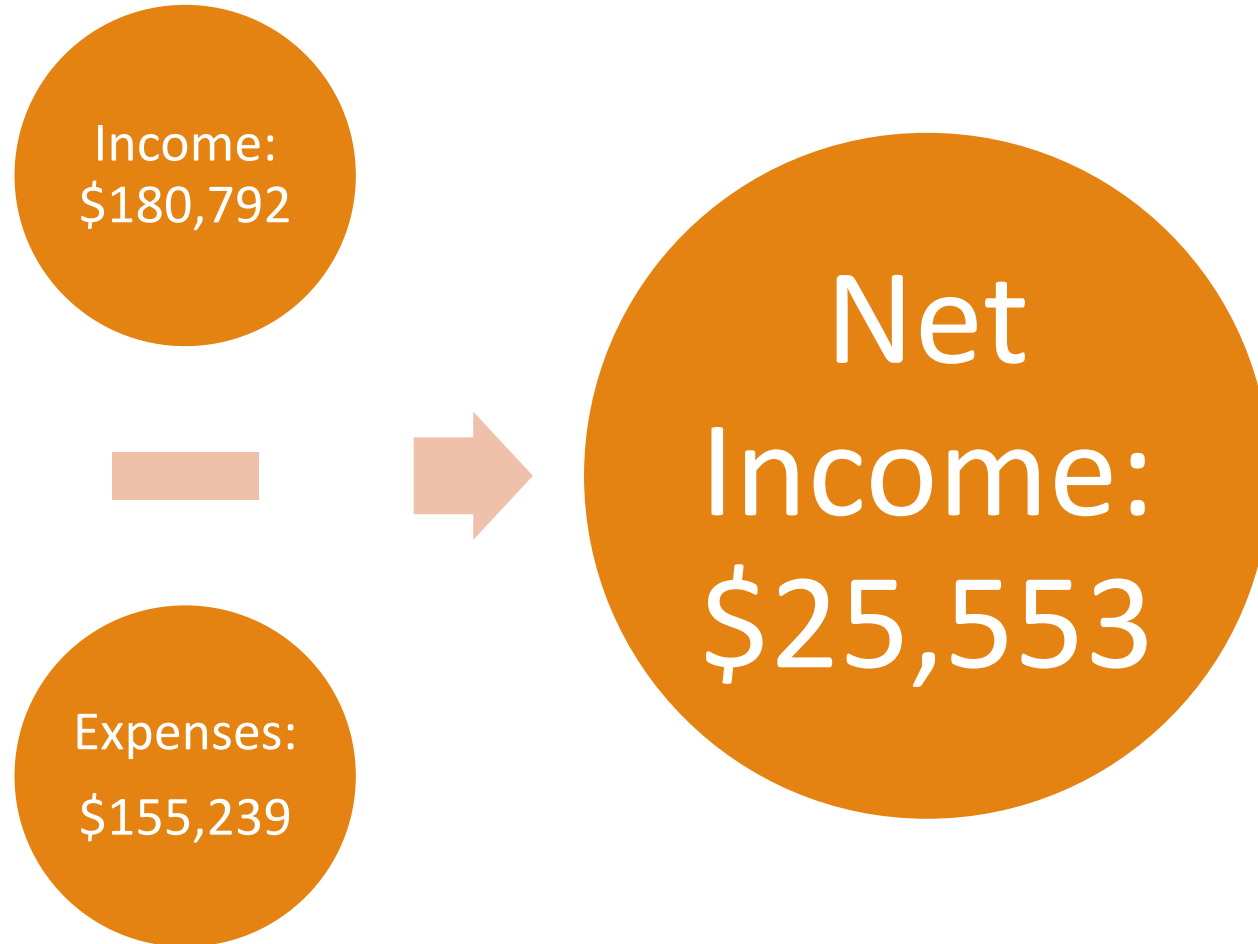
Income Statement

Reports the organization's financial performance for the period July 1, 2015-June 30, 2016.

