

November 2022 - Executive Director Report

Staff Training:

Christine

The ABC's of Financial Sustainability: Building a Foundation for Financial Longevity.

- Understanding the importance of financial sustainability
- Budgeting, forecasting and financial analysis
- Understanding and managing risks specific to NPOs
- Environmental, social, and governance (ESG)
- Talent
- Cybersecurity
- Modern workplace operations
- Finance and audit updates

BDO's Not-For-Profit Annual Conference (Adapt, Evolve, Optimize)

- Audited Financial Statements – 5 Best Practices
- Accounting and Audits – What you need to know
- Reimagine your workplace; strengthen your organization
- Government Grants for Non-Profit Organizations
- Environmental, Social and Governance (ESG) – Start the discussion

SharED – every two weeks (variety of topics)

What is SharED? It is a program in the community, hosted by Community Futures of the North Okanagan which offers Executive Directors and Managers of not-for-profit organizations the opportunity to share expertise, best practices, problem-solving strategies, and exchange “just-in-time” information and training.

Executive Directors and Managers of not-for-profit organizations often find they are too busy to commit time to formal training programs yet value innovative ideas and new knowledge. SharED offers them the opportunity to access leadership, management ideas, and advice from both their colleagues and speakers.

In many cases, not-for-profit organizations are operating their agencies just like small businesses.

They have concerns about human resources, accounting/financial cash flows, strategic planning, research, marketing, and communications. The very same issues faced by for-profit businesses.

At the same time, it is recognized that not-for-profit organizations face unique challenges due to their non-profit status, especially in areas such as board development and governance, funding, volunteers, social economy, and evaluation. SharED aims to provide a forum for interaction and learning in all these areas.

SharED is a professional development program that focuses on organizational issues that pertain to the membership of the program. This is not a forum to promote programs and products, nor is it a place for political debate, rather this is a professional development program aimed at building the capacity of our local non-profit organizations.

Program Objectives

The overall **Objectives** of SharED are to:

- provide access to skill enhancement/training for executive directors/general managers
- share best practices between organizations
- identify operational problems and develop strategies to assist these issues
- allow for not-for-profit organizations access to professional business advice
- create partnerships and linkages
- develop networking opportunities

Val: An Evening in Conversation with Barbara Karness, RN

- To increase skill and knowledge on supporting people through end of life.

Vanessa: Connect Attachment Programs Facilitator Training

- Facilitators who attend the three-day/six-half day training are expected to run at least one group within a year of training in order to be fully certified.
- this evidence based, manualized 10-week program promotes social, emotional and behavioural adjustment and attachment security in children and youth between the ages of 8 and 18 years of age
- Attachment is a safety net for healthy development. When children are securely attached, they feel comfortable exploring their environment – they do not cling to us unnecessarily – they are free to learn new things about the world and develop new relationships. They also feel comfortable coming to us for help when they need it. They do not try to hide their fears, or avoid us when they are upset. A secure bond provides a good balance of comfort and safety on the one hand, and support for learning new things about the world on the other.
- Attachment is something that is shared between children and parents – it is a “shared partnership”. You build the relationship together, you change it together, and you are both changed by it. Your understanding and behaviour in the relationship has a powerful impact on your child’s behaviour and development. By understanding attachment in your relationship with your child, you can respond in ways that support healthy development and strengthen the bond between you.

Funding/Contracts

- CAPC extension: We have finally received the information about the CAPC funding extension. The funding will be extended to March 2025, there is no increase of funding at this time but we are hopeful when the new application process is announced in the future it will be increased. Each Coalition partner is now reviewing their budgets and workplans to submit at the end of this month.
- United Way new streaming applications – still waiting on further information, the application process for Children and Youth is supposed to be open the beginning of this month.
- Future Leaders: Some further clarification was requested, hopefully we hear soon.
- We have applied for the Recovery Fund, applicants are supposed to hear this month.

