



**OUT**  
On The Shelf

## Annual General Meeting & Annual Report

# AGM 2016

Annual Report for the 2015  
Fiscal Year



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## Agenda for the 2016 Annual General Meeting

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### **Agenda**

#### **Seventh Annual General Meeting**

#### **Out On The Shelf**

May 30th, 7:00 – 8:00 PM

10 Carden St. Guelph, Ontario

- 1) Welcome and Introductions
- 2) Explanation of Voting Privileges
- 3) Review of Agenda
  - a. Motion to Approve Agenda for the 2016 AGM
- 4) Minutes of Previous Year's Annual General Meeting
  - a. Motion to Accept Minutes of the 2015 AGM (*previously and herein referred to as 2014 AGM*)
- 5) Presentation of Annual Report
  - a. Board Report
  - b. Committee & Service Reports
  - c. Financial Report
  - d. Motion to Accept Annual Report
- 6) Election of Directors
  - a. Slate of Candidates
    - i. Directors seeking re-election
    - ii. Nominations from the floor
  - b. Motion to Elect slate of Directors
- 7) Continuance Under the Canada Not-for-Profit Corporations Act”  
*Resolved as a special resolution that:*
  - 1) *The directors of the Corporation are hereby authorized and directed to make an application under section 297 of the Canada Not-for-profit Corporations Act (the Act) to the Director appointed under the Act for a Certificate of Continuance of the Corporation;*
  - 2) *The Articles of Continuance of the Corporation which have been submitted to this meeting are hereby approved; and*
  - 3) *Any one (1) director or officer of the Corporation be and is hereby authorized and directed to do all such acts and things and to execute, deliver, and file, all such documents as may be necessary or desirable to give effect to the foregoing resolution including, without limiting the generality of the foregoing Articles of Continuance, notice of registered office and of directors in the forms fixed by the Director.*

9) Out On The Shelf Membership Fee

- a) Motion to re-instate annual membership fee, raised to \$10, with option for pending memberships for those who cannot afford

10) Motion to Accept the Actions of the Board

- a) May I have a motion that all acts, contracts, proceedings, appointments, election and payments enacted, made, done and taken by the Directors and Officers of the Corporation as the same or set out or referred to in the minutes of the Board of Directors be approved, sanctioned and confirmed?

11) Appointment of Auditor

- It is not financially feasible for Out On The Shelf to hire a formal auditor to review our books. As a non-soliciting organization in 2015, a financial review can be conducted by anyone with bookkeeping or accounting experience. Our 2014 books were reviewed by FLOW Office Wisdom, who provided their services to us pro-bono. We, the Board of Directors, seek approval to have our 2015 books reviewed by a third party reviewer in lieu of a formal audit.
  - a) Motion to empower the Board of Directors to seek a third party reviewer in lieu of formal audit of 2015 books
- We, the Board of Directors, would like to begin providing the most current financial review to the membership at the AGM. In order to do this, we will need approval in advance to have our 2016 books reviewed by a third party reviewer in lieu of a formal audit (as a formal audit is still not financially feasible for Out On The Shelf at this time). However, we will be filing as a soliciting organization in 2016, and will therefore require a certified accountant to conduct the review.
  - b) Motion to empower the Board of Directors to seek a third party reviewer WHO IS A CERTIFIED ACCOUNTANT in lieu of a formal audit of 2016 books.
- **RESOLVED THAT** Pursuant to Section 182 of the *Canada not-for-profit Corporations Act*, the Corporation not appoint a public accountant.

12) Thanks to Community

13) Adjournment

## **Minutes of the 2014 Annual General Meeting**

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### **Minutes of the 2014 Annual General Meeting**

#### **Sixth Annual General Meeting**

##### **Out On The Shelf**

May 26th, 7:00 – 8:30 PM

10 Carden Street

Guelph, Ontario

**Present (Voting Members):** Rachel Driscoll, Erika O’Hara, Amy Ellard-Gray, Jayson Exel, Matthew Schinwald, Laura New, Lauren Katsuno, Marlene Pfaff, Martin Straathof, Emma Praysner, Thomas Sasso, Sara Wilmshurst, Jessica Wood, Brandon Kidd

##### **Present (Non-Voting):**

- 1) Welcome and Introductions
  - Rachel welcomed everyone
  - The current Board members introduced themselves and their roles
- 2) Explanation of Voting Privileges
  - Rachel explained the voting rights at the AGM: those who filled out a membership form can vote at this meeting, including electing new board members
- 3) Review of Agenda
  - a. Motion to Approve Agenda for the 2014 AGM
    - Moved: Sara. Second: Marlene
    - Motion carried.
- 4) Minutes of the 2013 Annual General Meeting
  - a. Motion to Approve Minutes of the 2013 AGM
    - Moved: Thomas. Second: Jessica
    - Motion carried.
- 5) Presentation of Annual Report
  - a. Board Report
    - Rachel presented the Board report
    - 2014 was a transition year that included a revisioning of the organization. With a new board we worked with the new vision and have been since developing new partnerships and building/establishing our programming. Finding a space became a secondary goal to establishing ourselves in the community in other ways.
  - b. Committee & Service Reports
    - Library Committee
      - Interlibrary loan is set up with Guelph Public Library
      - Small collection of books still on display at 10 Carden
      - Books moved from paid storage to free storage
    - Volunteer Committee