Reports the:

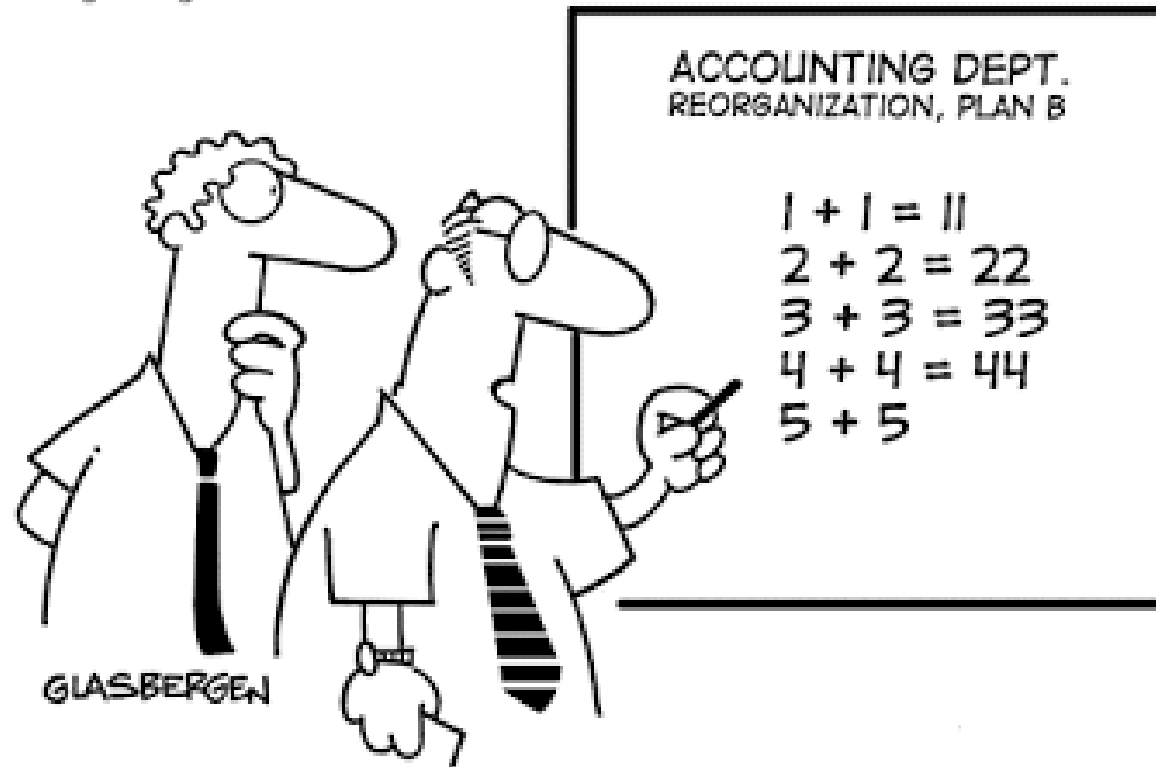
- Revenues: Income earned by the organization.
 - Includes: fundraising; donations; program registration; miscellaneous; and HST rebate.
- Expenses: Costs spent for the year or outflows from the organization
 - Includes general admin; facility rental; equipment; prizes and awards; transportation; and program refunds.
- Net Income: Total profit (or loss) for the current year.

