



Annual Report

Apr 1, 2009 to Mar 31, 2010

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AGM meeting date: 19 May 2010, 4:30 pm

Mission Statement

To promote
sexual and reproductive health
throughout the lifespan
by providing
information, education and services,
and encouraging
informed, responsible attitudes
toward sexuality.



Sexual Health Centre Lunenburg County

Annual General Meeting

Agenda

19 May 2010

4:30 pm

Public Health Services

1. Welcome
2. Introductions
3. Approval of the Minutes from AGM May 13, 2009
4. Board Chair Report – Greg Selig
5. Executive Director Report – Katie Boudreau
6. Financial Report – Rhonda Haines
7. Fundraising/Grants Report – Linda Loth
8. Personnel Report – Linda Loth
9. Nominating Committee Report – Julie Veinot
10. New Members:
11. Nominations
 - a. Reoffering: Karen Grandy, Rhonda Haines, Linda Loth, Kathy Osler, Greg Selig, Corby Roberts, Mary Spinney, Julie Veinot, Moira Frier
 - b. New Nominations:
12. Election of Officers
13. Recognition of past board members
14. Meeting Adjourned



SEXUAL HEALTH CENTRE LUNENBURG COUNTY

Annual General Meeting

Minutes

May 13, 2009

Held at: Public Health Services, Bridgewater

Present: **Board:** Linda Loth, Kathy Osler, Karen Grandy, Lori McCracken, Greg Selig, Becky Wentzell, Rhonda Haines **Staff:** Carol Rock **Volunteers:** Chris Shelley **Public:** Mary Spinney, Sherri Collier

Call to Order: 5:17pm

- 1.) Chairperson Lori McCracken welcomed everyone to the meeting
- 2.) Introductions were dispensed within
- 3.) Presentation on Sexual Health Initiatives in Nova Scotia, 'What's Going On and How We Relate' provided by Carol Rock, Lori McCracken, and Karen Grandy
- 4.) Becky Wentzell moved the acceptance of the minutes from the May 7, 2008 AGM as submitted, seconded by Greg Selig motion carried
- 5.) Chair Report: Lori McCracken reviewed the chair report (attached in the 2008-2009 AGM Report), Lori especially wanted to give thanks to all for their hard work and many volunteer hours.
- 6.) Staff Report: Carol Rock reviewed the staff report (attached in the 2008-2009 AGM Report) highlighting the percent increase in stats in almost everything. Thanks to board members and volunteers for helping to free up Carol's time to provide more services
- 7.) Financial Report: Rhonda Haines presented the Financial Report (Attached in the 2008-2009 AGM Report). Rhonda stated that it takes quite a bit of time, about 2 hours/ week to update the finances.
Highlights: Setting up petty cash, automatic debits, \$5000.00 set aside in savings account for unforeseen closure, and the change in reports.
Rhonda thanked Carol for her patience and guidance as Rhonda took this on. Greg Selig moved the acceptance of the Financial Report as submitted, seconded by Karen Grandy motion carried.
- 8.) Fundraising Committee- Report submitted by Linda Loth (Attached in the 2008-2009 AGM Report)
- 9.) Personnel Committee- Submitted by Becky Wentzell. Becky highlighted that Carol's appraisal was completed June 2008 and acknowledged the efforts of the fundraising committee to allow the centre to increase Carol's hours, the support from Rhonda taking on the finances to allow Carol to use her expertise in the necessary places.



10.) Nominations:

Reoffering- Lisa Avramenko, Leitha Haysom, Kathy Osler, Linda Loth, Becky Wentzell, Rhonda Haines, Greg Selig, Karen Grandy, Lori McCracken, Tammy Hubley Have been accepted as submitted in the agenda. The Chair then called for nominations from the floor; Becky Wentzell nominates Mary Spinney, Greg Selig nominates Corby Roberts. The chair called three times for further nominations. With no additional nominations, Rhonda Haines moved to accept the nominations seconded by Linda Loth motion carried.

11.) Election of officers

Linda Loth nominates Greg Selig for Vice Chair, Karen Grandy for Secretary, Rhonda Haines for Financial Officer, Lori McCracken for Chair; Becky Wentzell seconded said nominations, Motion Carried.