- increase in new volunteers in 2014, (26 new volunteers) which is impressive given the loss of volunteers following the loss of our space. Volunteers have been busy putting together programs for the Out In Guelph campaign, as well as organizing Pride this year. Call for new volunteers!
  - Fundraising Committee
    - Less activity in 2014 due to illnesses/absences/turnover, recruited new fundraising Chair (Sara). Received a \$6000 grant for a new space that was applied for in 2014.
  - Programming Committee
    - 2014 was still very much a transition year, but we focused on building up and redefining the programming. Decided that the role of the committee would be to provide services to the community free of charge. Continue to have a great partnership with ARCH (to develop Pride & Prejudice). Spent 2014 designing the Out In Guelph campaign which was launched at Pride this year.
  - Pride Committee 2014
    - True Colours – higher attendance than in 2013. Slightly less sponsorship, but did receive large donations from several big sponsors (University of Guelph, McNeil Consumer Health, Unifor, Wyndham Art Supplies). There were 21 different events, total revenue was \$8877 (.004% increase from 2013), \$6372 expenses, net surplus of \$2504.
  - c. Financial Report
    - *The financial statement of the Corporation for the fiscal year ended December 31, 2014 and the book keeper's report thereon, as submitted to the members of the Corporation are hereby accepted.*
    - Ended 2014 with a surplus – revenues increased due to Pride and 3<sup>rd</sup> party fundraising. We also saved money by not paying rent.
    - Informally audited by professional bookkeeper, received advice that we will put in place in the coming year
    - Motion to approve financial report
      - Moved: Sara. Second: Erika
      - Motion carried.
  - d. Motion to Accept Annual Report
    - Moved: Martin. Second: Marlene
    - Motion carried.
- 6) Election of Directors
- a. Slate of Candidates
    - i. Directors seeking re-election
      - Rachel Driscoll
      - Amy Ellard-Gray
      - Erika O'Hara
    - ii. Nominations from the floor
      - Jason Exel
        - Nominated by Jessica
      - Matthew Schinwald
        - Nominated by Erika
      - Brandon Kidd
        - Nominated by Lauren
      - Lauren Katsuno
        - Nominated by Laura
      - Martin Straathof

- Nominated by Sara
  - Sara Wilmshurst
    - Nominated by Joanne
  - b. Motion to Elect slate of Directors: *The following named persons be and they are hereby elected as directors of the Corporation, to hold such office until the close of the next annual meeting of members or until their successors are elected or appointed*
    - Moved: Thomas, Seconded: Troy
    - Motion carried.
- 7) Continuance Under the Canada Not-for-Profit Corporations Act”
- *The Corporation was continued under the Canada Not-for-profit Corporations Act by certificate and articles of continuance issued effective July 28, 2014. I confirm that the certificate and articles of continuance replace the letters patent issued to the Corporation on July 28, 2014 under the Canada Corporations Act and are deemed to be the articles of incorporation of the continued Corporation*
- 8) Motion to Accept the Actions of the Board
- *May I have a motion that all acts, contracts, proceedings, appointments, election and payments enacted, made, done and taken by the Directors and Officers of the Corporation as the same or set out or referred to in the minutes of the Board of Directors be approved, sanctioned and confirmed?*
  - Moved: Troy. Second: Martin
  - Motion carried.
- 9) Appointment of Auditor
- a. *Motion to empower the Board of Directors to seek a third party reviewer in lieu of formal audit.*
    - Moved: Marlene. Second: Troy
    - Motion carried.
  - b. *Motion to empower the role of a Book Keeper in lieu of a Public Accountant.*
    - Moved: Troy. Second: Erika
    - Motion carried.
- c. Thanks to Community
- On behalf of the board of directors, Rachel Driscoll thanks the community and our membership for coming out tonight and for supporting us throughout the year, also thanks to all of our amazing community partners, and thank to all of our amazing volunteers. We had so much volunteer support at the board level this year – volunteers who are now moving into board positions.
  - Thanks to the board members as well for working together through this challenging year of transitions.
- d. Adjournment
- Motion to approve the adjournment of the meeting:
  - Moved: Sara. Second: Erika
  - Motion carried.

## **Board of Directors Report**

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Out On The Shelf has gone through a lot of changes over the past three years. In 2013 we lost our home due to an unexpected rent increase, and had to put our massive library collection into storage. We spent two years focusing on strengthening our community partnerships, developing new programs to offer to the public, and making our Guelph Pride celebrations bigger and better than ever before. Even without a physical presence in the community, our board members remained hard at work behind the scenes to bring the organization back to life.

I became Chair of Out On The Shelf in May 2015, after serving a year as secretary on the board of directors. I entered my position at the start of a very exciting year. We had just celebrated the biggest and most well attended Guelph Pride week yet. We had just won a Guelph Wellbeing Grant that was earmarked for finding us a new home. And we had just elected a strong team of 9 board members who brought various expertise to specific roles, like fundraising, treasury, information studies, and web design.

After winning the grant, we engaged in a crowdfunding campaign to raise the rest of the money we would need for rent. This campaign was hugely successful, bringing in over \$6000 in one month. We were blown away by the generosity of our community. Once we had raised enough money to get back on our feet we spent two months pounding the pavement in search of a space, finally finding our new home within 10 Carden Street. In August, with the help of a team of volunteers, we moved our entire library collection of over 3000 books, DVDs, and other resources out of storage and into our new public library space.

Throughout this time of rebuilding our presence in the community, we have also been working toward improving the credibility and status of the organization. We are developing and improving record-keeping protocol and document control, and we are working with pro-bono consultants to conduct in-depth financial reviews and market research. I have been privileged to hold the position of Chair of this organization for a full year, and I am extremely impressed and proud of what we have accomplished so far.

Thank you to the community for your continued support.

Amy Ellard-Gray, Chair of the 2015 Board of Directors

## Committee and Service Reports

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### Visitors

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Out On The Shelf re-opened its doors in August of 2015, and since that time we have enjoyed a rapid influx of visitors. Between August and December 2015 we had 116 patron visits.

### Library Committee

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Thanks to the Guelph Wellbeing Grant (awarded April 2015) and donations crowdfunded from our community in July 2015, the full Out On The Shelf library became available for perusal at 10 Carden St. in August, 2015. By the end of the year (December 31<sup>st</sup>, 2015), the library collection was fully catalogued and was ready to be circulated to card-holding members. Also by the end of the year, the library was open 20 hours a week, staffed by 23 volunteers donating a total of 560 non-board volunteer hours. This means that we have completely re-established our services offered to the community since the centre closed in 2013.