Income Statement- Current year details



Future Year Trends

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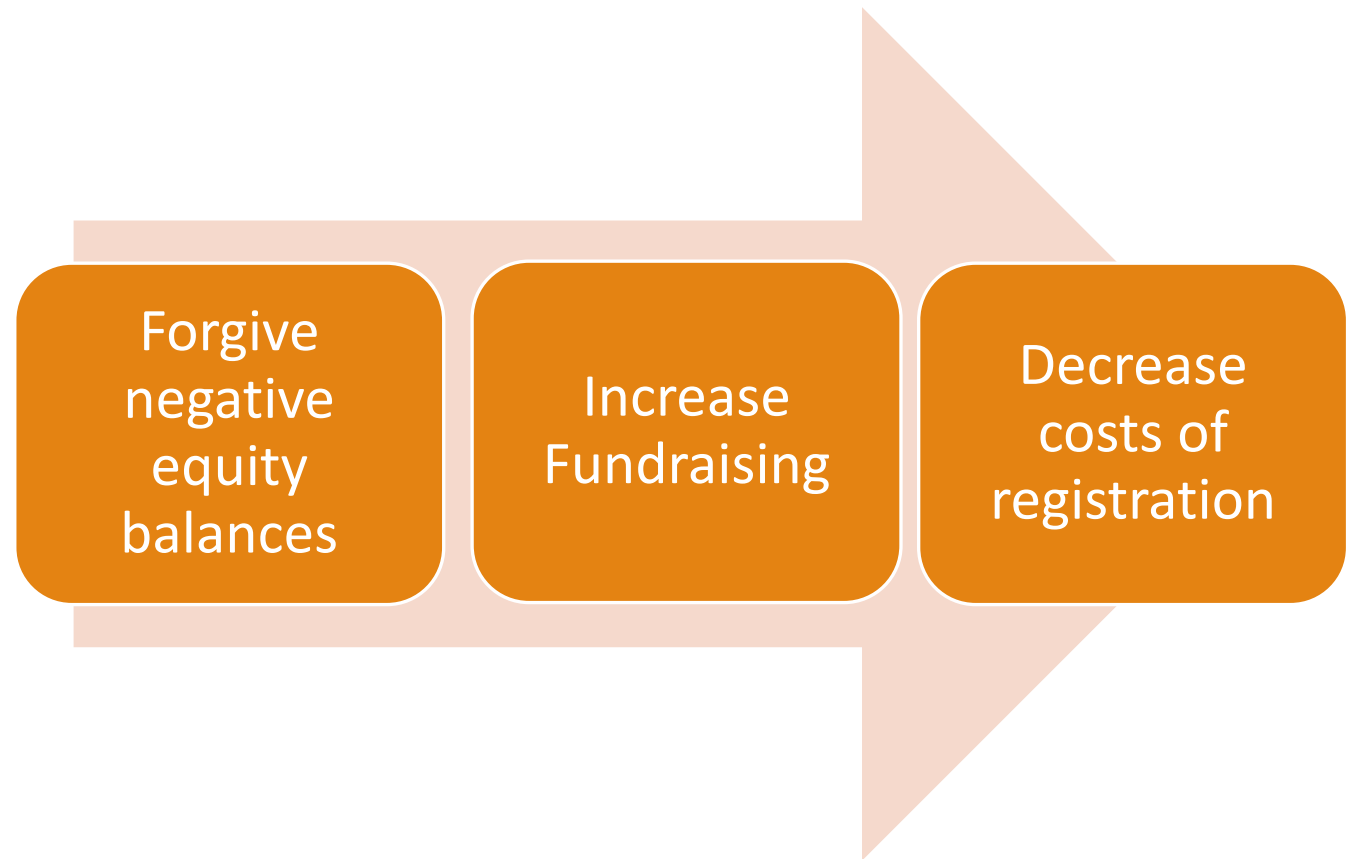
“For years, we’ve been playing by old rules and the results have been dismal. It’s time for a bold new direction!”

Future Trends

Our future financial goals are:

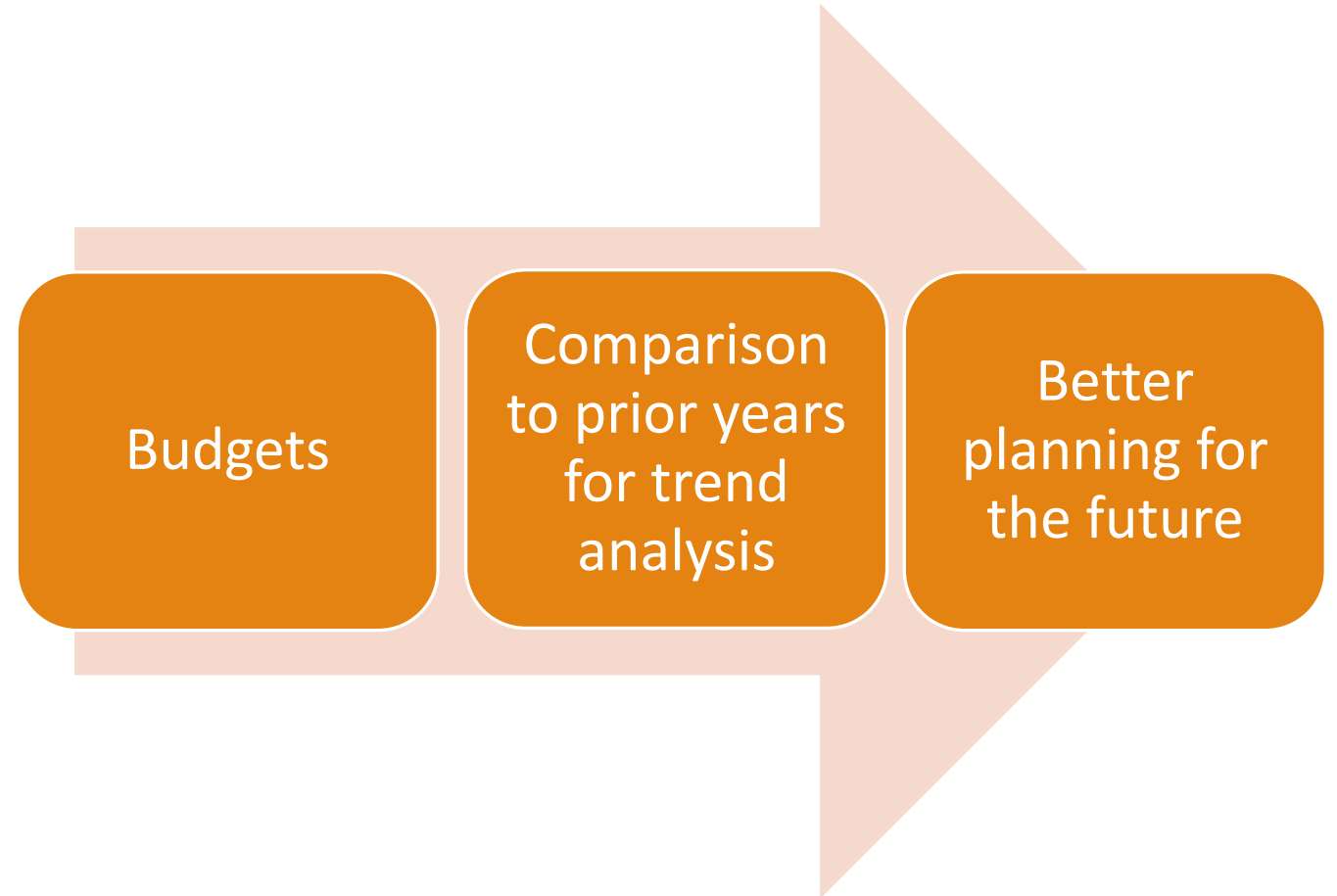
1. The Board plans to provide more support for individual clubs by:

- A. Forgive any negative equity balances of individual clubs.
- B. Increase fundraising.
- C. Decrease the burden of registration costs on our individual athletes.



Future Trends

2. Maintain financial health of the organization through the use of:
- A. Budgets
 - B. Trend Analysis
 - C. Overall result will provide better planning for the future, to ensure continued financial health of the organization, so that we can continue to support athletes.



	Opening	Revenue	Expense	Net	Closing	
Basketball - Kanata	\$5,722	\$2,020	\$967	\$1,053	\$6,775	
Basketball - Ottawa	\$3,845	\$3,881	\$2,336	\$1,545	\$5,390	
Bowling - Orleans	-\$1,934	\$18,794	\$19,290	-\$496	-\$2,430	*
Bowling - Ottawa	\$2,679	\$31,883	\$25,562	\$6,321	\$9,000	
Curling - City View	\$5,908	\$3,222	\$1,559	\$1,663	\$7,571	
Curling - Ottawa	\$2,691	\$1,508	\$1,846	-\$338	\$2,353	
Figure Skating Blades	-\$4,383	\$2,800	\$4,449	-\$1,649	-\$6,032	*
Floor Hockey	\$5,084	\$9,232	\$9,175	\$57	\$5,141	
Rhy. Gymnastics - Cats	-\$6,171	\$4,240	\$3,828	\$412	-\$5,759	*
Skiing - Alpine	\$1,668	\$520	\$0	\$520	\$2,188	

