

**October 8, 2024**

**Central Lions Recreation Centre: 11113 113 St NW (Large Auditorium)**

**Check-In, Hors d'Oeuvres & Community Networking 5:30 pm – 6:00 pm**

**Annual General Meeting & Awards 6:00 pm – 7:00 pm**

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|---|-----------------------------|
| 1. Call to Order                          | E. Ruttan                   |
| 2. Land Acknowledgement/Blessing          | E. Ruttan and L. Cardinal   |
| 3. Approval of Agenda                     | E. Ruttan                   |
| 4. Approval of Minutes of October 5, 2023 | E. Ruttan                   |
| 5. Treasurer's Report                     | K. Knutson                  |
| 6. Auditor's Report                       | St. Arnaud Pinsent Steman   |
| 7. Appointment of Auditors for 2024-2025  | K. Knutson                  |
| 8. Board Nomination Report                | N. McCaLder                 |
| 9. Recognition of Outgoing Board Members  | E. Ruttan                   |
| 10. President's Report                    | E. Ruttan                   |
| 11. Volunteer Awards                      | E. Ruttan and G. Puligandla |
| 12. Adjournment                           | E. Ruttan                   |

**CMHA Alberta Presentation & Panel Discussion 7:00 pm – 8:00 pm**

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|------------------------------|--------------------------|
| 1. CMHA Alberta Presentation | M. Grunau and K. Puttick |
| 2. Panel Discussion          | G. Puligandla            |
| 3. Closing Remarks           | E. Ruttan                |

**Private Board Meeting 8:00 pm – 8:15 pm**

**In Person Annual General Meeting Minutes  
October 5, 2023**

**1. Call to Order**

E. Ruttan, President of CMHA Edmonton Region extended greetings and called the meeting to order at 6:00 pm.

**2. Land Acknowledgement**

E. Ruttan offered a land acknowledgement.

**3. Blessing/Greeting**

L. Cardinal offered a blessing.

**4. Approval of Agenda**

**MOTION #2023 AGM/1: THAT THE AGENDA FOR THE 2023 ANNUAL GENERAL MEETING BE APPROVED AS PRESENTED.**

Moved: B. Menard

Seconded: K. Knutson

Carried

**5. Approval of Minutes of October 6, 2022**

**MOTION #2023 AGM/2: THAT THE MINUTES FOR THE OCTOBER 6, 2022 ANNUAL GENERAL MEETING BE APPROVED AS PRESENTED.**

Moved: N. Reynolds

Seconded: B. Menard

Carried

**6. Treasurer's Report**

K. Knutson acknowledged the privilege of serving as a Board Member for the past 4 years and Treasurer since February of 2021. He announced that John Pinsent and Monique Andrie from St. Arnaud Pinsent Steman will be presenting on our financials more in depth but noted:

- Operations ended the year in a deficit position; however, our overall finances remain in a strong position.
- Growth in our overall budget, both through the integration of Prosper Place, new funding grants, increase in donations and fee for service training.
- We have established a strong financial position through reserves and investments, affording us the ability to manage ups and downs in funding.
- Our investments declined this year due to the market downturn, but we expect them to rebound soon.
- Our investments are carefully managed with minimal exposure to risk.

**7. AUDITOR'S REPORT (ST ARNAUD PINSENT STEMAN)**

John Pinsent presented the summary of the audited financial statements as of March 31, 2023. He noted that CMHA Edmonton received a clean opinion and thanked B. Baker and the staff who provided full cooperation throughout the process. He noted that the organization has strong liquidity and holds a significant amount of money in cash and cash equivalents which is essential for organizations that provide programs and services within the community. John encouraged those who may have questions on the audit of the organization to reach out to the organization's leadership team or himself.

**MOTION # 2023 AGM/3: THAT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING MARCH 31, 2023 BE ACCEPTED AS PRESENTED.**

Moved: A. Halldorson

Seconded: B. Menard

Carried

**8. APPOINTMENT OF THE AUDITORS FOR 2023 - 2024**

**MOTION #2023 AGM/4: THAT ST ARNAUD PINSENT STEMAN (SPS) BE APPOINTED AS AUDITORS FOR CANADIAN MENTAL HEALTH ASSOCIATION – EDMONTON REGION FOR THE 2023-2024 FISCAL YEAR.**

Moved: K. Knutson

Seconded: K. McCabe

Carried

**9. BOARD NOMINATION REPORT**

F. Wilson, Chair of the Nominating Subcommittee presented the slate of new Board members and continuing Board members. She acknowledged the following Directors who are continuing on the Board during the second year of their current term: Anne Halldorson, Kel Knutson, D'Arcy Kipp, Kathleen McCabe, Emily Ruttan and Fiona Wilson. Cherisse Killick-Dzenick will be continuing as a Board member entering her second term.