In 2015, the Out On The Shelf library purchased a barcode scanner and all other necessary processing materials for the upcoming year. We also set up an online catalogue (Koha), through which our members can search our collection from the comfort of any computer with internet access. With all of these purchases and developments, the library committee has stayed within budget in 2015.

Over the course of the year, our search for a new space, our move into a new space, and the rapid growth and activities of the library committee, garnered a considerable amount of media attention. We thank local media outlet, Guelph Mercury, for giving us the coverage that helped us to secure a space in August, 2015.

Guelph Public Library continues to be a wonderful community partner for Out On The Shelf. They have been supportive of our Interlibrary Loan initiative, eager to offer our collection to their patrons, and have taken on the brunt of the technical work involved in setting up an Interlibrary Loan system. The interlibrary loan program that we planned in 2014-2015 is still in the works.

Last but not least, we thank 10 Carden, who reached out to us and offered to rent us our current library space at a cost that worked with our budget. We look forward to maintaining this relationship with 10 Carden for years to come.

### Looking ahead to the 2016 year:

- Rent for the upcoming year continues to be covered by the Guelph Community Wellbeing Grant and by money crowdfunded from the community in July 2015.
- The Out On The Shelf library will be moving into the Acker's Furniture Building in the Fall of 2016, along with the rest of 10 Carden. Consequently, we plan to cull the collection down to the "very best" of what we have to accommodate for limited space in the new building and to make room for new books (acquired through targeted purchases and targeted donations).
- We are looking to change our online catalogue to a newer, leaner platform that is easier to train volunteers on.
- We have cross-trained with 10 Carden volunteers, and hope to reduce the need for Out On

The Shelf volunteers to staff the centre for as many hours as they do now.

- We hope to establish 3-4 active ILL relationships by September.

If you are interested in volunteering on the Library Committee please contact **outontheshelf.volunteer@gmail.com**

If you have any questions about donations, our collection, or the library itself please contact: **library.outontheshelf@gmail.com**

## Volunteer Committee

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### January 2015 to July 2015

The Out On The Shelf volunteer coordinator position was not yet fully developed for the new board between January and July, and volunteer tracking was not yet in place. Volunteer recruitment was largely informal; that is, new volunteers joined various committees or projects through connections to other volunteers and were not always filtered through the volunteer coordinator. Committee chairs recruited their own volunteers (e.g., library, pride), and for this reason as well, tracking was not consistent.

Three important positions were filled by the temporary volunteer coordinator prior to August 2015: Web Developer, Fundraising Chair, and official Volunteer Coordinator.

### August 2015 to December 2015

In August 2015, a new volunteer coordinator was brought onto the team and the volunteer coordinator position was redesigned. Part of the position redesign involved the development of policies and tracking systems to support the volunteer cycle of OOTS volunteers.

Since that time, we have been working closely with Guelph Wellington Volunteer Centre to fine tune recruitment ads to optimize the impact of our ads. In October the library space opened for perusal of our collection (although circulation did not begin until Jan 2016). Two library volunteers were promoted to Library Coordinators as part of a succession plan and to provide the library chair with extra support. We also started succession planning for all committee chairs – the coordinator position was developed as a bridge between committee chair and volunteers wishing to acquire new skills.

#### Documents Created:

- Incident Report (Regular and Witness)
- Interview Sheet
- Exit Interview Sheet
- Conflict Resolution Model

## Volunteer activity in 2015

COMMITTEE OF OUT ON THE SHELF	# OF NEW VOLUNTEERS	VOLUNTEER TASKS / DESCRIPTION
BOARD OF DIRECTORS (GOVERNANCE)	9	<b>Board of Directors is all volunteer-based. 9 directors volunteered their time to govern the organization, and to lead other volunteer efforts.</b>
PROGRAMMING	6	<b>All programming volunteers were in the role of program facilitation. 4 volunteers facilitated Pride &amp; Prejudice, 2 facilitated Out On The Trail.</b>
MARKETING & COMMUNICATIONS	5	<b>2 marketing volunteers from Jan – Nov 2015 focused on poster design for program and fundraising promotions, and website design. 3 new marketing volunteers (including a new marketing chair) started Nov 2015 and committee's tasks increased to include graphic design, social media coordinator, rebranding, market research, and communications.</b>
LIBRARY	23	<b>21 volunteers conduct <i>library assistant</i> tasks, including staffing the space, checking out books, signing up new members, and cataloguing and organizing the collection. 2 volunteers conduct <i>library coordinator</i> tasks. This is a support role to the library chair, and involves library assistant tasks as well as managing volunteers and planning library developments.</b>
FUNDRAISING	3	<b>Volunteers helped to write grants and plan/host fundraising events.</b>
PRIDE	12	<b>Volunteers planned and executed all Pride 2015 events, and promoted and advertised Pride Week 2015.</b>

If you are interested in actualizing Out On The Shelf's full potential, contact [outontheshelf.volunteer@gmail.com](mailto:outontheshelf.volunteer@gmail.com) to volunteer.

### Pride Committee

The theme of Guelph Pride 2015 was CELEBRATE. The purpose of the theme was to invoke the purpose of what we wanted Guelph Pride to be about for 2015: celebrating our community, the individual and the diversity in the LGBTQ+ community (from hereon in referred to as the Pride Community). The committee wanted to reinvigorate Pride with new events but also build off the success of the previous few years.

Our initial goal was to do an audit of existing events and outreach methods with the community in terms of sponsorship, marketing and promotion, and purpose of events. Each event has a distinct purpose that tied into what we believe Guelph Pride is meant to encompass.

The first item identified was that the flag raising ceremony should be more accessible to our community. Previously, it was held on the Monday during lunch hour. This conflicted with most Pride Community members' schedules and feedback included the sense that the flag-raising was more for the city hall staff than for our Pride Community. With further investigation, this meant that we required paying an additional fee to city hall. It was felt that this was going to be an important cost to bear for at least this year to see how the community's response would be to the change. Furthermore, the Pride Committee felt that

combining the community picnic (now the community BBQ) and flag-raising would help increase attendance and give greater impact to the event. We did see a significant increase in attendance from the Pride Community. The changes were well received by the community and it was decided to continue the flag-raising on a Saturday with recommended changes for 2016.