	Opening	Revenue	Expense	Net	Closing
Skiing - X Country	\$6,058	\$760	\$637	\$123	\$6,181
Snowshoeing	\$8,017	\$640	\$80	\$560	\$8,577
Soccer - Kanata Indoor	\$2,375	\$900	\$364	\$536	\$2,911
Soccer - Ottawa Indoor	\$1,581	\$1,440	\$120	\$1,320	\$2,901
Softball	-\$5,074	\$4,475	\$3,173	\$1,302	-\$3,772 *
Swimming - Barrhaven	\$11,068	\$900	\$975	-\$75	\$10,993
Swimming - Orleans	\$782	\$3,924	\$3,883	\$41	\$823
Swimming - Ottawa	\$4,386	\$14,010	\$10,451	\$3,559	\$7,945
Teeball	\$2,181	\$40	\$0	\$40	\$2,221
Track & Field	\$10,846	\$4,260	\$2,726	\$1,534	\$12,380
Volleyball	\$2,238	\$540	\$280	\$260	\$2,498
Soccer - Kanata Outdoor	\$9,398	\$625	\$423	\$202	\$9,600

	Opening	Revenue	Expense	Net	Closing
Rhy. Gymnastics - Spirals	\$5,084	\$750	\$1,561	-\$811	\$4,273
Soccer - Ottawa Outdoor	\$4,878	\$4,651	\$5,707	-\$1,056	\$3,822
Fitness & Fun	\$1,236	\$200	\$0	\$200	\$1,436
Basketball - East End	\$963	\$358	\$480	-\$122	\$841
Active Start - East	\$497	\$575	\$90	\$485	\$982
Active Start - West	\$331	\$350	\$268	\$82	\$413
Fundamentals - East	\$697	\$175	\$90	\$85	\$782
Fundamentals - West	\$141	\$375	\$218	\$157	\$298
Youth Bowling	\$1,125	\$2,680	\$2,396	\$284	\$1,409
Bowling 10 Pin - Ottawa	-\$1,038	\$2,804	\$1,958	\$846	-\$192 *
Golf	\$210	\$510	\$288	\$222	\$432
Powerlifting	\$30	\$0	\$0	\$0	\$30

FUNDRAISING COORDINATOR REPORT

To coordinate the community's fundraising efforts by recruiting a fundraising committee and developing a year round fundraising plan.

Strategic Objective: To reduce the cost of program delivery to athletes through a consistent approach to relationship building and to maximize effort of fundraising initiatives with a community calendar to co-ordinate efforts.

Highlights:

- Local participation in Provincial Campaigns (STAPLES, Motionball, Torch Run, Polar Plunge)
- UFC Fight Night Ottawa
- Support to club-initiated fundraisers (eg. Bowlathon)
- Establishment of fundraising team
- Indulge Ottawa

FUNDRAISING COORDINATOR REPORT

Near Term Opportunities:

- Actively engage with local sporting initiatives for Summer 2017 (Somersault Triathlons, Obstacle Course runs etc)
- Follow up with Event Participants From Indulge to maintain relationships into 2018
- School Event and Championship Event Sponsorships
- Development of SOO Ottawa Fundraising templates (letters, fund request, auction item requests, sponsorships requests) to share with community
- Formation and Recruitment of Dedicated Fundraising Committee

INDULGE OTTAWA (MARCH 3, 2017)

Tentpole Fundraising Event for SOO-Greater Ottawa. All inclusive food and drink sampling event with entertainment, guest speakers, live & silent auctions.

Highlights:

- 175 attendees
- 13 food and drink presenters. ~60 live & silent auction items.
- Hosted by David Schellenberg (Live 88.5) / Auctions facilitated by Ryan Watson (Raising the Bid)
- ~\$20K raised
- Positive responses

PUBLIC RELATIONS COORDINATOR REPORT

To coordinate the community's public relations efforts by ensuring that the public, the media and all interested persons are aware of Special Olympics Ontario programs in the community. This person also ensures that all stakeholders in the community are kept aware of SOO's activities.

