

*Dundurn Military Family Resource
Centre Inc./
Centre de Ressources pour les
Familles des Militaires de
Dundurn*



*Annual Report
and
General Meeting
Saturday, September 11, 2004*

***2003/2004 Board of Directors
(as of 31 March 2004)***

Karen Frenette	Chairperson
Charlotte Hawes	Vice Chairperson/Evaluation Committee Chairperson
Roxanne Gelinis	Treasurer
Kevin Smith	Secretary
Joseph McDonald	Member at Large/Policy Committee Chairperson
Wes Gramiak	Member at Large/Fundraising Committee Chairperson
Lori Lisitza	Member at Large
Tracy Sullivan	Member at Large
Dahlia Tanios-Rosso	Member at Large
MWO Claude Pelletier	Military OPI

***A special thank you to members of the Board of Directors who have left
the DMFRC Inc. during the past year (April 2003 – March 2004)***

Mark Stoecklein	Board Chair
Dee Gumley	Member at Large

DMFRC Inc. Staff as of March 2004

Tammy Leach	Executive Director
Val Pelletier	Administrative Assistant/Information and Referral
Michelle Hansen	Administrative Support
Waverly Turriff	Child/Youth Services
Donna Boyce, CAVR	Volunteer Development/Second Language
	Training/Employment Assistance Program
Wayne Stadnyk	Prevention Intervention/Deployment Support/Emergency Child Care
Shelly Griffin	Early Childhood Educator/Supervisor
Lynette Kowalshyn	Early Childhood Educator/Supervisor
Elizabeth Stuart-Biggs	Early Childhood Educator
Jay Hawkes	Early Childhood Educator
Lisa MacIntyre	Early Childhood Educator
Leigh-Ann Krogstad	Early Childhood Educator

***A special thank you to staff who left the DMFRC Inc. during the past
year (April 2003 – March 2004)***

Lori Gibson-Haines	Administrative Support/Quality of Life Coordinator
Lisa Lee	Early Childhood Educator
Vanessa Mason	Early Childhood Educator
Dawn Evans	Early Childhood Educator

**Dundurn Military Family Resource Centre Inc./
Annual General Meeting
Saturday, September 11, 2004 at 11:00 A.M.
Detachment Gymnasium**

AGENDA

- | | |
|---|----------------------|
| 1. Call to Order | C. Hawes |
| a) Welcome and Introduction of Guests | C. Hawes |
| b) Introduction of Board of Directors and Staff | C. Hawes
T. Leach |
| c) Approval of Agenda | All |
| 2. Adoption of 13 September 2003 AGM Minutes | All |
| 3. Ratification of Board Members | All |
| i) Tracy Sullivan | |
| ii) Dahlia Tanios (Rosso) | |
| 4. Reports | |
| a) Chairperson's Report | C. Hawes |
| b) Treasurer's Report | T. Sullivan |
| i) Introduction of Auditor | T. Sullivan |
| ii) Presentation of Financial Stmtts. | Hounjet Tastad |
| iii) Acceptance of Audited Financial Stmtts. | T. Sullivan |
| iv) Appointment of Auditor for FY
2004/2005 | T. Sullivan |
| c) Committee Reports | |
| i) Fundraising Committee | W. Gramiak |
| ii) Policy Committee | K. Frennette |
| iii) Evaluation Committee | C. Hawes |
| d) Report from Administration | T. Leach |
| 5. Closing Remarks | C. Hawes |
| 6. Adjournment | |

*Annual General Meeting
11 September 2004
Chairperson's Report*

1. I would like to take this opportunity to welcome each of you here today as well as share with you some of the changes that the DMFRC Inc. has, and will be, experiencing. Since the last AGM the Board and Staff have been contributing information regarding our Centre to Ottawa through the Directorate Military Family Services (DMFS) to assist them in making changes to the Military Family Services Program (MFSP) for all Centres across Canada. Throughout this process DMFS was better able to identify the uniqueness of all Centres and develop a MFSP that is flexible for individual Centres. It became very apparent that the Dundurn MFRC is very different from the Esquimalt MFRC. With this said, it has been a unique year for board members and staff alike, as we try to understand and implement these new changes on all levels.
2. 2003/2004 was a year of renewal for the national Military Family Support Program. For one the name has been changed to Military Family Services Program to better reflect the goals and mandate of the national program. In June 2003, DMFS hosted a "Way Ahead Summit" to bring key stakeholders (MFRC Board of Directors Chairpersons, Executive Directors, and Base Commander Representatives) together to review, discuss, and provide input into recommendations for change. National Committees were formed to provide input and suggestions into the areas of; service policy, funding, and outcome measures. Dundurn MFRC provided input into the evaluation process. In April 2004, the new Military Family Services Program and Parameters for Practice were unveiled.
3. Fiscal year 2004/2005 has been declared a transition year. The Board of Directors of your MFRC will be developing strategic goals for service delivery in the geographic region served by the DMFRC Inc. In order to do this, the Board will need your help and feedback. I encourage you to participate in the upcoming focus groups, questionnaires, etc. to ensure quality service delivery.
4. The Board is also forming some strong committees and is always looking for volunteers in all regards. This is our Centre and your interest and support contributes to its success. If something interests you, or perhaps a certain event interests you, please do not be hesitant, we greatly appreciate, support, and need volunteers to assist in this Centre – in all areas.
5. I look forward to this next year and all the changes it may bring. This is an exciting time to become involved, and help direct the services for our Centre's future. I encourage you to take part or to ask any questions you may have to myself, other board members, or staff. Thank you for your past involvement and helping with the ongoing successes of the DMFRC Inc.

Charlotte Hawes
Board Chair

CFB Winnipeg Detachment Dundurn

5390-1(DMFRC Inc.)

October 8, 2003

MINUTES OF A MEETING OF THE
DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./CENTRE DE
RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN
ANNUAL GENERAL MEETING
HELD IN BLDG 100, 17 WING DET DUNDURN
13 SEPTEMBER 03 AT 1100 HRS

PRESENT:

BOARD OF DIRECTORS:	Karen Frennette	Chairperson
	Charlotte Hawes	Vice Chairperson
	Kevin Smith	Secretary
	Roxanne Gelin	Treasurer
	Lori Lisitza	Member at Large
	Wes Gramiak	Member at Large
	WO C. Pelletier	Mil OPI

REGRETS:	Joseph McDonald	Member at Large
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DMFRC INC. STAFF:	Tammy Leach	Executive Director
	Donna Boyce	Coordinator
	Waverley Turriff	Coordinator
	Val Pelletier	Administrative

Assistant/Coordinator

Wayne Stadnyk	Coordinator
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GUESTS:	Ms. Roselyn Hounjet	Hounjet Tastad
	Pat Hoffman	Child Day Care Branch Saskatchewan Social Services

COMMUNITY MEMBERS:	Catherine Leavins	Bill VanVeen
	Harry Van Ryn	Barb Sigurdson
	Alain Gelin	Stacy Inkpen
	Steve Frigault	Dahlia Tanios
	Jean-Luc Rosso	Ken Martinook
	Scott Bailey	Barry Watson
	Alicia Gramiak	Chris Brown
	Carolelynn Gillam	Dan Hansen
	Tracy Sullivan	Pat Sullivan
	Merideth VanVeen	Bradley Fidler
	Iris Fidler	Curtis Gambler
	Greg Hawes	Kim Fraser

Dave Fraser
Garry Boyce
Shannon Nabe Kiteley

Kyla Peterson
John Kitelev

1. INTRODUCTORY REMARKS

The Chair, Karen Frennette, called the meeting to order at 1115 hours.