Additional reflection on Guelph Pride 2014 indicated that we were missing events that would serve a purpose for the variety of Pride Community members. We wanted to strengthen our youth outreach and provide more of a service for them to feel like they have a supportive Pride Community in the city given that Out on the Shelf did not have a physical presence for the youth to go to. The result was the design of a Youth Pride Prom. This also required a significant investment by the Pride Committee budget. The hope was to have more support from the school board but these funds never came through and Guelph Pride had to also bear this cost. The response from the event was received positively; however, the Pride Committee indicated that we would not be able to continue to afford this event in future years. Therefore, adjustments would have to be made in order to continue youth events without jeopardizing our accounts.

Additional to our line-up of new events was an outdoor sporting event. We decided to go with Pride Volleyball because it was a versatile game that would allow for a variety of skill levels. With support from Perpetual Motion, we were allowed to use their equipment for free and therefore provided a new event without any cost. David's Tea also sponsored the event by providing two staff to come out and provide complimentary refreshments to our players. The event added variety to our event line up and we had 18 people attend.

PrideLit was another event that was motivated by the direction of the Out on the Shelf board when I took on the position of chair. It was requested that we had an event that would tie Out on the Shelf as a LGBTQ+ library would be able to get more involved in and show their presence at Guelph Pride.

It was said that other events such - as the Martini Walk, the Pride Trivia Night - were not as well attended in previous years but that they were events worth investing more time in to improve them.

We also decided to hire a professional photographer so that we would have high quality photo stock for Guelph Pride's use in proper advertisement for years to come. This would also be a significant investment on our part but something the committee felt would help increase our engagement on social media and well as have photos to use in our advertisement for years to come. We found a photographer, Brandon Marsh photography, who gave Guelph Pride a significant discount (50% off services) to attend all the Guelph Pride events. This was a cost of \$1,000. In order to offset some of this cost we decided not to do the Norfolk Bridge Banner. The remaining costs would have to be absorbed by the committee.

We began to move away from third party programming due to problems experienced in the previous year. It was decided that without proper policy on third party events, the Pride Committee would have difficulty with accountability on how events are managed and could at times reflect poorly on the Pride Committee. Therefore, we took a collaborative approach in order to provide such events.

Another significant challenge for the Guelph Pride committee was that the committee's executive was not at full capacity. We no longer had a fundraising chair specific to the committee until much closer to the event. We also lacked anyone who had marketing abilities and website management skills. We were lucky to have a number of returning volunteers with event planning and management skills that would allow us to coordinate the existing events and add the new ones to the roster.

## Guelph Pride 2015, May 1 – 10

Event	Attendance
Teen Bowling	20
Cocktail Crawl	20
Flag-Raising Ceremony and Community BBQ	160
Drag Show	55
Pride Beach Volleyball	18
Queer Trivia Night	35
Speaking Our Truths II	65
Celebrating Pride in our Families and Communities	8
PrideLit	30
Pride Art Show	75
Mr. and Miss. Guelph Pride Pageant	55
Colour-me Pride Dance	80
Pride Prom	17
Harcourt United Church Affirming Ceremony	
<b>Total Events:</b>	<b>14</b>
	<b>Total guests:</b> 638

Guelph Pride began the year with a \$6,000 balance. With the increased investment to strengthen Guelph Pride costs were higher than typical years totaling \$8,172.61. The total revenue for Guelph Pride 2015 was \$6,407. Therefore, Guelph Pride committee resulted in a deficit of \$1,765.61 and a remaining cash balance for the 2016 year at \$4,234.39. With this balance, the committee had discussed opportunities for a fundraising event in February 2016. As well, the hope is that the increased investment in Guelph Pride will help signal new sponsorship dollars.

### Fundraising Committee

Out on the Shelf's fundraising committee is composed of volunteers, led by a board member who served as Fundraising Chair.

Below please find a summary of fundraising activities in 2015. Note: Some funds raised came through the Pride committee's activity, and are reported in that section of the Annual Report.

FUNDRAISING CATEGORY	ACTIVITY	DATE	REVENUE	NOTES
<b>DIRECT MARKETING</b>	Direct mail/email appeal to past donors	Spring 2015	\$585	Contacted 66 individuals – 4.5% response rate
<b>PEER-TO-PEER</b>	Knit-a-thon	November 2015	\$370	12 donors
<b>DIGITAL</b>	Crowdfunding	July/August	\$5879.97	

<b>CAMPAIGNS</b>	for library Giving Tuesday	2015 December 2015	\$20	1 donor
<b>EVENTS</b>	Trivia Nights	14 and 28 July 2015	\$203	Funds raised through donations and admission
	OOTS Speakers' Series – Amy Ellard-Gray	13 August 2015	\$55	For all speakers' series events we suggested but did not insist on a \$5-10 donation
	Donor and volunteer appreciation night	21 August 2015	\$0	Not intended to raise funds directly, but to thank donors and volunteers.
	OOTS Speakers' Series – Gill Forth	27 August 2015	\$30	
	OOTS Speakers' Series – Mary De Coste	3 September 2015	\$0	
	OOTS Speakers' Series – Sexuality Research Panel and Sky Gilbert	19 September 2015	\$24	
	OOTS Speakers' Series – Jordi Díez	Cancelled – scheduled for 24 September 2015	\$0	
<b>SPONSORSHIP</b>	Guelph Pride	May 2015	Approx. \$2315	Fundraising committee obtained sponsorships from 24 businesses
	Town Hall Meeting	2 June 2015	\$200	Use of Boathouse Tearoom as a venue
	Trivia Night	14 July 2015	\$40	Prizes sponsored by four businesses
	Out on the Shelf Speakers' Series	August/September 2015	\$350	Use of Unitarian Congregation of Guelph as a venue

<b>GRANT WRITING</b>	2015 Guelph Wellbeing Grant	Funds rec'd spring 2015	\$6000	Designated for library space rental
	2016 Guelph Wellbeing Grant	Application submitted in 2015, funds to arrive in 2016	\$5700	

Other activities:

- Chair moved donor information into a unified recording system so Out on the Shelf is better-equipped to manage relationships with donors
- Chair served on an ad-hoc committee for policy development, which generated several policies, including policies on privacy, community relations, and fundraising
- By writing thank-you notes to all individual donors, the committee attempted to improve the donor's experience

The Fundraising Committee is always looking for people to support fundraising activities. If you would like to volunteer you can email the Volunteer Coordinator at **outontheshelf.volunteer@gmail.com**.