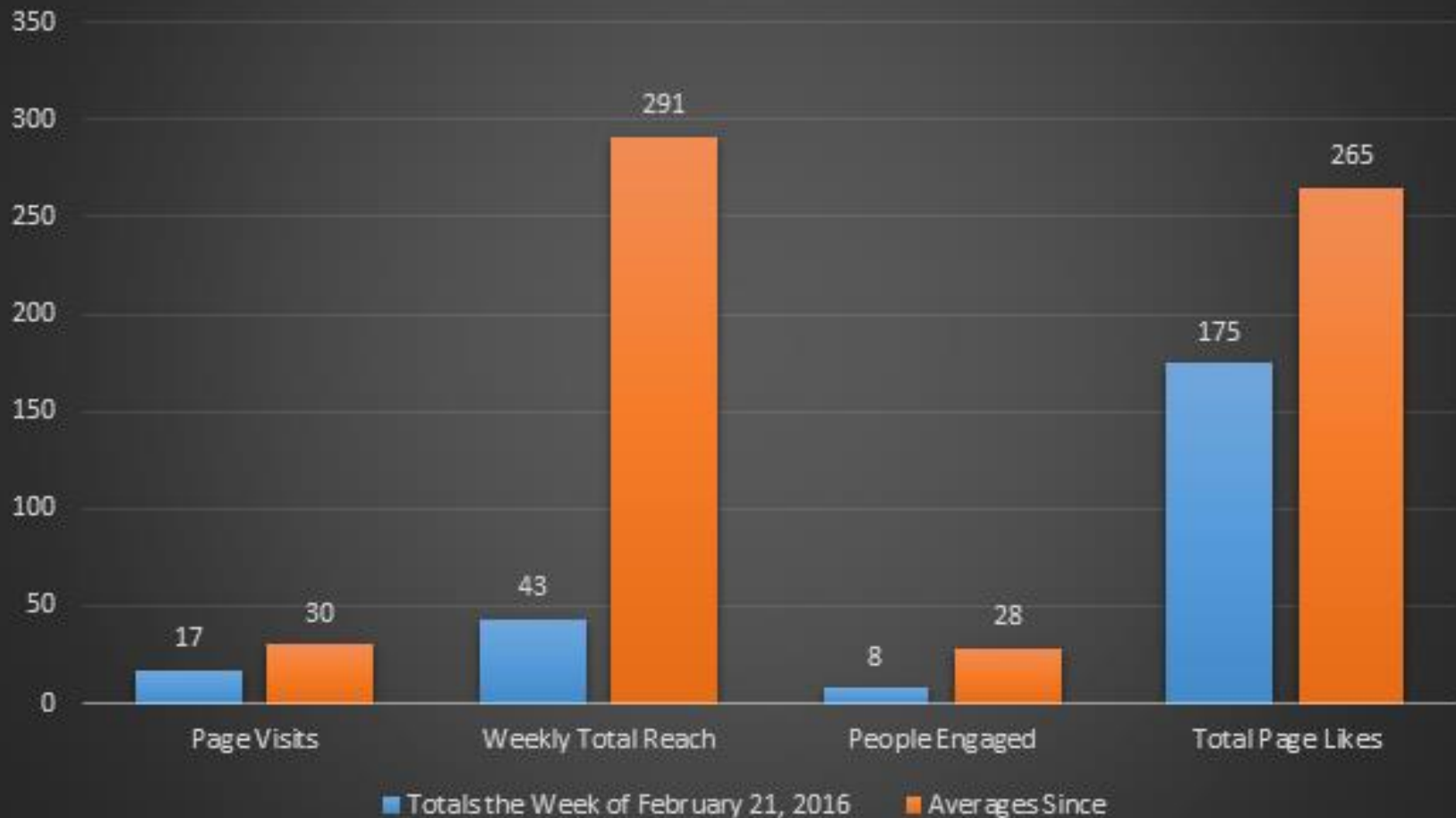
Challenges:

- Gap in community engagement
- User friendliness of website (ottawa.specialolympicsontario.ca)