- a) Karen Frennette welcomed all present and introduced Ms. Roselyn Hounjet from Hounjet Tastad and Ms. Pat Hoffman, Child Day Care Branch, Saskatchewan Social Services.
- b) Karen Frennette introduced the Board of Directors. Tammy Leach introduced the DMFRC Inc. staff.
- c) Approval of Agenda
Karen Frennette moved acceptance of the Agenda.

CARRIED
1 Opposed

2. ADOPTION OF 14 SEPTEMBER 2002 AGM MINUTES

Karen Frennette moved acceptance of the 14 September 2002 AGM Meeting Minutes.
None opposed.

CARRIED

3. RATIFICATION OF BOARD MEMBERS

Karen Frennette indicated that as per Article VI, Section 3 of the Constitution Election of Board Members which states, “The Board members shall be affirmed at an Annual General Meeting”. Karen Frennette asked for a motion to affirm Roxanne Gelinas, Kevin Smith, Wes Gramiak, and Lori Lisitza for a two (2) year term. Karen Frennette asked the membership if they wished to affirm these members individually or as a group. A show of hands indicated the affirmation be done as a group. Ken Martinook moved the affirmation of Roxanne Gelinas, Kevin Smith, Wes Gramiak, and Lori Lisitza for a two (2) year term. Seconded by Steven Frigault. None opposed.

CARRIED

Karen Frennette explained that two of the existing Board of Directors require reaffirmation as their two-year term has expired. As per the Constitution, Article VI, Section 3, Item b: “Board members can be affirmed for four (4) consecutive two (2) year terms to a maximum of eight (8) years. The two individuals are Karen Frennette for her 3rd consecutive term, and Charlotte Hawes for her 2nd consecutive term. Karen Frennette asked the membership if they wished to affirm these members individually or collectively. A show of hands indicated the affirmation be done collectively. Stacey Inkpen moved that

Karen Frennette and Charlotte Hawes have their terms reaffirmed. Seconded by Carolelynn Gillam. None opposed.

CARRIED

4. REPORTS

a) Chairperson's Report:

Karen Frennette reviewed the Chairperson's Report provided in the AGM Agenda (*Annex A*) and responded to questions from the membership.

INFORMATION

b) Treasurers Report:

Roxanne Gelinias provided an overview of the Treasurer's report that was distributed as part of the AGM Agenda.

i) Introduction of the Auditor:

Roxanne Gelinias introduced Roselyn Hounjet from Hounjet Tastad Certified General Accountants.

ii) Presentation of Financial Statements:

Ms. Hounjet reviewed the Audited Financial Statement for fiscal year 2002/2003, and responded to questions from the membership.

iii) Acceptance of Audited Financial Statement:

Roxanne Gelinias moved acceptance of the 2002/2003 Audited Financial Report. John Kiteley seconded. None opposed.

CARRIED

iv) Appointment of Auditor:

Roxanne Gelinias informed the membership that the DMFRC Inc. policy is to acquire three quotations for auditing services. Three quotes were obtained and the most cost effective quote was from Hounjet Tastad. Steve Frigault moved that Hounjet Tastad Certified General Accountants be appointed as auditor for fiscal year 2003/2004. Seconded by John Kiteley. None opposed.

CARRIED

c) Committee Reports

i) Policy Committee:

In the absence of the Policy Committee Chair, Karen Frennette reviewed the annual report for the Policy Committee and responded to questions from the membership.

INFORMATION

- ii) Fundraising Committee:
Charlotte Hawes reviewed the Fundraising Committee Report, which was distributed as part of the AGM Agenda. Charlotte announced that she has resigned as the Fundraising Committee Chair and encouraged the community to volunteer.

INFORMATION

- iii) Child Care Centre Parent Advisory Committee:
A show of hands indicated nine (9) Child Care Centre users in attendance at the AGM. Karen Frenette informed the membership that the DMFRC Inc. does not currently have a functioning Parent Advisory Committee. Governance of the Child Care Centre is conducted through the Board of Directors. The Parent Advisory Committee is a standing committee of the Board and provides a forum for information sharing between parents of children attending the Child Care Centre and the Board of Directors.

Karen Frenette asked individuals who are interested in being a part of the Parent Advisory Committee to let herself or Tammy Leach know.

INFORMATION

- d) Report from Administration:
Tammy Leach, Executive Director, offered to answer any questions regarding administration. A written report was distributed with the AGM Agenda. Questions were raised by a community member regarding financial information. Financial documentation will be forwarded to the member.

MS. LEACH

Note: Financial documentation was provided to the member after the AGM. The community member did not respond to follow up emails or telephone calls from the Executive Director.

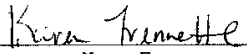
5. CLOSING REMARKS

Karen Frenette thanked everyone for attending and encouraged those present to get involved in their Centre. She also provided a brief overview of the days festivities.

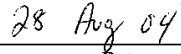
6. ADJOURNMENT

Carolelynn Gillam moved the meeting adjourned at 1155 hours. Seconded by Stacy Inkpen.

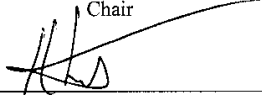
CARRIED



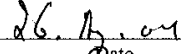
Karen Frenette
Chair




Date



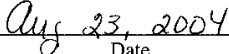
Kevin Smith
Secretary



Date



Tammy Leach
Recording Secretary



Date

Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04

1. The Dundurn Military Family Resource Centre Inc. (DMFRC Inc.) receives the majority of its funding through a contractual agreement with the Director Military Family Services, Canadian Forces Personnel Support Agency (DMFS, CFPSA). The use of this funding is **specific** and covers staff salaries for Universal program areas and unique operating expenses. Unique operating expenses include: auditing/legal fees, advertising and cellular telephone costs. In addition, the DMFRC Inc. receives funding to provide deployment support to reserve units in Central and Northern Saskatchewan. The DMFS **does not** provide funding for programming expenses. Costs associated with programs are offset through user fees, fundraising and grants. See the attached audited financial statements for revenue sources.

2. 17 Wing Detachment Dundurn provides infrastructure support by supplying and maintaining buildings 100 and 103. Utilities, taxes, and grounds maintenance are also provided by the Detachment. In addition, \$10,000.00 is provided by the Detachment for operating expenses not supplied for by DMFS such as office equipment, postage, computer equipment software and support, Internet access, and furniture.

The Detachment Unit Fund provided \$1,753.52 to assist with the social events (Annual Meet 'n Greet/Family Fun Day, Children's Christmas party, Children's Easter Party, and Children's Halloween Party) in 2003/2004.

3. A heartfelt thank you to the following individuals for their contribution to the DMFRC Inc. through the United Way of Saskatoon Donor Directed Gifts program:

Wayne Stadnyk
Waverly Turriff

Val Pelletier
Tammy Leach

4. The DMFRC Inc. continues to bank with the Canadian Imperial Bank of Commerce at Circle Drive and Faithful Ave. The DMFRC Inc. maintains two bank accounts:
 1. DMFRC Inc. Main Account
 2. DMFRC Inc. Bingo Account

(Saskatchewan Liquor and Gaming Authority regulates that funds acquired under gaming be maintained in an independent bank account).

Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04

5. Monthly financial statements developed by Administration are reviewed and ratified at Board of Directors meetings. Copies of the monthly financial statements can be viewed at the DMFRC Inc. main office along with minutes of all Board of Directors meetings.

6. The attached financial statements, audited by Hounjet Tastad Certified General Accountants, represent the financial records of the DMFRC Inc. for the year ended 31 March 2004.