**MOTION #2022 AGM/5: THAT CHERISSE KILLICK-DZENICK BE RE-ELECTED TO A TWO-YEAR TERM ENDING IN 2025.**

Moved: F. Wilson

Seconded: E. Ruttan

Carried

F. Wilson was pleased to nominate the following for appointment to the Board: Anna Wilson, Charles Wong, Jeff Sych, Nancy McCalder, Noopur Parmar, Olivia Kwok, and Sarah Eadie.

**MOTION #2022 AGM/6 THAT ANNA WILSON, CHARLES WONG, JEFF SYCH, NANCY MCCALDER, NOOPUR PARMAR, OLIVIA KWOK AND SARAH EADIE BE ELECTED TO SERVE A TWO-YEAR TERM BEGINNING IN 2023.**

Moved: F. Wilson

Seconded: K. Knutson

Carried

F. Wilson acknowledged Trent Bonneau, Kristine Ford, Jeremy Irwin, Mike Mach, Marla Poelzer, Terence O’Riordan, Virginia Sebbby, and Yuan Zuo as new committee members. She also thanked Averie McNary, Barbara Foley, Bharat Kathpal, and Hana Marinkovic who continue to serve as committee members.

#### **10. Recognition of Outgoing Board Members**

E. Ruttan recognized the following members for their contributions who had resigned mid-year due to changing circumstances: Layla Dumont, Matt Solberg, and Oluseyi Oladele.

E. Ruttan acknowledged the following outgoing Board members whose terms officially concluded at this AGM and thanked them for their support to the organization, and their roles on the Board. Leaving the Board is Hana Marinkovic, who had been a member since 2017 and served as Vice-President. Hana will continue to serve as a Strategy Committee member. Kevin Wong, who had been a member since 2019 and contributed his expertise through the Finance Committee. Joanne Berger, who had been a member since 2019, and contributed their expertise in Board governance and fundraising for the organization. Joanne will continue to stay involved as a member of our Golf Tournament Committee. Lastly, Nancy Reynolds who joined the Board in 2017 and served as Vice-President then President of the organization. Following her term as President, she has served as our Secretary and representative on the provincial Board for the past year. Her leadership has been integral to CMHA’s work.

#### **11. Volunteer Recognition**

E. Ruttan thanked those who nominated their peers this year for the various awards. After internal deliberations, it was decided to temporarily pause these awards to review and ensure they best reflect the contributions and roles of our supporters. E. Ruttan and G. Puligandla presented the Lone Challborn Youth Volunteer Bursary Award to Brent Warren who has been a peer member at Prosper Place for the past 11 years.

#### **12. President’s Report**

E. Ruttan and G. Puligandla presented the President’s Report and highlighted the following:

- CMHA Edmonton continues to prioritize the development of stronger communities, smarter systems, and simpler journeys. The organization is focused on building strong community mental health systems, recognizing the importance of preventative and social supports when creating a comprehensive social safety net.
- The launch of a Youth Suicide Grief Support group to better help youth ages 12-25 through their grieving process. This need was identified by youth themselves.
- Training workshops, including the Applied Suicide Intervention Skills Training (ASIST) and Recovery College have resumed following COVID-related disruptions. ASIST is essential training for frontline workers and helps build a safer community and prevent suicide.
- The launch of Stronger Communities which provides training for businesses, organizations, and groups.
- Significant expansions to CMHA Edmonton’s individual and family support programs which will include peer and family support initiatives. Furthering the organization's goal of building stronger communities.
- The integration with Prosper Place introduced their extensive 30 years of peer support experience and a peer leadership model. Peer members, individuals with lived

experience, have assumed increasing responsibility, transitioning towards ownership through volunteer and paid roles.

- G. Puligandla expressed his gratitude and honour to serve as the Executive Director and offered thanks and appreciation to the Board, staff, volunteers and everyone in attendance.

**13. Closing Remarks**

E. Ruttan thanked the staff, volunteers, members, donors, funders, community partners, advocates and the Board for all the good work and support given this past year.