Highlights:

- Decision to launch social media campaign on three platforms: Facebook, Flickr, Instagram
- Facebook has seen a significant increase in activity (see chart)

Difference in Facebook Metrics from Feb 2016 - Feb 2017



PUBLIC RELATIONS COORDINATOR REPORT

Highlights (cont'd):

- A Flickr account has been created (<https://www.flickr.com/photos/soogreaterottawa/>) and is host to 5689 pictures and 3568 total views
- An Instagram account has been created (@soogreaterottawa) which has posted 396 times and has 221 followers
- Amal Abdulsalam has come on board as our official photographer and plays a crucial role in the success of our social media campaigns
- Re-design of SOO-Greater Ottawa Website and analytics tracking: 9,200+ sessions with 5,100 unique users from May 2016 – February 2017.

Moving Forward:

- Continually improve on recent success. To educate ourselves on evolving trends we have recruited the help of the consulting club NetRoots and will continue to take the webinars offered to us
- Expand our network from being social media based to include established media outlets to increase community awareness
- Continue to support all aspects of Special Olympics Ontario – Greater Ottawa in whatever capacity we can

CO-COMMUNITY COORDINATOR PROGRAMS CHAIR REPORT

To coordinate and oversee program delivery, provide a resource to volunteers looking for sport specific information; ensure that programs are delivered in accordance with the Provincial Special Olympics constitution, by-laws and guidelines and to monitor the overall quality of experience in community sports programs.

Highlights:

- 28 club programs across 17 sports
- 3 Youth programs (Active Start, Fundamentals, Bowling)
- Return of Barrhaven Swimming Program

CO-COMMUNITY COORDINATOR PROGRAMS CHAIR REPORT

10-Pin Bowling
5-Pin Bowling (Alley Cats)
5-Pin Bowling (Strikers)
Active Start & Fundamentals (East)
Active Start & Fundamentals (West)
Alpine Skiing
Athletics
Basketball (Kanata)
Basketball (Sharpshooters)
Cross Country Skiing
Curling (City View)
Curling (Ottawa)
Figure Skating (Goulbourn)
Figure Skating (West Carelton)

Flood Hockey
Golf
Rhythmic Gymnastics (Cats)
Rhythmic Gymnastics (Spirals)
Snowshoeing
Soccer (Indoor - Kanata)
Soccer (Indoor - Ottawa)
Soccer (Outdoor - Kanata)
Soccer (Outdoor - Ottawa)
Softball
Swimming (Otters)
Swimming (Rip Tides)
Swimming (Seawolves)
Youth Bowling

CO-COMMUNITY COORDINATOR PROGRAMS CHAIR REPORT

Highlights (cont'd):

- 2016 Provincial Spring Games, Guelph
 - 11 Coaches, 38 Athletes (Bowling, Rhy. Gymnastics, Swimming)
- 2016 Summer Provincial Qualifiers – Ottawa represented in all sports

Moving Forward:

- 2017 World Winter Games, Austria
- 2017 Provincial Summer Games, Peel
 - So far: 6 Coaches, 17 Athletes (Athletics, Softball, Soccer)
- We will ensure each club has at least one coach present at all times with First Aid Training. Financial support will be available if required.

VOLUNTEER LEAD REPORT

To implement and maintain a volunteer placement process (recruitment, interviewing, placement, orientation, training and recognition) within the community.

- Following district meeting in Perth a need for an expanded operational role for Council's volunteer coordinator was identified
- Nancy and Jasmine would remain part of SOO as volunteer coordinators responsible for application processing
- Volunteer Lead was created to serve on Council and lead operations behind recruitment strategy, recognition, and retention, reducing work load on Programs Chair

VOLUNTEER LEAD REPORT

Strategy:

<i>1. Analyse Recruiting Needs and Market</i>	<i>1. Update/Maintain Recruiting Cycle</i>	<i>1. Continue Recognizing Volunteers</i>
<i>2. Work with Universities /Colleges</i>	<i>2. Update/Maintain Volunteer Database</i>	<i>2. Document and Store Volunteer Issues</i>
<i>3. Begin a Referral Program</i>	<i>3. Document Hiring Process (while continuing to process)</i>	<i>3. Collect Feedback</i>

ATHLETE REGISTRAR REPORT

Primary responsibilities are to ensure all athletes are fully registered in the database under the program of their choice. Some athletes register for only 1 program, and some between 4 and 6 programs.