12.) The Chair took a moment to recognize everyone for their work over the past year in particular Chris Shelley for her Volunteer hours, and Carol Rock for her hard work.

13.) Greg Selig (on behalf of the board) thanked Lori McCracken for her support.

14.) AGM Adjourned at 6:52 pm

Minutes Respectfully Submitted by Karen Grandy



Board Chair Report

As our Fiscal Year closes I look back over a year filled with changes that have challenged us, and at the same time made us grow into a wiser and more determined group.

Having to replace Carol as ED, proved to us that there are not always people out there with the credentials, which we desired. Then on the second round we were fortunate that Katie Boudreau was available and willing to join our Board as our Executive Director. Katie has proven to be a bright and witty addition to our Board. Her dedication to our cause, and her determination to grow have allowed the rest of the Board to help her to get oriented to Sexual Health, Lunenburg County. Her self-appraisal was just one example of her ability to put into words what others may not have the talent to accomplish!

The second big change was to have Lori leave us to pursue her own career. It was with sad hearts that we parted with a special person who had led us for so many years. We wish her well in her future!

We, as a Board, have managed to push on with much life and laughter, as we struggled with policy discussions and always the question....where in the binder can we find this info??

One special project commenced very early in the year. That involved a potential move of the SHCLC office to Park View Educational Centre. This has sparked a lot of discussion, consumed a lot of time and energy, and as of yet no firm decisions have been made, other than we should continue to explore the option!

From the above project came recognition that we need to supply someone to Forest Heights Community School to do some sexual health counseling within their student population. After discussion we have decided to allow Katie to spend .5 days bi-weekly at FHCS and another .5 days bi-weekly at PVEC until the previous project comes to fruition.

I have sincerely enjoyed working with our ED and the Board members during the time I have served as interim Board Chair. It has been a time of learning with many lessons still to be learned. I am truly amazed at the time and dedication that has been shown by Board members, especially Rhonda, who has spent many hours working on our books and keeping us in the know regarding our financial affairs.



Even though some of our Board members are retired, they also still have given up valuable personal time to set on committees, look up Board policy, help bring Katie up to speed in her role, and take minutes when necessary. Thanks Linda.

Karen, you have done a great job in your role as Secretary and being the front person on our prospective move to PVEC. I know a lot of time and energy have been expended in trying to make connections and still trying to fulfill your job requirements.

Although I have singled out these three Board members, I feel that all Board members have worked hard to make this a spectacular year. I am looking forward to renewed vigour during this coming year and also to seeing new members join our Board.

Thanks to all Board Members for an interesting and busy year. However, hold on for the next part of our ride!

Respectfully submitted by

Greg Selig
Chair
Wednesday, May 19, 2010



Executive Director Report

Programs, Presentations, and Special Events

Safer Sex Supplies Distribution Program

To help keep sexually active residents of Lunenburg County healthy, we provide condoms and water-based lubricant free of charge. Easy access to condoms helps reduce the spread of sexually transmitted infections and unintended pregnancies. Access to condoms in rural areas presents challenges: some people can not afford them, some are nervous about buying them in a store, others are afraid someone who knows them might see them, and some are worried about confidentiality. By having them available for free in areas in which we provide condoms and lube, like in our office, and in schools and community organizations, some of the barriers to condom use are alleviated.



We distributed over 5600 condoms this year which is a slight increase in the rate of distribution (accounting for the prolonged period of closure), but slightly down in numbers from last year, which was nearly double that of the previous year. Regular, lubricated Lifestyles condoms are supplied to members of the Canadian Federation for Sexual Health, through an arrangement with Ansell Canada. These condoms are available at the office free of charge and at wellness/health events.

We also distribute, free of charge, personal lubricant samples from the same company. This year we distributed 785 packets of lube.