Tracy Sullivan, Treasurer
Board of Directors

Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04

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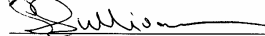
DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./
CENTRE DE RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN

BALANCE SHEET

AS AT MARCH 31, 2004

	<u>2004</u>	<u>2003</u>
ASSETS		
CURRENT		
Cash and bank	\$ 76,949	\$ 62,493
Short-term deposit	50,000	50,000
Accounts receivable	3,757	9,768
Accrued interest receivable	294	256
GST receivable	2,591	3,437
Prepaid expenses	<u>3,274</u>	<u>4,722</u>
	\$ 136,865	\$ 130,676
LIABILITIES AND ACCUMULATED SURPLUS		
CURRENT LIABILITIES		
Accounts payable	\$ 5,059	\$ 8,564
Salaries payable	12,473	20,393
Unearned revenue	<u>300</u>	<u>3,805</u>
	17,832	32,762
ACCUMULATED SURPLUS		
Accumulated surplus - Resource Centre	70,038	59,731
Accumulated surplus - Childcare Centre	38,764	28,760
Accumulated surplus - Bingo	3,546	2,333
Emergency Childcare Fund	4,952	4,708
Our Lady of the Prairies Trust Fund	<u>1,733</u>	<u>2,382</u>
	119,033	97,914
	\$ 136,865	\$ 130,676

APPROVED ON BEHALF OF THE BOARD:

 Director
 Director

(see accompanying notes)



Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04

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**DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./
CENTRE DE RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN**

STATEMENT OF ACCUMULATED SURPLUS

FOR THE YEAR ENDED MARCH 31, 2004

	<u>2004</u>	<u>2003</u>
RESOURCE CENTRE ACCUMULATED SURPLUS, beginning of year	\$ 59,731	\$ 36,142
Net surplus (deficit) - Schedule 1	<u>10,307</u>	<u>23,589</u>
RESOURCE CENTRE ACCUMULATED SURPLUS, end of year	<u><u>70,038</u></u>	<u><u>59,731</u></u>
CHILDCARE CENTRE ACCUMULATED SURPLUS, beginning of year	\$ 28,760	\$ 28,899
Net surplus (deficit) - Schedule 2	<u>10,004</u>	<u>(139)</u>
CHILDCARE CENTRE ACCUMULATED SURPLUS, end of year	<u><u>38,764</u></u>	<u><u>28,760</u></u>
BINGO ACCUMULATED SURPLUS, beginning of year	\$ 2,333	\$ 4,694
Net surplus (deficit) - Schedule 3	<u>1,213</u>	<u>(2,361)</u>
BINGO ACCUMULATED SURPLUS, end of year	<u><u>3,546</u></u>	<u><u>2,333</u></u>
EMERGENCY CHILDCARE FUND, beginning of year	\$ 4,708	\$ 4,921
Receipts in the year	292	-
Distributions	<u>(48)</u>	<u>(213)</u>
EMERGENCY CHILDCARE FUND, end of year	<u><u>\$ 4,952</u></u>	<u><u>\$ 4,708</u></u>
OUR LADY OF THE PRAIRIES TRUST FUND, beginning of year	\$ 2,382	\$ 2,907
Distributions	<u>(649)</u>	<u>(525)</u>
OUR LADY OF THE PRAIRIES TRUST FUND, end of year	<u><u>\$ 1,733</u></u>	<u><u>\$ 2,382</u></u>

(see accompanying notes)



**Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04**

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**DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./
CENTRE DE RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2004**

	<u>2004</u>	<u>2003</u>
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 21,524	\$ 21,089
Net change in non-cash working capital		
Accounts receivable	6,011	7,614
Accrued interest receivable	(38)	(80)
GST receivable	846	(1,273)
Prepaid expenses	1,448	(1,424)
Accounts payable	(3,506)	3,239
Salaries payable	(7,920)	6,758
Unearned revenue	<u>(3,505)</u>	<u>(2,309)</u>
	<u>14,860</u>	<u>33,614</u>
INVESTING ACTIVITIES		
Net addition to (distribution from) Emergency Childcare Fund	244	(213)
Net distribution from Our Lady of the Prairies Trust Fund	<u>(649)</u>	<u>(525)</u>
	<u>(405)</u>	<u>(738)</u>
INCREASE (DECREASE) IN CASH DURING THE YEAR	14,455	32,876
CASH, beginning of year	<u>112,494</u>	<u>79,618</u>
CASH, end of year	<u>\$ 126,949</u>	<u>\$ 112,494</u>
<hr/>		
CASH CONSISTS OF:		
Cash and bank	\$ 76,949	\$ 62,494
Temporary investments	<u>50,000</u>	<u>50,000</u>
	<u>\$ 126,949</u>	<u>\$ 112,494</u>

(see accompanying notes)



Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04

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DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./
CENTRE DE RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN

SCHEDULE I
STATEMENT OF REVENUE - RESOURCE CENTRE

FOR THE YEAR ENDED MARCH 31, 2004

	<u>2004</u>	<u>2003</u>
REVENUE		
Grants		
Department of National Defence	\$ 274,444	\$ 277,487
Government of Canada	1,530	-
Government of Saskatchewan	4,409	14,989
Other grants	2,402	4,585
Other		
Conference revenue	33,935	-
Donations	24	150
Fundraising	3,141	3,626
Interest income	1,072	728
Miscellaneous	175	2,425
Program revenue	6,494	8,809
United Way	518	1,274
	<u>328,144</u>	<u>314,073</u>
EXPENDITURES		
Advertising and promotion	3,768	430
Childcare	649	569
Conference expenses	28,696	-
Fundraising expense	2,840	-
Insurance	5,713	2,924
Interest and bank charges	43	12
Library materials	274	346
Meetings and special events	894	1,767
Memberships and subscriptions	1,154	561
Miscellaneous	244	547
Office supplies	1,166	1,461
Professional fees	2,420	9,535
Program expenses	19,987	23,138
Rent - equipment	2,165	940
Repairs and maintenance	997	180
Salaries and staff benefits	233,544	236,030
Training	11,311	10,789
Travel	1,972	1,255
	<u>317,837</u>	<u>290,484</u>
NET SURPLUS (DEFICIT)	<u>10,307</u>	<u>23,589</u>

(see accompanying notes)



Strategic Planning • Financial Statements • Taxation - *Plan to Pay Less* • Financial Planning

Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04

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DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./
CENTRE DE RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN

SCHEDULE 2
STATEMENT OF REVENUE - CHILDCARE CENTRE

FOR THE YEAR ENDED MARCH 31, 2004

	<u>2004</u>	<u>2003</u>
REVENUE		
Grants		
Government of Saskatchewan Social Services - Operating grant	\$ 50,076	\$ 32,730
Government of Saskatchewan - Other grants	1,800	4,270
Government of Canada	6,591	1,722
Other		
Donations	48	-
Interest income	1,176	439
Miscellaneous revenue	68	1,011
User fees	<u>45,339</u>	<u>54,615</u>
	<u>105,098</u>	<u>94,787</u>
EXPENDITURES		
Advertising and promotion	90	117
Bad debt	274	276
Equipment rental	1,733	2,867
Insurance	470	1,009
Interest and bank charges	-	21
Memberships, fees and subscriptions	172	172
Office supplies	11	399
Professional fees	1,280	2,564
Program expenses	5,377	5,553
Repairs and maintenance	646	90
Salaries and staff benefits	89,360	86,807
Training	144	114
Travel	<u>58</u>	<u>101</u>
	<u>99,615</u>	<u>100,090</u>
SURPLUS (DEFICIT)	5,483	(5,303)
Expenses paid by Bingo	<u>4,521</u>	<u>5,164</u>
NET SURPLUS (DEFICIT)	<u>10,004</u>	<u>(139)</u>

(see accompanying notes)



Annual General Meeting
11 September 2004
Treasurer's Report
Fiscal Year 2003/04

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DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./
CENTRE DE RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN

SCHEDULE 3
STATEMENT OF REVENUE - BINGO
FOR THE YEAR ENDED MARCH 31, 2004

	<u>2004</u>	<u>2003</u>
REVENUE		
Bingo	\$ 5,409	\$ 2,882
Interest income	5	1
Nevada	<u>410</u>	<u>10</u>
	<u>5,824</u>	<u>2,893</u>
 EXPENDITURES		
Interest and bank charges	10	-
Memberships, fees and dues	<u>80</u>	<u>90</u>
	<u>90</u>	<u>90</u>
 SURPLUS	5,734	2,803
Expenses paid by Bingo for Childcare Centre	<u>(4,521)</u>	<u>(5,164)</u>
 NET SURPLUS (DEFICIT)	<u>1,213</u>	<u>(2,361)</u>

(see accompanying notes)



**DUNDURN MILITARY FAMILY RESOURCE CENTRE INC./
CENTRE DE RESSOURCES POUR LES FAMILLES DES MILITAIRES DE DUNDURN**

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2004

The accounting policies of the Company are in accordance with Canadian generally accepted accounting principles applied on a basis consistent with the preceding year. Outlined below are those policies considered particularly significant.