Programming Committee

With the return in 2015 to a focus on our physical space and the redevelopment of our largest program, the library, Out On The Shelf's focus on broad programming was reduced. We also lost our programming committee chair in 2015 and have been unable to find replacements. This loss of volunteers and organizers has meant that we only managed to maintain two of our programs besides the library: Out On The Trail, and Pride and Prejudice.

Out On The Trail ran for the summer months (May-Aug) and involved bicycling on Guelph trails in a safe and inclusive group. Our facilitators had first aid training, and rides were scheduled every other week, on a different trail each time. Turnout for this program was satisfactory, ranging from 3 to 7 participants including facilitators. However, participation did begin to dwindle, and by the last ride of the summer no participants showed up. We have not rebooted this program for summer 2016 due to a lack of volunteer facilitators and a lack of community interest in renewing the program.

The program that we have maintained throughout all of 2015 is Pride and Prejudice – our collaborative program with ARCH. ARCH developed this youth support and leadership program in 2013, and brought it to Guelph in partnership with Out On The Shelf in 2014. In 2015 the program saw a turnover of facilitators, and despite the devotion and energy of the facilitators, saw a decline in participation. This program is currently being re-designed with a new focus on participant recruitment and marketing. The table below breaks down program topics and attendance starting in May 2015 – the month when facilitator turnover happened and program tracking improved.

## Pride & Prejudice Program: Topics and Attendance

MONTH 2015	TOPIC	TOTAL PARTICIPANTS	TOTAL NEW PARTICIPANTS
MAY	The role of social media in LGBTQ+ youth	8	3
JUN	Movie Night: Watched But I'm a Cheerleader	4	1
AUG	Movie and discussion: Watched My Prairie Home	3	0
SEP	Discussion about initiatives that their schools were doing to advocate for and create support systems for those identifying as LGBTQ+	3	0
OCT	A youth representative came to talk with the group about trans identity, his experience, how to be a good ally, etc.	4	0
NOV	Discussion about mental health/wellness, stress-management, and how they think mental health and identifying as LGBTQ+ might (or might not!) impact each other.	2	0
DEC	Discussion on healthy relationships and communication	1	0

The rest of the programs developed as part of the “Out In Guelph” initiative were not sustained due to low (or no) community interest. The lack of maintained community interest was surprising to the programming committee, as programs were developed based on the feedback from a community survey conducted in 2013. We are currently working with the Community Engaged Scholarship Institute to conduct a larger and much improved survey of community needs and hope to better target our programming to community needs in the upcoming year.

For most of 2015, Out On The Shelf programming was temporarily managed by the Chair of the Out On The Shelf Board, and only the minimum duties of the position were performed due to other workload priorities. A new programming chair will be starting immediately following the AGM who will work with the findings from the Community Engaged Scholarship Institute’s survey and program evaluation to redesign Out On The Shelf’s programming. If you are interested in joining the programming committee, please contact our volunteer coordinator at [outontheshelf.volunteer@gmail.com](mailto:outontheshelf.volunteer@gmail.com).

## Marketing & Communications Committee

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The Marketing & Communications Committee was a new development for Out On The Shelf that started in November of 2015. Although we had a volunteer devoted to checking organizational emails and designing promotional posters, there was little structure or accountability for these volunteer tasks. Following a Visioning meeting for the organization in October 2015, a formal Marketing & Communications committee was launched to manage rebranding of our image and services as planned in the visioning meeting.

A Marketing & Communications Committee Chair manages a team of volunteers who take care of web development, graphic design, communications, and collaborating with the Community Engaged Scholarship Institute to plan marketing.

### **Upcoming for 2016:**

- The Marketing & Communications Committee is growing, with the addition of an IT volunteer and a Social Media volunteer in 2016.
- A quarterly newsletter was launched in Jan 2016.
- Effort to grow member email list, adhering to Canada's Anti-Spam Legislation (CASL).
- Working with both Community Engaged Scholarship Institute (CESI) and the Centre for Business and Student Enterprise (CBaSE) to conduct community needs assessment and marketing plan for 2017.

If you would like to volunteer on the Marketing & Communications Committee please contact [\*\*outontheshelf.volunteer@gmail.com\*\*](mailto:outontheshelf.volunteer@gmail.com)

**Financial Statements for the fiscal year ended December 31, 2015**Treasurer's Comments

In 2015, we ended the year with a \$6097.76 surplus. This is largely due to our receiving the City of Guelph Wellbeing Grant and those who donated to our crowdfunding campaign. We actually received \$9789.72 more than we predicted in 2015. Much of 2015, financially, was unexpected as the grant and crowdfunding were not guaranteed income. Upon success of both of those fundraising efforts, we gained new expenses in the form of rent, insurance increases, moving supplies, and all other costs associated with acquiring our new home at 10 Carden.

However, these funds were both slated for the library/space only, and therefore could not be used to account for overspending which occurred during Pride Week 2015. The Pride committee went over budget by \$2148.86 due to an unexpected cost of the dance. This amount was billed to us from the Holiday Inn, and Out On The Shelf had no choice but to pay the amount in full – putting Pride over budget – or risk being sued by the Holiday Inn. As such, funds from the Fundraising and Programming Committees had to be cut significantly in order to absorb the deficit and share it across the organization. Every other expense for Pride 2015 has been paid, or reimbursed to the volunteers, and were on - and under - budget.