Community Presentations

SHCLC continues to provide free presentations on various topics for schools and community groups, including these:

June

Family Support Ctr “Young Parents” program, on PMS and Menopause

Centre School grade 8 classes (3), on Contraception/Condoms

Gold River Health Ctr & Family Support Ctr., on Menopause/PMS (2)

Centre School grade 9 classes (3), on Contraception/Condoms

Mahone Bay Alternate School – 2 hr Q&A

Bayview School grade 9 classes (2), on Sexual Responsibility

Bayview School grade 5 classes (2), on HIV and AIDS

New Germany Elementary grade 5 classes (2), on Decision Making/Healthy Relationships

Women Unlimited program (NSCC), on HPV, talking to children, and Q&A sessions



October

Request from New Ross Family Support Ctr for after school Girl Talk program in new year (agreed to provide facilitation outside of regular hours, if needed, if grant (joint FSC-SSWC) is approved)

February

Empire House, on contraception/STIs

NSCC class, on sexuality & disability

Teen Place, on new website, and general Q&A session

PVEC, NGRHS, BHS, and LHS – website presentations, with Moira, Linda, Corby, and Greg

This year, 700 people in Lunenburg County, mostly students, received information and education on at least one sexual health topic. Hundreds of others received information through our newsletters and educational emails.

Promotion and awareness

A Newsletter was sent to email contacts in June and was made available on our website. “Newsbytes” emails were sent in December and on Sexual and Reproductive Health Day in February, in an updated format, followed by a request from NSASH members for format sharing.

Our new website was launched in December, featuring downloadable versions of our SHIFT pamphlets, a tool for submitting anonymous questions, information for parents and educators, a tool for online donations, and so on. By the end of this fiscal year, website usage was up by 331%. This is despite the unfortunate fact that the website is blocked for direct access by schools’ firewall program. Visits peaked on particular days, such as days that presentations occurred and on International Women’s Day.

The website (and the SHC) was promoted via presentations, distribution of bookmarks, posters, announcements, and guidance counsellors’ assistance in some of the schools in the county.

The Sexual Health Centre appeared in the Bridgewater Bulletin twice this year; copies of the articles are appended along with the SHC’s regular listing in Wayves Magazine, which was updated this year.

The following are some additional highlights (not an exhaustive list):

April

1000 pencils with logo ordered

October

Served as Public Health Agency of Canada AIDS Awareness Week poster contest drop-off location

Participated in a Dalhousie study on a sexual health assessment tool pilot test, as a recruitment site



Responded to request from CBC Radio News re study on genital warts and HPV vaccine

November

Community representatives, MLAs, & media were present for Carol Rock's retirement reception

Initiated participation in SSWC's Violence Against Women Campaign

Created Facebook group

Participated in a Dalhousie study on HIV testing, as a recruitment site

Responded to request from Macleans Magazine via CFSH, re contraceptive usage trends

SHCLC's profile updated on NSASH website

December

Registered for Google Analytics, for better and more detailed tracking of website usage

Registered our listing on Google search engine via Google Local Business Centre (pending)

Created profile/group on www.southshorelive.ca; became "Featured profile" 17 Dec

Updated URL on others' sites and in Wayves Magazine

January

1 Dec article published re Carol's reception in Bridgewater Bulletin

February

Kathy attended Dept of Finance "Back to Balance" sessions

March

Greg attended HPP's "Volunteerism & the Voluntary Sector in NS"

Training and development

- 25 Nov ACSBE workshop, "Beyond the Bake Sale: Crafting a Plan for Fundraising" attended by Kathy, Linda, Katie
- 16-17 Feb NSASH strategic planning session, Truro
- Plans were made for staff to take training in NSASH's Sexual Attitude Reassessment in April, an ASIST course on Suicide Intervention in May, and a Dalhousie course on Counselling Skills in June

Outreach



Whenever an individual client cannot physically get to the office, we try to take our services to them, through other community organizations and schools, when our budget has allowed. Guidance Counsellors often call us to provide confidential sexual health counselling, sexual orientation counselling and/or education, or to conduct pregnancy tests and give options information. Public Health nurses occasionally ask us for pregnancy testing or counselling services or information. Sometimes clients ask us for a home visit, because they are disabled or without transportation. When budget and safety allows, we attempt



to accommodate them. We also provide information by email and over the phone to clients who are unable to come to the office.

This year, a promising outreach program was initiated in Park View Education Centre and Forest Heights Community School, allowing students in-school access to sexual health services for one afternoon biweekly.