**14. Adjournment**

E. Ruttan closed the meeting.

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**E. Ruttan, President**



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**F. Wilson, Secretary**

Statement of Financial Position (As at March 31)	2024		2023	
<b>CURRENT ASSETS</b>		\$		\$
Cash		5,831,738		3,821,919
Receivables		122,084		135,094
Prepaid expenses		176,655		74,783
<b>Total</b>		<b>6,130,477</b>		<b>4,031,796</b>
INVESTMENTS		1,590,542		1,449,526
CAPITAL ASSETS		5,289,123		5,467,834
<b>Total Assets</b>		<b>13,010,142</b>		<b>10,949,156</b>
<b>LIABILITIES</b>				
Accounts payable		479,492		368,231
Deferred contributions		5,253,319		4,272,147
Debt		1,439,152		1,498,270
<b>Total Liabilities</b>		<b>7,171,963</b>		<b>6,138,648</b>
<b>NET ASSETS</b>				
Invested in capital assets		1,118,592		1,129,928
Unrestricted		2,004,082		1,465,075
Internally restricted		1,487,154		987,154
Endowment		1,228,351		1,228,351
<b>Total Net Assets</b>		<b>5,838,179</b>		<b>4,810,508</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>13,010,142</b>		<b>10,949,156</b>

Statement of Operations (Year ended March 31)	2024		2023	
<b>REVENUE</b>		\$		\$
Grants	74%	7,310,337	73%	5,443,168
Fundraising		563,729		805,104
Rent		822,292		749,997
Bequests		663,158		-
Fees for service		532,409		457,728
		<b>9,891,925</b>		<b>7,455,997</b>
<b>EXPENSES</b>				
Salaries and benefits	67%	6,208,926	69%	5,221,276
Building occupancy	12%	1,143,398	12%	889,965
Program and educational		892,102		599,244
Office and administration		504,540		403,631
Amortization		178,711		197,932
Consulting and professional fees		117,008		74,009
Interest on debt		44,883		46,791
All other expenditures		136,347		156,539
		<b>9,225,915</b>		<b>7,589,387</b>
<b>DEFICIENCY OF REVENUE OVER EXPENSES FROM OPERATIONS</b>		<b>666,010</b>		<b>(133,390)</b>
INVESTMENT INCOME (LOSS)		361,661		(47,189)
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>		<b>1,027,671</b>		<b>(180,579)</b>

**Board Members up for re-election (2<sup>nd</sup> Year of Current Term)**

NAME	SHORT BIO
<p><b>D' Arcy Kipp</b></p> 	<p>D'Arcy Kipp is a healthcare sales executive with more than 40 years of experience in the field. He has served as President of Orthopaedic Consultants Inc. since 2002 and currently manages Stryker Joint Replacement and Trauma Sales for Western Canada. Throughout his career, he has built relationships and partnerships with stakeholders across the healthcare system.</p> <p>D'Arcy has been a participant in CMHA-ER's family support programs for several years and has served as a Board Member since 2022. He has been an active member of the Strategy Committee for two years and the Fund Development Committee for one year. He is passionate about making a difference regarding mental health and suicide prevention.</p>
<p><b>Emily Ruttan</b></p> 	<p>Emily volunteers with CMHA-ER because the work is deeply personal, and she knows that the impact can be life or death. She has diverse leadership experience that shares a common thread: harnessing the power of community to address complex challenges and make a positive impact. Her background includes program delivery and leadership at the Government of Alberta, the University of Alberta, the City of Edmonton, and housing. Emily's roots are in education, having taught in very remote communities in Northern Alberta. That background, as well as her belief in the power of galvanizing community, drives her to make a meaningful impact.</p> <p>Emily has served as a Board Member of CMHA-ER since 2020, serving as Vice President and then President for the past two years. She was also one of CMHA Edmonton's representatives to the CMHA Alberta Division Board.</p> <p>Currently, she is the CEO of Winnifred Stewart, where she advocates for voice, choice, and a place to belong for people with diverse abilities over their entire lifespan.</p> <p>In her spare time, she loves to hike, kayak, spend time with friends and family, and enjoy adventures with her "adventure dog."</p>

**Kel Knutson**



Kel Knutson is the Chief Financial Officer of CMS Group of Companies, overseeing CMS Infrastructure and Victory Well Servicing. CMS Infrastructure delivers cutting-edge, environmentally friendly composite infrastructure products globally, while Victory Well Servicing provides downhole production and completion solutions in the Persian Basin of West Texas.

Before joining CMS, Kel held CFO roles at AFD Petroleum (Canada & USA), Kodiak Services (Canada, USA, Colombia, and Mexico), and Petrospec Engineering (Canada, USA, Oman). His extensive expertise includes establishing international operations and raising capital through equity or debt to fund growth initiatives. Kel holds a Master of Business Administration from Queen’s University and is a Chartered Professional Accountant (CMA) in Canada.

Kel has been married to Jeneane for over 25 years and is the proud father of three children.

Kel joined the Board of CMHA Edmonton Region in 2020 and has served as Treasurer and Chair of the Finance Committee since February 2021. He was motivated to contribute his financial and governance experience, while recognizing the need to change the stigma surrounding mental health. Having faced his own mental health challenges, Kel understands the importance of openness and support, and hopes to share his journey to help others feel comfortable seeking the assistance they need.