Pride's unexpected expense prompted us to do an overhaul of our finance policies. We developed the 'Committee Budget Submission and Expense Approval Policy' - which now outlines how the budget approval process is to happen. Committees submit their budget proposals to the board treasurer, the treasurer works out a sample that can support as many projects as possible, and submits it to the board for approval. The board votes in the budget and it becomes set for the year ahead. Any increases in spending must be approved by the board *before* they are accrued, or OOTS is not liable for such an expense and reimbursements may not be made the the volunteer responsible for the unapproved spending.

In 2015, we had a visioning meeting where the board and its committee chairs discussed where they would want to see OOTS in the future, up to ten years in the future. Since then, mock budgets for years up to 2026 have been in development. These are to be used as a guide to help us take the necessary financial steps and set those goals to be able to achieve what we hoped to in ten years.

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**2015 Income Statement**


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**OUT ON THE SHELF*****REVENUE****EARNED REVENUE*

Book Sales	\$20.00
Pride Sales	\$3,550.00
	<u>\$3,570.00</u>

*FUNDRAISING REVENUE*

Fundraising Events	\$529.00
Third-Party Fundraising	\$612.30

Pride Donations	\$2,857.00
	<u>\$3,998.30</u>
Individual Donations	\$6,034.52
Organizational Donations	\$200.00
CanadaHelps	\$733.00
	<u>\$6,967.52</u>
<u>GRANT REVENUE</u>	
Government Grants	\$6,000.00
	<u>\$6,000.00</u>
<u>OTHER REVENUE</u>	
Tax Return	\$428.65
Other	\$275.25
	<u>\$703.90</u>
<b>TOTAL REVENUE</b>	<b>\$21,239.72</b>

## **EXPENSES**

<u>LIBRARY/FIXED OPERATING EXPENSES</u>	
Rent (10 Carden)	\$3,497.91
Business License & Fees	\$20.00
Membership Fees	\$193.00
Insurance	\$2,024.64
Website	\$101.67
Bank Fees	\$15.90
	<u>\$5,853.12</u>
<u>FUNDRAISING EXPENSES</u>	
Donor Recognition	\$95.16
Venue	\$28.25
Courier & Postage	\$28.82
Promotions	\$90.74
Miscellaneous	\$50.00
Website (Contribution)	\$68.75
CanadaHelpsFee	\$38.83
	<u>\$400.55</u>
<u>PROGRAMMING EXPENSES</u>	
Pride & Prejudice	\$61.34
Promotions	\$119.19
	<u>\$180.53</u>
<u>PRIDE EXPENSES</u>	

Venue	\$5,672.35
Food & Drink	\$368.28
Supplies	\$472.23
Promotions	\$1,180.01
Website	\$135.64
Miscellaneous	\$320.35
	<u>\$8,148.86</u>
<b><u>ADMINISTRATIVE EXPENSES</u></b>	
Travel and Vehicle Expenses	\$194.31
Accounts Payable	\$364.59
	<u>\$558.90</u>

<b>TOTAL EXPENSES</b>	<b>\$15,141.96</b>
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<b>NET INCOME</b>	<b>\$6,097.76</b>
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**DEC. 31, 2015 BALANCE SHEET  
OUT ON THE SHELF**

**ASSETS**

Meridian Chequing Account	\$18,037.50
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**LIABILITIES**

Loans	\$0.00
Accounts Payable	\$367.48

**EQUITY**

Total Equity	\$17,670.02
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## Board of Directors Membership

### Retiring Directors

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By definition of the By-Laws, the Board of Directors of Out On The Shelf automatically retires preceding each Annual General Meeting. During the regular year, existing Board Members may elect additional Board Members, who shall then stand for election at the next AGM.

#### **Directors who have served Out On The Shelf during the 2015 fiscal year include:**

##### **2015-16 Board**

- Amy Ellard-Gray (Chair)
- Erika O'Hara (Treasurer)
- Lauren Katsuno (Secretary)
- Brandon Kidd
- Sara Wilmshurst
- Martin Straathof
- Jason Exel
- Matthew Schinwald
- Rachel Driscoll

#### **Directors who retired during the 2013 term include:**

- Lynn Woodford
- Jessica Wood
- Joanne Norris
- Ruth Neustifter
- Troy Caplan

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#### **Directors who are now retiring include:**

- Erika O'Hara
- Lauren Katsuno
- Sara Wilmshurst
- Martin Straathof
- Jason Exel
- Matthew Schinwald
- Rachel Driscoll
- Brandon Kidd

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### Slate of Nominees for Election to the Board of Directors until the 2017 AGM

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- **Directors Seeking Re-election:**
  - Amy Ellard-Gray
- **Nominations from the floor**
  - Andrew Sweeney (nominated as Treasurer)
  - Edward Reimer (nominated as Secretary/Vice-Chair)
  - Jesse Tetrault
  - Laura Ilves
  - Page Reid Wakarchuk
  - Emma (Yan) Wang

## Record of 2015 Meetings and Summary of Motions

This section contains a summary of all motions made during monthly meetings of the Board of Directors of Out On The Shelf for the year 2015. It also serves as a record of the dates of each meeting. For convenience, approval of each set of minutes is noted beside the relevant date in lieu of in the meeting where the motion to approve the minutes was passed.

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### January 20, 2015 (approved March 9, 2015)

- Troy Caplan moved to adopt the following consent items as presented:
  - Board minutes Dec 10, 2014; financial report; committee reports
  - Seconded by Ruthie Neustifter. **Approved.**
- Rachel Driscoll moved to vote to approve the 2015 budget.
  - Seconded by Amy Ellard-Gray.
  - **All in Favour. Approved.**
- Ruthie Neustifter moved to adjourn the meeting
  - Seconded by Jessica Wood. **Approved.**

### February 2015

- Meeting postponed due to weather. Rescheduled for March 9, 2015.