Website

Though a grant from the Community Wellness Fund, the SHC completely revamped its website. A more user-friendly URL was purchased, www.theSHaC.org, and staff received training in and completed website updating. Content is youth focused, provides resources and opportunities to submit comments and donations, and has received unsolicited positive feedback from the community.

Projects

S.H.I.F.T.

Following extensive development of the SHIFT pamphlet project last year, the set of pamphlets for youth are in use in schools, doctors' offices, community organizations, and online. There has been positive feedback; reporting will be completed in the following fiscal year. Much thanks to the United Way Lunenburg County for funding this project.

The SHCLC received a request from Manitoba SERC to adapt SHIFT pamphlets for local use and reproduction of approximately 4800 copies (including SHCLC and United Way credits and logos).

Website

Website development was completed and the new version was launched in December. Thanks to the Lunenburg County Community Health Board for funding the project; please see fundraising report below for additional information.

Volunteering

Special thanks to the Board for their passion and belief in Sexual and Reproductive Health. Board members contributed to the successful operation of the Sexual Health Centre in myriad ways; Rhonda contributed a large amount of time to accounting, several members assisted with staff orientation, report writing, advice, event planning and execution, and so on. Thank you!

Board and Staff Development/Appreciation

There is a minor budget for staff/volunteer development and recognition. In November of this year, the Board held a reception in honour of Carol Rock's seven years of service, and presented her with a certificate and



\$150 bursary toward her studies in nursing. Thanks to the generosity of Board members, most of the cost of the event and gift was covered by donations.

Statistics

The annual statistical report is appended.

Nova Scotia Association for Sexual Health

The Nova Scotia Association for Sexual Health (NSASH) is made up of one representative (usually the Executive Director) from each affiliate, and meets approximately every 6 weeks to do provincial work and share resources. NSASH receives funding from the Department of Health Protection and Promotion, and disburses it to the 7 affiliates. Highlights from this year include:

- Received \$20,000.00 from HPP in April to run the Sexuality Attitude Reassessment (SAR) course, and Kelty Moser (acting ED, Pictou Co. SHC) was contracted as its coordinator.
- Carol collected and compiled the statistics for all affiliates for the previous year's report to HPP.
- Board meeting/professional development day was held in October in Truro
- Considered applying for funding under the Dept of Education
- Yarmouth SHC planning a "Normalizing Sexuality" conference under NSASH banner for November 2010, to involve all members
- Certificate of appreciation presented to Carol Rock in November
- Coordinator position filled by Trudy Watts in December
- Under HPP request, contracted a facilitator and conducted a strategic planning session
- HPP funding confirmed for one year at a time (rather than previous three)
- Under contract from HPP, NSASH to coordinate the development of a teacher training manual
- Sexcellence Award presented to Nurse Practitioner Debbie Dicks, Sheet Harbour, 24 Feb
 - Lori McCracken nominated
- Subcommittee formed to look into website upgrades, including Katie
- Working on plans to compile 'on the street' responses to "Sexual health is..." to begin a series of YouTube videos

Canadian Federation for Sexual Health

The SHCLC is a full member of the Canadian Federation for Sexual Health (CFSH), and receives free condoms and lube as well as bulk purchase pricing through our membership and their agreement with LifeStyles/Ansell.

- Participated in AGM 30 October via teleconferencing



- Shipment of condoms and lube from Ansell arrived late January
 - Under agreement, all condoms are “distributed free of charge through educational initiatives.”
- CIDA funding for IPPF on hold or cancelled

Respectfully submitted,

Katie Boudreau
Executive Director,
Sexual Health Centre Lunenburg County



Financial Report

This year brought about very few changes as we adjusted to the many modifications implemented in the previous year. There were few financial surprises although income levels remained relatively high even though board focus necessarily shifted from fundraising to staffing requirements.

With a new Executive Director, orientation was provided where it became obvious a manual-of-sorts was required for assisting in the progression of education. That manual continues to be an on-going process.

I would like to thank Katie and the board members for their support and patience with the financial side of things. With many other things vying for my time, volunteer bookkeeping and finance officer requirements can be challenging.