1. INCORPORATION

Dundurn Military Family Resource Centre Inc./Centre de Ressources pour les Familles des Militaires de Dundurn was incorporated under the Non-profit Corporations Act of Saskatchewan on October 5, 1992. The purpose of the Company is to assist in the maintenance of morale and welfare of the military community in Central and Northern Saskatchewan.

2. SIGNIFICANT ACCOUNTING POLICIES

a) Capital assets and amortization

Capital assets are expensed at the time of purchase.

b) Income taxes

The Company is incorporated as a not-for-profit organization, therefore its earnings are not subject to income tax and no provision has been made in these financial statements for income taxes.



Annual General Meeting
11 September 2004
Fundraising Committee
Fiscal Year 2003/04

Report from the Fundraising Committee

1. The Fundraising Committee is a standing Committee of the Board of Directors operating under the DMFRC Inc. Constitution and Bylaws. The Committee is responsible to organize and complete a workable ongoing Fundraising plan for the DMFRC Inc. for approval by the Board of Directors.
2. The current Fundraising Committee was struck in December 2003. They are very enthusiastic and consist of a cross section of CF Members and Board Members. The Volunteer Development Coordinator, Donna Boyce, serves as the Administrative support person to this Committee.
3. Bingo has been a major fundraising source for the Centre. However, revenues from bingo have been diminishing across the province. In order to raise the same revenues as before, the DMFRC Inc. has begun working three bingos per month. In addition, the Saskatchewan Liquor and gaming Authority dictates that funds raised through bingo can only be used for pre-approved expenditures.
4. The Fundraising Committee is exploring other avenues to raise dollars for the Centre. One of these ventures is the use of the IGA BBQ fundraising program, which the DMFRC Inc. will utilize four times at the two sites throughout the summer. Ventures such as Entertainment books and the Boryski's Butcher Block fundraiser will be incorporated as a passive fundraising activity to be utilized in the future at their leisure. Other initiatives include a recycling program for used toner cartridges in addition to social events, which include a fundraising component (eg. Steak Night).
5. The most significant Fundraising initiative (aside from Bingo) is the joint fundraising spring dance held in partnership with the Nutana Legion in Saskatoon. The dance was such a success it is slated to become an annual event.

Revenue from Fundraising, Special Events, and Promotions (figures, other than Legion Dance, do not include fundraising expenses)

Event or Promotion:	Amount Raised:
AGM 2003 Pie Throwing	\$ 206.80
Bingo	\$ 5409.05
Cans for Kids	\$ 479.50
Entertainment Books	\$ 40.00
IGA Barbecues (1)	\$ 150.00
Legion Dance 2003 (net profit)	\$1266.22
Regal catalogue sales	\$ 8.55
Donations	\$ 72.00
United Way Donations	\$ 518.09
Equipment Auction	\$ 150.00
Total:	\$8,300.21

Wes Gramiak
Fundraising Committee Chair

Annual General Meeting
11 September 2004
Policy Committee Report
Fiscal Year 2003/04

1. The Policy Committee is a standing committee of the Board of Directors. It is responsible for providing policy recommendations to the Board of Directors.
2. Areas of responsibility include Finance, Human Resource Management, Program and Program evaluation and Board Policy as directed by the Board of Directors.
3. Joseph McDonald chaired the Policy Committee throughout the 2003/2004 fiscal year. He was posted during the 2004 posting season and Karen Frennette has temporarily taken over as Chair of the Policy Committee.
4. During the past year the Policy Committee:
 - a) Developed, revised, and recommended comprehensive Financial Policies and Procedures to the Board of Directors for approval;
5. In the upcoming year the Policy Committee plans to:
 - a) Review and revise all Policies and Procedures to incorporate changes to the national Military Family Services Program.
6. Joseph wishes to thank Committee members, Karen Frennette (past Policy Committee Chairperson), Kevin Smith, Claude Pelletier, Roxanne Gelin, and Tammy Leach (ex-officio) for their hard work and contributions to the committee as well as the staff of the DMFRC Inc. for their support.
7. The Policy Committee is looking for Volunteers who enjoy research, developing, and reviewing policy and procedures. Contact Karen Frennette for more details.

Tammy Leach (for)
Joseph McDonald, Past Chairperson
Policy Committee

Annual General Meeting
11 September 2004
Evaluation Committee Report
Fiscal Year 2003/04

1. The Evaluation Committee is a standing committee of the Board of Directors operating under the DMFRC Inc. Constitution and Bylaws.
2. Evaluating or evaluation is a process in which feedback is received from the community regarding programs/services. It is a way in which to assess the impact of our services at all levels. Answering questions such as : What is needed in the community? How could we run services to be more effective? What services are well received? etc. In the “Way Ahead”, Evaluation and Community Needs Assessment information is required for the Centre to receive funding. The community served by the DMFRC Inc. will be approached in many different ways (questionnaires, focus groups, evaluations) to share their experiences and needs.
3. The newly formed Evaluation Committee is presently made up of myself and the Board’s Vice-Chair, Lori Lisitza. Val Pelletier provides administrative support to the Committee. The Committee is currently developing a detailed questionnaire to enable us to capture information to better identify the needs within our region. We are researching focus groups and different ways of gathering information. The Committee has been working with other MFRCs across Canada and researching literature to determine the best way to capture the needs of the community.
4. The Evaluation Committee needs the support and input from the community it serves to ensure successful service delivery. We look forward to your responses and encourage you to take an active part in the process and providing feedback to this Committee.

Charlotte Hawes
Evaluation Committee Chair

Annual General Meeting
11 September 2004
Report from Administration

The Administrative staff of your Military Family Resource Centre is pleased to provide you with this overview of program and service delivery for the fiscal year 2003/2004.

Staffing remained stable in 2003/2004 with one employee, Lorie Gibson-Haines leaving due to her husband's posting to Ottawa. Michele Hansen was hired to fill Lorie's Administrative Support position. The Child Care Centre welcomed Jay Hawkes and Elizabeth Stuart-Biggs to the team!

The DMFRC Inc. networks with other community agencies and partners in order to provide better services. Either a staff or Board member represents you at the weekly Detachment OGroup meetings, Unit Fund, Dundurn Interagency group, Child Day Care Association, Volunteer Saskatoon, Saskatchewan Social Services and Saskatoon Public Health, to name just a few!

As indicated by Charlotte Hawes in the Chairpersons report, the DMFRC Inc. has been actively participating in the transition of the Military Family Support Program to the Military Family Services Program. The staff will be working to realize the strategic goals set by the Board in the upcoming year.