### March 9, 2015 (approved March 24, 2015)

- Erika O'Hara moved to adopt the following consent items as presented:
  - Board minutes Jan 20, 2015; financial report; committee reports
  - Seconded by Jessica Wood. **Approved.**
- Jessica Wood moved to approve Jason as new Marketing & Communications Chair<sup>1</sup>
  - Seconded by Amy Ellard-Gray. **Approved.**
- Jessica Wood moved to adjourn the meeting
  - Seconded by Erika O'Hara. **Approved.**

### March 24, 2015 (approved April 24, 2015)

- Erika O'Hara moved to adopt the following consent items as presented:
  - Board minutes Mar 9, 2015; financial report; committee reports
  - Seconded by Troy Caplan. **Approved.**
- Amy Ellard-Gray moved to waive membership fee for this year
  - Seconded by Troy Caplan.
  - Majority in favour. **Approved.**
- Jessica Wood moved to adjourn the meeting
  - Seconded by Erika O'Hara. **Approved.**

### April 24, 2015 (approved May 12, 2015)

- Jessica Wood moved to adopt the following consent items as presented:
  - Board minutes Mar 24, 2015; financial report; committee reports
  - Seconded by Erika O'Hara. **Approved.**
- Jessica Wood moved to vote to approve a new financial policy
  - Policy: Committees can spend up to a certain maximum and, at the end of the year, the difference is split among the other committees.

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<sup>1</sup> This volunteer ended up not accepting the responsibilities of the position.

- Seconded by Erika O'Hara.
- All in favour. **Approved.**
- Erika O'Hara moved to adjourn the meeting.
  - Seconded by Rachel Driscoll. **Approved.**

### May 12, 2015 (approved June 9, 2015)

- Jessica Wood moved to adopt the following consent items as presented:
  - Board minutes Apr 20, 2015; financial report; committee reports
  - Seconded by Joanne Norris. **Approved.**
- Joanne Norris moved to adjourn the meeting
  - Seconded by Erika O'Hara. **Approved.**

### May 21, 2015 (Annual General Meeting)

- Sara Wilmshurst moved to approve the agenda
  - Seconded by Marlene Pfaff (voting member). **Approved.**
- Thomas Sasso (voting member) moved to approve the minutes of the previous AGM
  - Seconded by Jessica Wood. **Approved.**
- Sara Wilmshurst moved to approve the Financial Report.
  - Seconded by Erika. **Approved.**
- Martin Straathof moved to accept the Annual Report.
  - Seconded by Marlene Pfaff (voting member). **Approved.**
- Thomas Sasso (voting member) moved to elect the slate of directors
  - Directors seeking re-election
    - Rachel Driscoll
    - Amy Ellard-Gray
    - Erika O'Hara
  - Nominations from the floor
    - Jason Exel was nominated from the floor by Jessica Wood
    - Matthew Schinwald was nominated from the floor by Erika O'Hara
    - Brandon Kidd was nominated from the floor by Lauren Katsuno
    - Lauren Katsuno was nominated from the floor by Laura New
    - Martin Straathof was nominated from the floor by Sara Wilmshurst
    - Sara Wilmshurst was nominated from the floor by Joanne Norris
  - Seconded by Troy Caplan.
  - **Motion to elect slate of directors approved.**
- Troy Caplan moved to accept the actions of the board.
  - Seconded by Martin Straathof. **Approved.**
- Marlene Pfaff (voting member) moved to empower the Board of Directors to seek a third party reviewer in lieu of a formal audit.
  - Seconded by Troy Caplan. **Approved.**
- Troy Caplan moved to empower the role of a bookkeeper in lieu of a public accountant.
  - Seconded by Erika O'Hara. **Approved.**
- Sara Wilmshurst moved to adjourn the meeting
  - Seconded by Erika O'Hara. **Approved.**

### May 21, 2015 (post-AGM meeting)

- Sara Wilmshurst nominated Amy Ellard-Gray to the Director role of Chair of the Board.
  - Seconded by Brandon Kidd. **Approved.**
- Matthew Schinwald nominated Erika O'Hara to the Director role of Treasurer.
  - Seconded by Jay Exel. **Approved.**
- Martin Straathof nominated Lauren Katsuno to the Director role of Secretary.

- Seconded by Jay Exel. **Approved.**
- Martin Straathof moved to approve new signing authorities:
  - Amy Ellard-Gray, Jay Exel, Erika O'Hara
  - Seconded by Sara Wilmshurst. **Approved.**
- Matthew Schinwald moved to approve Joanne Norris as our 2015 bookkeeper
  - Seconded by Brandon Kidd. **Approved.**
- Martin Straathof moved to approve 2014 tax return.
  - Seconded by Sara Wilmshurst. **Approved.**
- Matthew Schinwald moved to allow Sara Wilmshurst to host the OOTS Town Hall meeting at The Boathouse on June 2<sup>nd</sup>, 2015
  - Seconded by Brandon Kidd. **Approved.**
- Martin Straathof moved to adjourn the meeting
  - Seconded by Erika O'Hara. **Approved.**

#### **June 9, 2015** (approved July 8, 2015)

- Matthew Schinwald moved to adopt the following consent items as presented:
  - AGM minutes May 21, 2015; Committee Reports
  - Seconded by Sara Wilmshurst. **Approved.**
- Erika O'Hara moved to adjourn the meeting.
  - Seconded by Matthew Schinwald. **Approved.**

#### **July 8, 2015** (approved August 4, 2015)

- Sara Wilmshurst moved to adopt the following consent items as presented:
  - Board minutes Jun 9, 2015; Committee Reports
  - Seconded by Erika O'Hara. **Approved.**
- Motion passed via email vote to approve FLOW Office Wisdom to do our financial review pro-bono.
  - All in favour. **Approved.**
- Amy Ellard-Gray moved to rent space in 10 Carden.
  - Seconded by Sara Wilmshurst. **Approved.**
- Motion to adjourn the meeting.
  - All in favour. **Approved.**