Respectfully submitted,

Rhonda Haines
Finance Officer

Greg Selig
Chair



Sexual Health Centre Lunenburg Co
 Financial Statement 04/01/2009 to 3/31/2010

REVENUE		EXPENSE	
NSASH (core allocation)	35,736.28	Total Payroll Expense*	26,120.15
NSASH (Surplus/extras)	3,725.63	Fundraising	2,348.67
United Way (donations)	216.00	Accounting & Legal	28.03
Grant 1 (SHIFT)	421.93	Advertising & Promotions	214.07
Grant 3 (Comm Health)	1,775.25	Rent	2,918.10
Interest	41.79	Insurance	777.00
Fundraising	4,490.00	Phone	648.35
Membership	320.00	Photocopier	2,202.42
Donation Income	639.13	Office Supplies	433.72
Safer Sex Supplies	<u>12.00</u>	Clinical Supplies	125.39
TOTAL REVENUE	47,378.01	Resources	37.28
FYI - Fundraising Net: 2,141.33		Mileage	272.23
		Staff/Vol/Brd	735.37
		Dvlp/Appreciat'n	489.73
		Programs/Special Events	421.93
		Grant 1 (SHIFT)*	1,775.25
		Bursary	<u>150.00</u>
		TOTAL EXPENSE	39,697.69
		NET INCOME	7,680.32
ASSETS		LIABILITIES	
Petty Cash	40.00	Vacation Payable	291.82
Chequing Account 31-2-1517	14,454.68	Total Receiver General	<u> </u>
Savings Account 10-65939	<u>5,042.31</u>	TOTAL LIABILITIES	291.82
<i>Total Cash</i>	19,536.99		
HST Receivable	567.40	EQUITY	
<i>Total Receivable</i>	<u>567.40</u>	Retained Earnings - Previous Year	10,392.57
TOTAL ASSETS	20,104.39	Current Earnings	7,680.32
		Net Assets	<u>1,739.61</u>
		Total Retained Earnings	19,812.50
		TOTAL EQUITY	19,812.50
		LIABILITIES AND EQUITY	20,104.32



Fundraising/Grants Report

Two fundraising activities undertaken in the 2008-09 fiscal year produced revenue for 2009-10.

1 Our co-production of "That Penis Thing" on April 17 at the Days Inn in Bridgewater generated \$3750 in ticket sales After expenses and profit-sharing with the Something Completely Different Players, the SHC netted just under \$1670. An additional amount of \$47 in donations was also raised at the event.

2 Board members sold \$740 worth of tickets through Recreation Nova Scotia's Lucky Duck Lottery campaign, resulting in a profit of \$518 for the Centre.

A report on the website project which had been funded by a grant from the Community Health Board was submitted to the CHB at the end of January, as required (report appended). Because the SHCLC was without an Executive Director in the early fall, and the website project was on hold, we were not in a position to apply for another grant before the October deadline.

The Sexual Health Information for Teens (SHIFT) project completed spending of all funds awarded by the Lunenburg County United Way. A report is now owed to the UW; more feedback from family physicians and school guidance counsellors is needed but their response to written surveys has been very limited.

2009-10 has been a challenging year with the changes in our staff and Board membership, and the ongoing discussions regarding proposed the Youth Health Centre project at Park View Education Centre. There was no standing committee on fundraising this year and no new fundraising activity. With challenges and changes still ahead of us, finding the time and energy for fundraising will continue to be a challenge for the Board.

Submitted to the May 19, 2010 AGM by Linda Loth, (Past Chair of the Fundraising Committee, 2008-'09)



Fundraising report appendix

PROJECT REPORT: WELLNESS GRANTS, LUNENBURG COUNTY CHB

Did the project meet its objectives? Please comment.

The Sexual Health Centre is very pleased to have met its project objectives. Our goal was to provide a sexual health education website specifically designed for the County, including local information and answers to questions posed by members of the community. Our then-Executive Director Carol Rock worked with local web designer Heather Holm to create the new site in the spring of 2009. During our annual summer closure, Carol Rock submitted her resignation and the Board conducted a search for her replacement. Our new Executive Director Katie Boudreau assumed her duties in October and immediately began preparing for the website's official launch. Our new site, www.theSHaC.org, was launched at Park View Education Centre on December 4.