In the spring the DMFC Inc., in partnership with the Moose Jaw MFRC, co-hosted the Prairie/Pacific Military Family Resource Centres Regional Conference. Over 100 people from Military Family Resource Centres from Thunder Bay to Victoria attended the very successful 3-day conference. Participants also enjoyed lunch and an awesome tour of the Detachment and CFAD!

Do you know the DMFRC Inc. is responsible to provide services to all CF members and their families from Davidson in the south to Prince Albert in the north? Often it is thought that the DMFRC Inc. is only here to provide programs and services to married CF members or to families who reside in the PMQ's. However, as many of the program statistics that follow will show – the programs and services offered by the DMFRC Inc. extend well beyond the physical boundaries of the Detachment.

The staff and I look forward to the exciting challenges with the renewal of the Military Family Services Program and look forward to modifying services to meet the needs of the community while maintaining the mandate detailed in the MFSP.

Tammy Leach
Executive Director

Annual General Meeting
11 September 2004
Report from Administration

Information and Referral Services

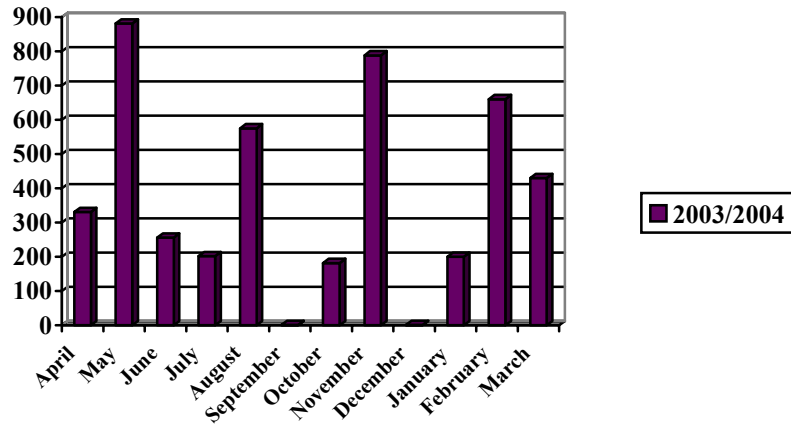
Val Pelletier continues to be responsible for the Information and Referral Program. The Resource Library, consisting of videos, books and learning aids for all ages, is continually being increased through donations and purchases. Fewer purchases were made this year, due to limited fundraising dollars and limited use of the resources. Donations for these libraries are always welcomed. A current database of all resources is available.

Information Packages continue to be sent to members posted in and families are contacted once they arrive and provided with a Welcome Package and visit. The Welcome Committee and program evaluations were instrumental in providing feedback for improvements to the packages to better assist families in making the transition. In addition, as the world continues to rapidly grow in the Information Technology Industry, more families have utilized our web site, the links provided, and our e-mail services to find out more about their new community. Twenty-four Welcome Services were provided for families posted to Det Dundurn and area. Outreach services continued to be provided for families posted out. Twenty-two members were contacted and informed that the DMFRC Inc. provided Welcome Information Packages for their new location, and were given web site and e-mail addresses to contact their new MFRC and find out more about their new community.

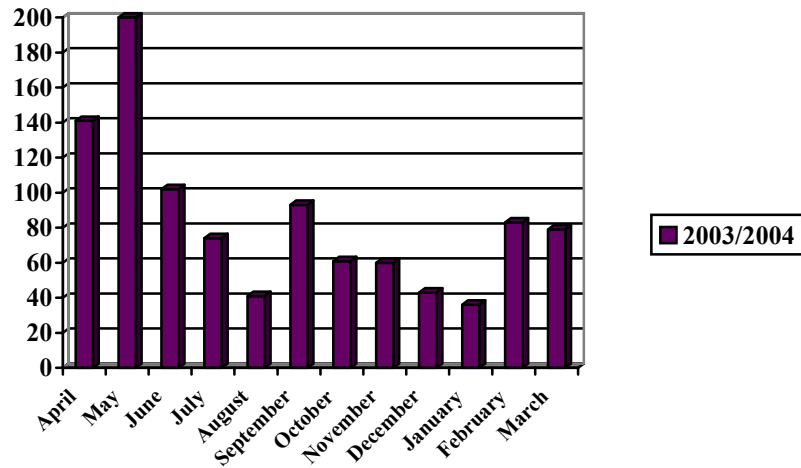
Monthly bulletin, quarterly newsletters and program brochures promote the Centre's services and resources. Donna Boyce, Volunteer Co-ordinator/Employment Assistance Co-ordinator is responsible for the development of the quarterly newsletter and the monthly bulletin.

The DMFRC Inc. Web page continues to be modified and updated with new information and valuable links. Lori Lisitza, Board Member, volunteered to oversee restructuring of the website to come more inline with updated technological programs and structure. The launch of the new website will coincide with the launch of the DMFS new Parameters for Practice for MFRC's.

Promotional Activities
(includes newsletter distribution)



Total Information Requests



**Annual General Meeting
11 September 2004
Report from Administration**

Education and Quality of Life

Traditionally, the Education and Quality of Life program has been widely used by the residents of the PMQ patch in Dundurn. However, due to the changed community demographics, (CFAD students are no longer posted to Dundurn) the program has noticed a sharp decline in usage.

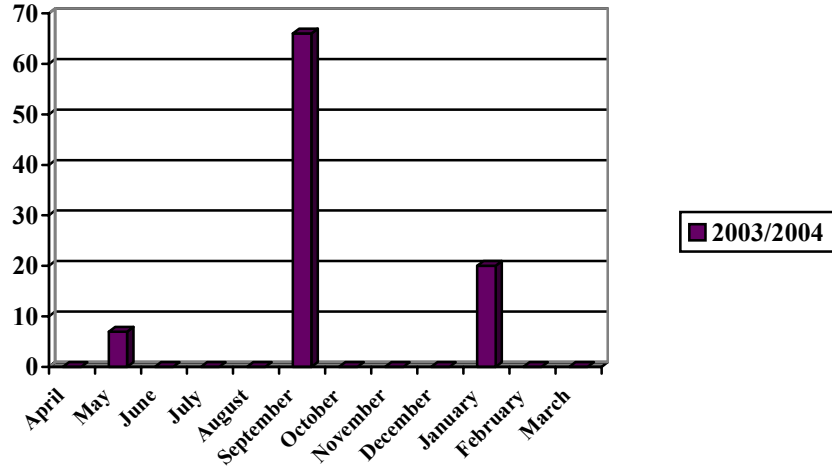
In September 54 individuals attended an Open House held to introduce the community to the Education and Quality of Life Program. Talented craftspeople and presenters were on hand to demonstrate their crafts/programs. Evaluation/comment forms were distributed to assess future program needs. Based on that feedback, a schedule of activities, presentations and workshops was developed.

From April 2003 to March 2004 CF members, their spouses and families were offered a wide variety of activities, programs and workshops based on community requests. Those activities included:

Baby Sitters' training (May)	Open House Coffee Morning (Sept.)
Calligraphy (Jan.)	First Aid/CPR training (Jan.)
<i>Relaxation techniques course</i>	<i>Stress management presentation</i>
<i>Résumé writing workshop</i>	<i>Shaken baby Syndrome presentation</i>
<i>International Women's Day Brunch</i>	<i>National Family day pot luck dinner</i>
<i>Ladies' Night Out</i>	<i>Shopping & lunch excursion</i>
<i>Party Lite demonstration</i>	<i>Knitted dishcloths</i>
<i>All occasion card making</i>	<i>Crocheted dishcloths</i>
<i>Epicure Selections party</i>	<i>Quilting</i>
<i>Board game night</i>	<i>Basic knitting</i>
<i>Basic auto repairs</i>	<i>Basic home repairs</i>
<i>Wine Making</i>	<i>Dried flower pictures and cards</i>
<i>Rug hooking</i>	<i>Making ties for fly fishing</i>
<i>Folk art painting</i>	<i>The "Great Escape" trip to Regina</i>

All workshops in italics were cancelled due to lack of interest.