We have approximately 742 athletes registered.

Age bracket is as follows:

2 to 16	=	147
17 to 21	=	110
22 to 32	=	187
33 to 43	=	137
44 to 54	=	94
55 +	=	67

I am open for suggestions and comments that could help me improve on registration, please feel free to send them to me.

ATHLETE REGISTRAR REPORT

2017 Summer Program Registration Days:

West End

Date: March 29, 2017
Time: 6:30 pm to 8:00 pm
Location: Loblaws/Superstore
College Square
At the corner of Baseline Rd
and Woodroffe Ave

East End

Date: March 24, 2017
Time: 6:30 pm to 8:00 pm
Location: Loblaws/Superstore
PC Cooking School
At the corner of Blair Rd
and Ogylvie Rd

Athletics = \$25

Outdoor Soccer = \$25

Golf = \$25

Softball = \$25

Youth Bowling = \$50

TRANSITION COORDINATOR REPORT

An objective of Special Olympics Ontario is to ensure that the schools are aware of the value of becoming members of the SOO community programs. The Transition Coordinator focuses on “transitioning” student-athletes between the ages of 18 and 21 years old who are only registered in SOO school programs into the community programs.

Coordinator contacts the high schools about registration nights and later which sports are open for more participants. Coordinator can also help out with other related activities such as info nights and meeting teachers and students at various times i.e. Some schools have awareness days, sporting events for fundraising etc.

Coordinator to be aware of provincially run school based SO activities in Ottawa as these are good places to connect with teachers and students.

SPORT TECHNICAL – FACILITIES/TRANSPORT REPORT

2016/17 Facilities

A.Y. Jackson
Alta Vista Public School
Bob MacQuarrie Rec Complex
Carlington Park
Centre Parascolaire des Pionniers
City View Curling Club
Earl of March High School
École Élisabeth-Bruyère
Goulbourn Complex
John Young Elementary
Kevin Haime Golf Centre
McArthur Bowling Lanes

McNabb Skaing Arena
Orleans Bowling Centre
Ottawa Curling Club
Ottawa Rhythmic Gymnastics Club
Pinecrest Public School
Plant Bath Community Centre
Ridgemont High School
Roberta Bondar School
Ski Vorlage (Wakefield)
Terry Fox Athletic Centre
University of Ottawa
Walter Baker Sports Complex
West Park Lanes

PROVINCIAL UPDATE

KEY ACTIVITIES:

- Endorsements/Major Games
- School Championships
- Local Competitions
- Fundraising
- Awareness/Marketing

PARTNERSHIPS:

- Kelly Santini Breakfast
- Motionball
- Law Enforcement Torch Run
- CF 24
- Staples
- Engel & Volkers

ELECTIONS

- Election for each position will include any previously received nominations and nominations submitted from the floor
- There will be two calls for nominations from the floor for each position
- If only one candidate has been nominated they can be elected by acclamation
- Each candidate may have 60 seconds to address the attendees
- Ballots will be distributed if required. Only registered members of SOO-Greater Ottawa may vote.

Election Scrutineers (if required):

- *Ryan Lauzon*
- *Anyone else?*

ELECTIONS

Programs Chair

Candidates Nominated:

- Liana Caruso
- *Nominations from the floor*

ELECTIONS

Treasurer

Candidates Nominated:

- Sonya Westgeest
- *Nominations from the floor*

ELECTIONS

Volunteer Lead

Candidates Nominated:

- Andrea Siegman
- *Nominations from the floor*

ELECTIONS

Transition Coordinator

Candidates Nominated:

- Dwight Rudisuela
- *Nominations from the floor*

ELECTIONS

Sport Technical Coordinator – Facilities/Transport

Candidates Nominated:

- Adam Chmiel
- *Nominations from the floor*

THANK YOU!