Seniors

- We are excited to announce we have found a new cook, Miroslava (Slavie for short). She is a very positive person and I think will be a great addition to our team. She is shadowing Sharon O. this month to learn the ropes and then will be cooking on Wednesday and Fridays, as well as, shopping. Sharon wants to keep cooking on Monday's except for the time off she has requested to see family.
- Jen has been asked to sit on the Community-Based Seniors Services (CBSS) Leadership Council. The CBSS Leadership Council acts as a consultative body for CBSS sector strategic initiatives. The Council builds on the work of the Raising the Profile Advisory Committee and Senior's Reference Group in recognizing the contributions and value of the sector and advocating for increasing the capacity of Community-Based Senior Services to meet the growing needs of BC aging population, including the identification of and remedies for systemic and emerging policy issues.
- Found a Canadian supplier for the Trishaw bike (TAPS funding). Will be ordering that soon so we will be ready for spring to launch the program.

Counselling

- Practicum student: Lisa Stevenson has started with the agency as a Counselling practicum student. She is working on her Masters of Counselling with Gonzaga University. She is also an Occupational Therapist. Great to have her on board to help reduce our waitlist. She is open to all types of clients, children, youth, adults, seniors, etc.
- Our entire Counselling Team recently met with MCFD Team Leads, there were six team leads who attended. It was a great way to put a face to a name for both our staff and theirs. We were able to ask questions and get clarification on "grey" areas. The Team Leads main focus/goal is to have better working relationships with agencies such as ourselves. I think each person was able to take something out of the meeting and made connections which will hopefully help us do our jobs better.
- Current waitlist on Oct.19 was 8
- One of the resources we have at the agency is the Crisis line phone number. We do offer the information if we think it's necessary but never know if it's actually used. We recently had a person call in distress and we shared the Crisis Line and did manage to connect them that day with a counsellor for an intake and assess the situation, they also supplied the Crisis Line information in case they needed it before they were able to attend the counselling session. It turned out this person did actually use the line for over two and half hours. I would count this as a success as it helped the person and it rerediated our information sharing is working.

Programs

- **School's Out**
 - o New procedure for cancelations/no shows
 - o Halloween Tour to Saddle Mountain, Monashee Mews and office
- **Lumby Parent and Tot** – last week had six new moms attend. There were 12 babies under the age of 6months. The total in attendance was 32 kids and 23 moms!
- **Cherryville Parent and Tot** – Have moved the program to the Preschool room. This has encouraged parents to be more engaged with their children with the more intimate setting. Also having access to the outdoor play area has given children with excess energy a safe place to be “busy”.
- **Cherryville Preschool** – Did a site visit recently, program was running smoothly as always. We are very lucky to have Cathy as our ECE for the program. It is also great for the community that we have another ECE, Dawn, so we were able to increase the number of participants. They mentioned the majority of participants are new families to the area.
- **Lumby Preschool:** Everything seems to be running smoothly, it's great to have this service available to the community again.
- **School Based Outreach:** The two new SBO staff seem confident in their positions with the school. I will be following up with the Principals of the schools to see how they feel the program is doing and if there are any additional ways I can support the staff or school so everyone is as successful as they can be.

Miscellaneous

- **Health and Safety** committee did a walkthrough of the main office, some action items that came from the meeting are:
 - Review evacuation plan for the office staff
 - Remind staff of incident binder located in kitchen
 - Update the list of those who have current first aid. Only one office staff has current first aid, so need to train some more people. If there was an emergency and the staff member was not there, I have indicated Pat from the Fire Department works at Gilberts and could be used if necessary. Not ideal but at least an option until more staff are trained.
- The office had 70 children trick or treat at the office this year. Was great the Chamber provided balloons for businesses to place outside their door if they were handing out candy on Halloween. I think it was a great success.
- **JWI Family Fun Night** – Shaun Miranda showed up with the RCMP truck and allowed students to sit in the truck and talk with him. It was a great way to connect with the kids in a positive way and something I know my son was talking about for days. It made a real impression on those who participated.
- Office will be closed Monday, December 26 and January 2.

Respectfully submitted, Christine Lishman