Workshop Attendance



Annual General Meeting
11 September 2004
Report from Administration

Deployment Support

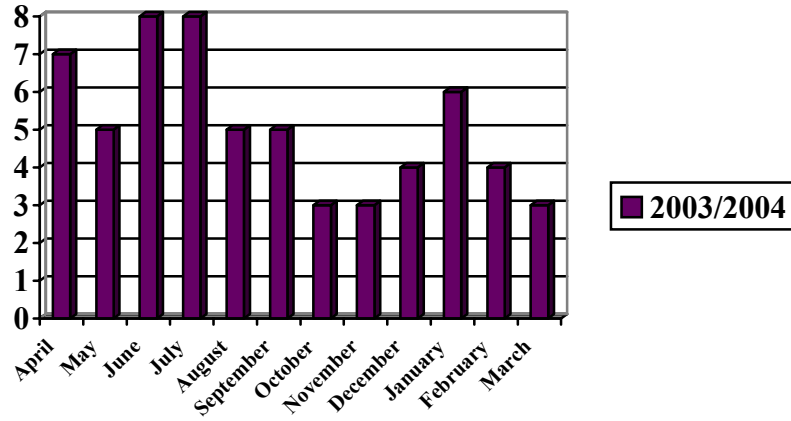
Wayne Stadnyk assumed this position in June of 2002 and continues to provide Deployment Support and individual and/or group support to the families and members of Regular Force and Reservists deployed from their home unit.

The tragedy of September 11th brought much distress to families all over the world. As Canada rallied to extend support, deployment support in many MFRCs reached new heights. It forced our organization as a whole, to take another look at how MFRCs reach extended members of families deployed, and how we can do our best to provide consistent services to all families of deployed members.

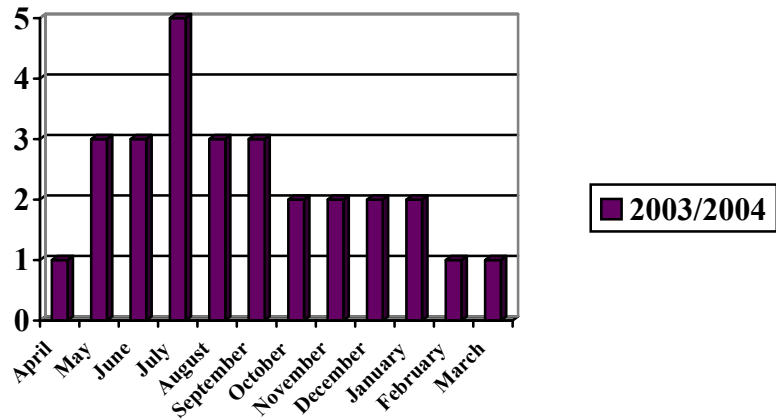
Wayne continues to make contact with the Reserve Units in our geographic area, 16 Medical Company; 16 Service Battalion; North Saskatchewan Regiment; HMCS Unicorn; 737 Communications Squadron as well as the Canadian Forces Recruiting Centre, and provides information and obtains feedback as needed. He is involved with the Reserve Unit's Family Days and professional development and training days when requested. The "Reserve Beat" newsletter is distributed on a quarterly basis. The newsletter focuses on issues that are directly related to Reserve Force Members with an emphasis on single members.

Nominal rolls for the Reserve Units continue to be difficult to keep updated due to ever-changing addresses of many Reservists.

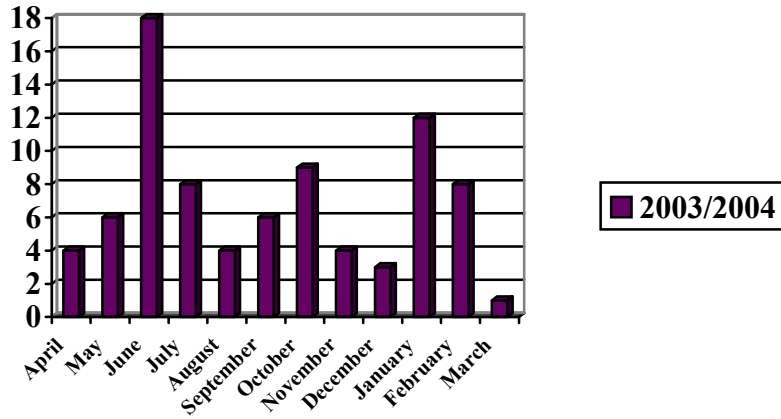
**Deployment Support - Number of Reg Force
Deployed**



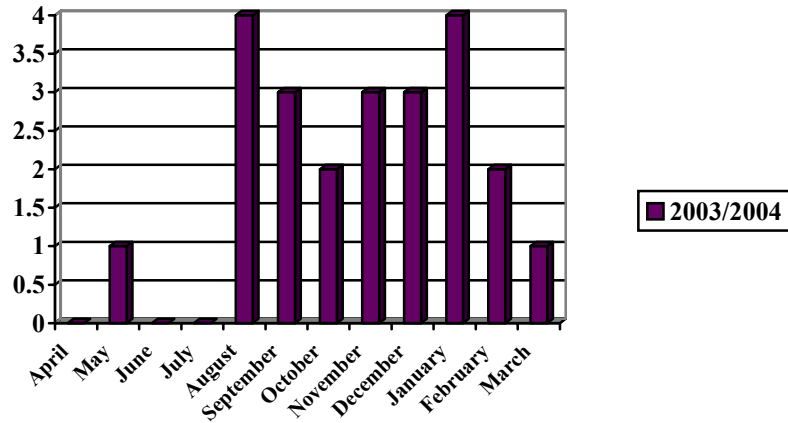
**Deployment Support - Number of Reservists
Deployed**



**Deployment Support - Number of Warm Calls -
 Reg Force**

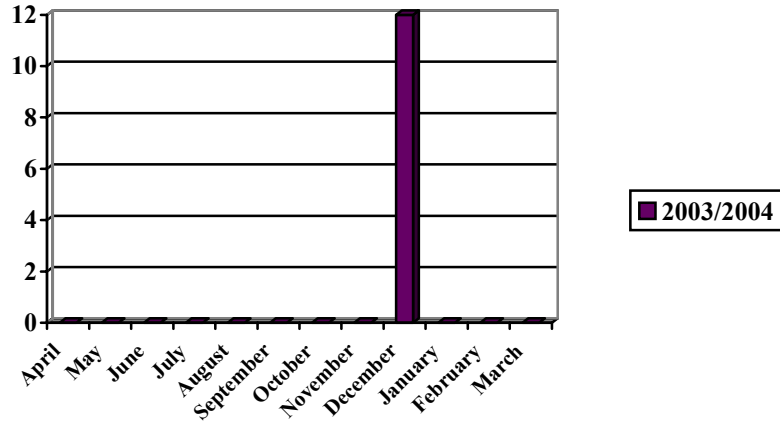


**Number of Warm Calls/Contacts with Families -
 Reservists**



Emergency Childcare Services: This program works to support the ability of CF Members to be available for duty by providing timely, affordable and regulated childcare in times of emergency.