What lasting benefit will your project have and how will those benefits be sustained?

The website will be an ongoing sexual health education resource for Lunenburg County. The Sexual Health Centre will continue to expand and update the information on the site and to promote awareness and use, particularly by youth and those who work with them. Katie Boudreau is a very energetic and youth-oriented individual who is confidently using web resources and a wide variety of other media to draw attention to the site along with personally visiting the schools. The Centre will take advantage of every opportunity to promote the website.

How many people in your community have benefited/will benefit from the project/program? (No. of participants, frequency of activity)

The Centre has subscribed to Google Analytics in order to track website usage since its launch. Between December 2 and January 27, after only 2 school presentations, there were already 304 visits to the new website. 35% of the visits were direct traffic, meaning that more than a third of visits were directly related to our promotional efforts. We confidently expect that number to increase as our Executive Director continues her visits to individual schools and expands her outreach. There have already been 2 requests for specific information via the online submission form. Teachers and counsellors have commented on the value of the site for students to obtain information in confidence and for teachers to access information such as masters of the Sexual Health Information for Teens (SHIFT) pamphlets.

What other partners or community groups have been involved in the project?

Youth have been encouraged to visit the website through a contest for which Empire Studio 7 Bridgewater has provided movie passes. Guidance counsellors and teachers have collaborated with the Centre in arranging for student presentations and promoting the website through school and individual websites and newsletters. Teen Place in New Germany and the Public Health Department have also supported promotion of the new website.



Personnel Committee Report

In July of 2009, Carol Rock submitted her resignation from the SHCLC. Losing Carol's many talents and the expertise she had developed over more than eight years as our Executive Director was a considerable blow to the organization. At a reception at Bridgewater High School on November 10, the Board and other community members formally thanked Carol for her years of service and presented her with a small bursary towards her nursing studies; Carol also received thanks from both Lunenburg County MLAs, Pam Birdsall and Gary Ramey.

The ED position was posted and three candidates were interviewed in September. The interview team was headed by Lori McCracken, then chair of the Board, and included Linda Loth, Mary Spinney, Karen Grandy and youth rep Moira Frier. We were pleased to offer the position to Katie Boudreau who began work in early October. After allowing Katie a period in which to orient herself to her position, the Centre re-opened later in October.

Katie's probationary period extended into the second week of May, 2010 at which time a newly-formed Personnel Committee would conduct the required performance appraisal but it was apparent by the end of the 2008-09 fiscal year that Katie was settling well into the complex demands of her role.

Submitted to the May 19, 2010 AGM by Linda Loth, member of the Hiring Committee



Nominating Committee Report

Nominating Committee: Rhonda Haines, Julie Veinot

BOARD MEMBERS

The following Board Members are offering/reoffering for the 2010-2011 fiscal year:

- Greg Selig
- Karen Grandy
- Rhonda Haines
- Corby Roberts
- Linda Loth
- Kathy Osler
- Mary Spinney
- Julie Veinot
- Kelly McCready-Reddy
- Lori McCracken
- Connie Boudreau

The Nominating Committee has the name of one volunteer who wishes to join the Board: Kelly McCready-Reddy, who will be familiar to some members, as she volunteered with Planned Parenthood several years ago. Kelly has also offered to be nominated for Secretary.

There is also another potential candidate who may/may not decide by the Annual General Meeting on May 19th to offer for the Board.

If there are no more than 15 Members reoffering and offering for the next fiscal year, and there are no names brought forth from the floor, it is requested the entire list be approved at the AGM including new member Kelly McCready-Reddy.

EXECUTIVE

As far as the Executive positions are concerned, the following Directors wish to be considered for the Chair, Vice-Chair, Finance, and Secretary positions for the next fiscal year:

- Greg Selig as Chair
- Karen Grandy as Vice-Chair
- Rhonda Haines as Finance Officer
- Kelly McCready-Reddy (potential new member) for Secretary. If Kelly is unable to become secretary immediately, a temporary substitute can be named in the interim.

Submitted by Julie Veinot