#### **August 4, 2015** (approved September 1, 2015)

- Sara Wilmshurst moved to adopt the following consent items as presented:
  - Board minutes Jul 8, 2015; Approval of Agenda; Committee Reports
  - Seconded by Martin Straathof. **Approved.**
- Brandon Kidd moved to allocate \$150 from Crowdfunding money toward moving costs
  - Seconded by Erika O'Hara. **Approved.**
- Erika O'Hara moved to adjourn the meeting.
  - Seconded by Brandon Kidd. **Approved.**

#### **September 1, 2015** (approved October 2, 2015)

- Martin Straathof moved to adopt the following consent items as presented:
  - Board minutes Aug 4, 2015; Committee Reports
  - Seconded by Erika O'Hara. **Approved.**
- Brandon moved to approve Jeff Schonnop as new volunteer coordinator
  - Seconded by Jay Exel. **Approved.**
- Martin Straathof moved to approve a \$200 increase in moving costs, with that cost being covered by the administrative and programming budget
  - Seconded by Erika O'Hara.

- All in favour. **Approved.**
- Brandon Kidd moved to approve a \$10.00 library fee (with the option of paying pending library fees) at the next AGM, additionally granting current members free access to the library until May 2016
  - Seconded by Amy Ellard-Gray.
  - All in favour. **Approved.**
- Erika O'Hara moved to adjourn the meeting.
  - Seconded by Brandon Kidd. **Approved.**

#### **October 2, 2015** (approved November 4, 2015)

- Formal board meeting was kept short to devote time to a Visioning/Strategic Planning meeting facilitated by Thomas Sasso
- Amy Ellard-Gray moved to adopt the following consent items as presented:
  - Board minutes Sept 1, 2015; Approval of Agenda; Committee Reports
  - Seconded by Martin Straathof. **Approved.**
- Amy Ellard-Gray moved to adjourn the meeting
  - Seconded by Brandon Kidd. **Approved.**

#### **November 4, 2015** (approved January 7, 2016)

- Erika O'Hara moved to adopt the following consent items as presented:
  - Board minutes Oct 2, 2015; Committee Reports
  - Seconded by Martin Straathof. **Approved.**
- Erika O'Hara moved to adjourn the meeting.
  - Seconded by Matthew Schinwald. **Approved.**

#### **December 7, 2015** (approved January 7, 2016)

- Erika O'Hara moved to adopt the following consent items as presented:
    - Agenda Approval; Committee Reports
    - Board minutes from November 4 not distributed – approval postponed
    - Seconded by Brandon Kidd
  - Erika O'Hara moved to retroactively adjust the 2015 budget to give the library \$500/month starting May 2015; in addition to that, \$186.45 of Library Committee budget to be moved to Pride Committee.
    - Seconded by Amy Ellard-Gray.
    - All in favour. **Approved.**
  - Amy Ellard-Gray moved to vote to approve the budget model for 2016.
    - Seconded by Brandon Kidd.
    - 8 in favour. 1 against. **Approved.**
  - Erika O'Hara moved to vote to approve the *Committee Budget and Expense Approval Policy*
    - Seconded by Matthew Schinwald
    - All in favour. **Approved.**
  - Erika O'Hara moved to adjourn the meeting.
    - Seconded by Brandon Kidd. **Approved.**
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## **Thanks**

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Out On The Shelf allows people who are LGBTQ+ to see themselves in others and resources around them, and to participate in their community in a safe, welcoming, and inclusive way. OOTS could not hope to do so without the support of others. In this way, OOTS is truly a part of the community, supporting others, and in turn supported by others.

As an entirely volunteer operated organization, OOTS is fortunate to be comprised of a dedicated team of individuals that have collectively donated hundreds of hours of personal time to the continued operation of OOTS. These individuals attend events; they initiate ideas, coordinate details, and implement the activities; they work on committees and independently to fulfill the vision and mission of OOTS; they act in visible ways and behind the scenes; they stand up and they speak out; they encourage, support, and care. We are so blessed that individuals within our communities continue to offer their time and energy for the sustainability of OOTS, often at great personal sacrifice. We are eternally indebted to the volunteers who have come before, who are currently involved, and those who will join us in the future. You are the brains, muscles, and heart of OOTS. Thank you!

Out On The Shelf is greatly supported by the LGBTQ+ community and allies in Guelph. Countless individuals and groups in Guelph have contributed priceless gifts of time, support, money and other resources to OOTS since its inception. Without such support, OOTS simply could not fulfill the roles that it does in our community. We are grateful for this form of support and encouragement to keep OOTS going.

We offer sincere thanks to all of those who have supported OOTS in the past; we hope that we continue to be able support our community through the generosity, gifts, and investment of those who have supported us in the past and who may do so in the future.

## Appendix

### Objects of the Corporation

The objects of the corporation are:

To provide support, education and resources for the *Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-Spirited, Intersex, Queer and Questioning communities* (“**LGBTTTIQQ Communities**”) and the public at large by:

- (a) establishing, maintaining and operating a resource centre (the “**Resource Centre**”) at which the corporation will provide programs, services and events relating to LGBTTTIQQ-related issues;
- (b) educating members, the LGBTTTIQQ Communities and the public at large about LGBTTTIQQ-related issues, including by developing, coordinating and conducting LGBTTTIQQ-related programs, classes, meetings, training seminars, onsite visits, field trips, workshops, symposiums, events and conferences and facilitating dialogue between members and other interested groups, organizations and individuals concerning LGBTTTIQQ-related issues;
- (c) producing programs and materials related to the objects of the corporation for presentation, broadcast and distribution on any means of audio, visual, computer, electronic or other forms of communication as may become available from time to time; and
- (d) promoting the advancement of education by providing educational scholarships, bursaries and financial assistance of all kinds to individuals studying LGBTTTIQQ-related issues.

### Mission statement

“Out On The Shelf envisions a community that is strengthened by its diversity. We foster connections and leadership that provides a focus and visibility for the LGBTQ community through partnerships, service and education.”