**Emergency Childcare - Hours of Service
Provided**



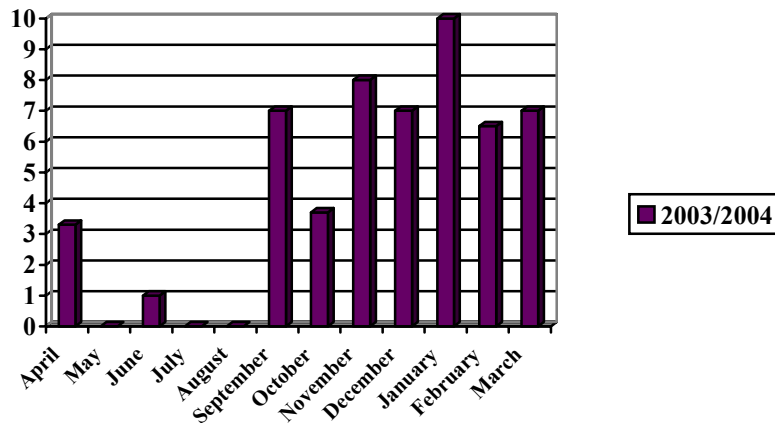
Children and Youth Program

Waverly Turriff held the co-ordinator position during the 2003/2004 fiscal year. The primary responsibilities of this position include:

- Developing policies, standards and comprehensive programs for children and youth of various age groups (0-5, 6-12 and 13-18 years).
- Maintaining and improving program quality and delivery.
- Promoting programs and services to children, youth, parents and the entire community.
- Director of Child Care Centre

Come 'N Play—This co-operative play program provides children between the ages of infant and 5 years with the opportunity to interact socially with their peers and other parents. CNP operates September to June; Tuesday mornings every second week, from 10:00 a.m. to 11:00 a.m.

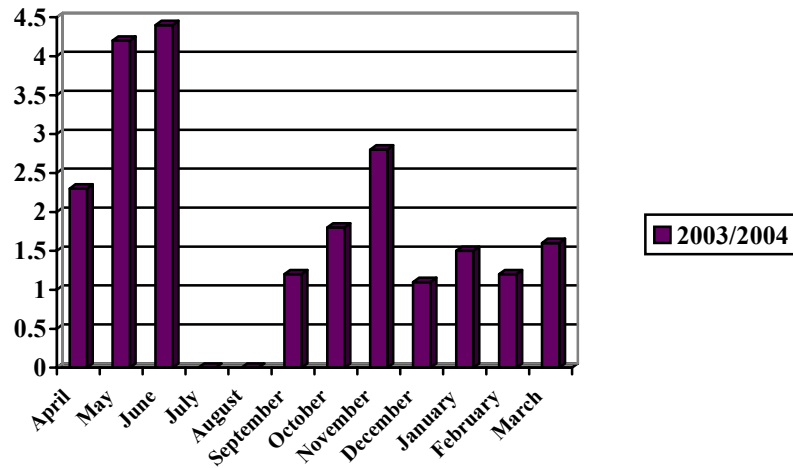
**Come 'N' Play
Average Daily Attendance**



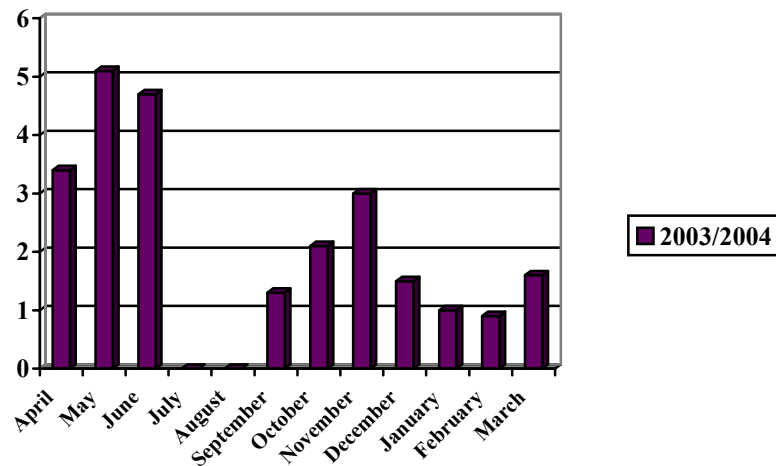
*Annual General Meeting
11 September 2004*
Report from Administration

Before and After School Programs— These two programs are geared for children in grades K to 6, and operate at the Child Care Centre Monday through Friday during the school year. Structured activities, theme-related crafts and a nutritious snack are offered.

Before School Average Daily Attendance



After School Average Daily Attendance

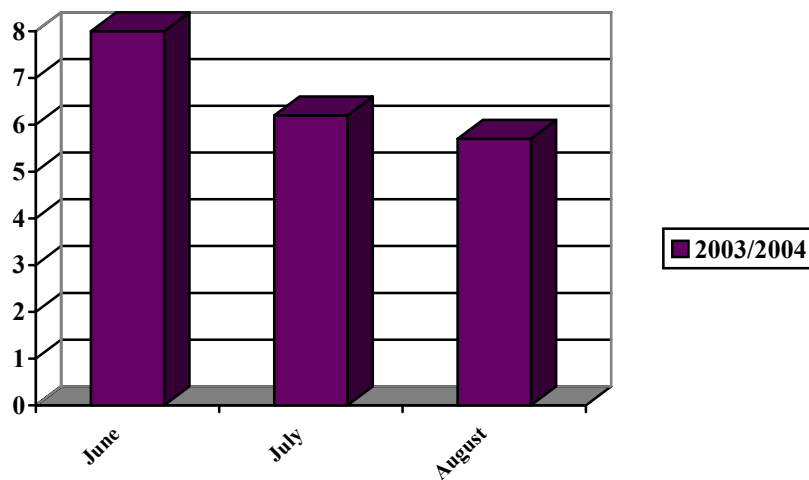


Annual General Meeting
11 September 2004
Report from Administration

Professional Development Days—In-service days are offered to all elementary school-aged children during regularly scheduled teacher in-service days and school breaks. *(PD days were incorporated into the Child Care Centre data).*

Summer Fun—This program is for children who have completed grade 1 up to grade 6 and takes place daily from the end of June to the end of August. Monthly newsletters to parents inform them of events, changes and upcoming activities. This program offers a fun-filled summer of exciting outdoor and indoor activities including arts, crafts, fieldtrips, sports and much more.

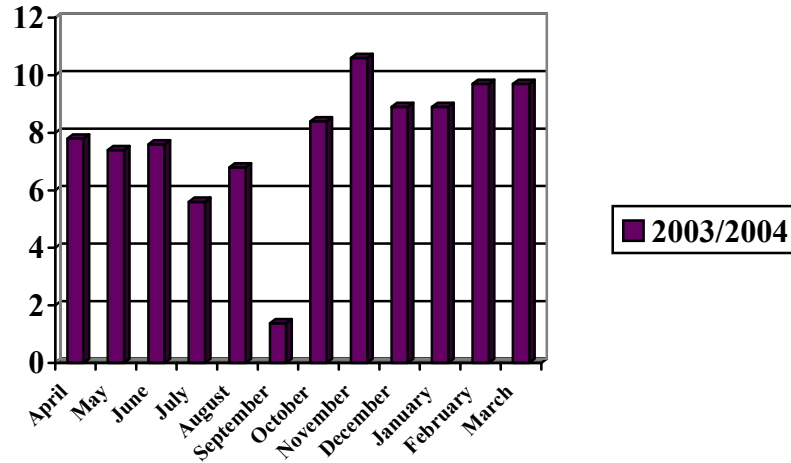
Summer Fun Average Daily Attendance



DMFRC Inc. Child Care Centre (CCC) - The Child Care Centre offers quality childcare and developmental programming conducted by trained Early Childhood Educators. Continued marketing of the Child Care Centre should ensure an economically viable future for the DMFRC Inc. – Child Care Centre.