**New Board member to be elected to serve a two-year term beginning in 2024**

NAME	SHORT BIO
<b>Muriel Grimble</b>	Muriel Grimble was born and raised in Edmonton. She began her career in retail management before transitioning to the gaming industry in the early 1980s. In this fast-paced and rapidly growing sector, she developed strong business management skills over a 30-year span. Leadership, strategic management, and governance are her passions. After leaving her executive role at the Alberta Gaming and Liquor Commission, she worked with numerous not-for-profit organizations, helping Executive Directors and Boards collaborate to develop strategic plans and strengthen governance capabilities.



**Nancy Reynolds**



Nancy Reynolds is the Managing Partner of Sterling Lifestyle Solutions, focusing on early childhood development, child and youth mental health and well-being, and public policy. From 2003 to 2012, following a decade of executive leadership roles in Alberta's Health and Children's Services Ministries, she served as the inaugural President and CEO of the Alberta Centre for Child, Family and Community Research, now known as PolicyWise.

Between 2008 and 2022, she was a faculty member at the Max Bell Public Policy Training Institute.

In 2018, Ms. Reynolds, along with Dr. Suzanne Tough, completed a Policy Fellowship awarded by the Max Bell Foundation and the Burns Memorial Fund to advance resiliency and relational networks for vulnerable children and youth through natural supports.

An active and committed volunteer for over 40 years, Ms. Reynolds has served on numerous Boards and Advisory Committees at the local, provincial, and national levels. She is currently a Director and Governance Chair for CMHA Alberta Division (representing the Edmonton Region), BGCBig of Edmonton and Area, and the Social Research and Demonstration Corporation.

## Volunteer Awards

NAME	AWARD AND SHORT BIO
<b>Rachel Crankson</b>	<p><b>Volunteer of the Year - Administration</b></p> <p>This award is given to a CMHA volunteer who exemplifies our mission, vision and values. They are dedicated to their role and help to provide exemplary services and programming to our community. This individual is passionate about Mental health and bettering our community.</p> <p>Rachel has been a committed volunteer with CMHA - ER since October 2023. In this time, she has offered invaluable support to multiple program areas including Suicide Bereavement Support Services, Fund Development, and the Distress Line. Rachel is passionate about mental health and is always eager to support our mission in whatever way she can.</p>
<b>Diana de Ocampo</b>	<p><b>Volunteer of the Year - Distress Line</b></p> <p>This award is given to a Distress line Listener who has shown commitment to helping our community. They are passionate about mental health and strive to provide the best possible service to our callers. This individual contributes to a positive contact centre environment and prides themselves on their reliability, attitude and work ethic.</p> <p>Diana has been a dedicated volunteer with the Distress Line since March 2023. She consistently provides compassionate and comprehensive support to our callers and brings a positive and friendly presence to the contact center. Diana has become an integral part of the Distress Line community.</p>
<b>Jason Napachee</b>	<p><b>Volunteer of the Year - Prosper Place</b></p> <p>This award is given to a Prosper Place peer member or volunteer who contributes to the ongoing support of the program through service, inclusion, involvement, and helpfulness to peer members and staff. This individual shows pride and passion for the continuous improvement of Prosper Place and its programs.</p> <p>Jason has shown commitment and enthusiasm by helping wherever needed at Prosper Place, including watering plants, running the canteen, and supporting other Prosper Place members. Jason has made a positive impact within the Prosper Place community.</p>
<b>D'Arcy Kipp</b>	<p><b>Community Supporter of the Year</b></p> <p>This award is given to an individual or group that has done outstanding work raising awareness and/or funds for CMHA-ER. They have shown passion, dedication, and commitment to the betterment of mental health in our community.</p> <p>D'Arcy supports CMHA-ER as a Board Member, dedicated volunteer, and strong advocate of mental health for all. D'Arcy is eager to support CMHA's events and initiatives, taking on every new challenge with positivity and resilience. D'Arcy is a beacon of light in our community and our organization.</p>
<b>Sanya Arora</b>	<p><b>Ione Challborn Bursary Recipient</b></p> <p>This bursary is awarded in recognition of our former Executive Director, Ione Challborn's 13 years of dedicated service to the Canadian Mental Health Association. It is designed to 'give a lift' to a CMHA volunteer in good standing, between the ages of 18-30, to support their educational goals.</p> <p>Sanya has volunteered with the Distress Line program since March 2023 and has been a committed and reliable team member. She is passionate about mental health and uplifting her community. Sanya works hard to balance her volunteer role with her academic pursuits and other extracurricular activities.</p>