The Centre sends out monthly newsletters to the parents to inform them of weekly themes, events, changes and upcoming activities. Each monthly newsletter is accompanied with a “Special Person of the Day” calendar; this allows the family to know when their child is the staff’s helper.

Day Care Average Daily Attendance



Special Events - Special events for all age groups have included joint initiatives with the Unit Fund, CFAD, All Ranks Mess and Det Dundurn. These include the Family Fun Day, Children's Halloween Party, National Child Day, Children's Christmas Party and Children's Easter Party. An average of 83 people (average of 38 children) attended each of the Children's parties.

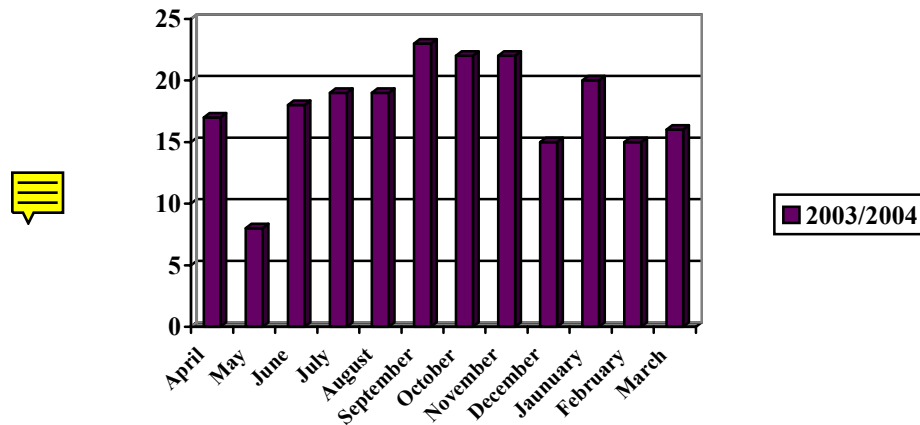
***Prevention and Intervention Program
(Formerly Prevention, Intervention and Consultation)***

Wayne Stadnyk is the Coordinator responsible for the Prevention and Intervention Program. Usage rates for this service doubled in 2003/2004 over 2002/2003.

Home and off-site visits are available to families to assess their needs and refer them to appropriate professional services. A comprehensive resource database and resource library is maintained at the DMFRC Inc. for community access to information.

Prevention, Intervention and Consultation Program

**Number of Contacts
Intervention & Consultation Program**



Annual General Meeting
11 September 2004
Report from Administration

Volunteer Development

Donna Boyce, Certified Administrator of Volunteer Development, is responsible for both the Volunteer program and the Employment Assistance Services Program. During the 2003-2004 fiscal year, 300 volunteer contacts (number of volunteers participating in each activity/event) recorded 1,709.25 service hours. The average service hours per volunteer equaled 5.69. Based on an hourly wage rate @ \$10.00, DMFRC Inc. Volunteers donated an outstanding \$17,092.50 gift of time to their community!

Volunteers played an important role during the 2003 Prairie/Pacific Regional Conference held in Saskatoon (May 2003).

VolunTeen Martin Van Rijn was nominated for one of the Blackstrap Regional Recreation Association (B.R.R.A) annual volunteer recognition awards. (*Martin was selected as the B.R.R.A. 2004 Youth Volunteer of the Year*).

For a second year, SISIP generously provided grant funding for the joint 17 Wing Det Dundurn, CFAD, NPF/PSP, and DMFRC Inc. Volunteer Recognition Event. With the addition of a generous donation from the Detachment Unit Fund, an appreciation dinner and awards banquet will be held (Thursday, 13 May 2004). Special Recognition Awards will be presented in six categories. A planning committee has been struck to coordinate the event.

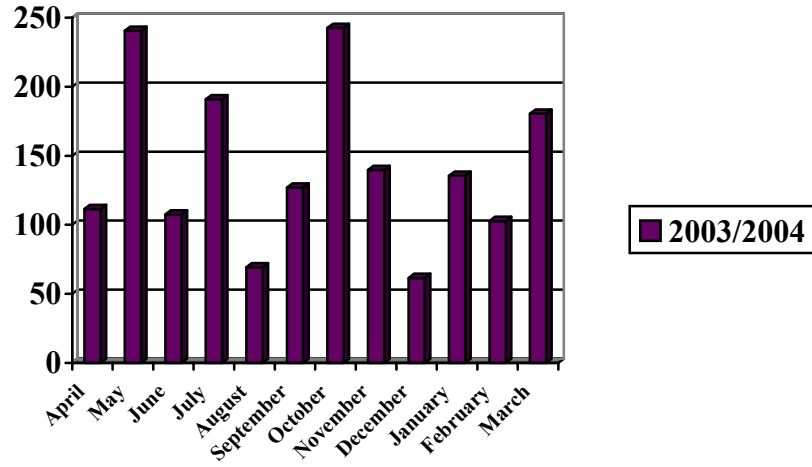
Posted-out Volunteers received a "Thank You" letter for their generous gift of time to the Centre plus a program evaluation form.

All DMFRC Inc. Registered Volunteers are acknowledged in the quarterly Newsletter. Recruiting volunteers for bingo fundraising events (held in Saskatoon at the Eastside Bingo Palace) continues to be a challenge. Bingos are a major source of supplemental funding for the Child Care Centre and the Child/Youth program areas.

The Program Coordinator served as the Nomination Committee Chairperson for the Volunteer Saskatoon Annual Volunteers Recognition and Awards Banquet.

The DMFRC Inc. is an active member of Volunteer Saskatoon, Volunteer Canada, Blackstrap Regional Recreational Association, and the Canadian Association of Volunteer Administrators (CAVA).

Number of Volunteer Hours

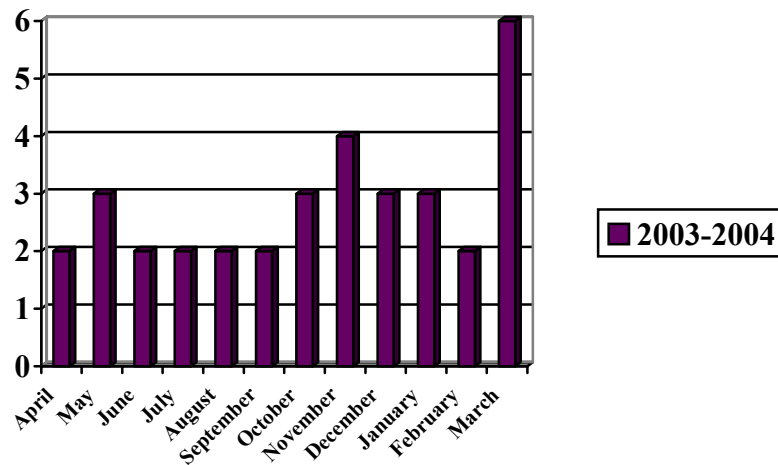


Employment Assistance Services (EAS)

E.A.S. continues to be a widely used program. Over the past year, 34 clients received assistance. Templates were developed to assist clients with preparation and updating of their résumés and cover letters. Clients are able to use the EAS Resource Library and bulletin board to assist with job search and continuing education needs. In addition, the stand-alone community access computer enables clients to seek out the numerous Internet employment and continuing education web sites.

Utilizing funds from the Our Lady of the Prairies Foundation grant, DMFRC Inc. E.A.S. clients are able have their childcare costs covered while they take part in any of the excellent Canada-Saskatchewan Career and Employment Services or other recognized career development workshop held in the Saskatoon/Dundurn area.

Employment Assistance - Number of Clients



Second Language Training (SLT)

No SLT instruction classes were offered during the past fiscal year.

Persons requesting individual SLT training will be referred to education facilities and organizations, etc. offering that service. For example: St. Thomas More College (U of S) Professional French for the Workplace program, etc.