GRAVELBOURG BON AMI, INC.

Cultivating Friendship, Individuality & Choice.

2025

Annual General Meeting

Looking back at the 2024/25 Fiscal Year

GRAVELBOURG
Bon Ami, Inc.

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Board of Directors

David Punga - Chairperson
Michelle Pouteaux - Treasurer
Barb Gellert - Secretary
Bobbie Jo Wilson - Finance Committee
Bailey Printz - ART Committee
Daniel Lamarre - Policy Review
Jeanette Moquin - Policy Review
Dawn Desautels - Director

GRAVELBOURG
Bon Ami, Inc.

A Message from the Executive Director

The 2024/25 Fiscal Year was a year of accomplishment for all departments within the Agency. Some notable accomplishments throughout the year included:

- 2nd Annual Golf Tournament
- 3 Successful Garage Sales
- New roof, furnaces, fridge and stove at the Group Home.
- New paint and wallpaper throughout the Group Home.

I would like to extend a thank you to everyone who supports our Agency, but most notably, the team of Disability Support Workers at Gravelbourg Bon Ami, Inc. and the team of SARCAN Recycling Technicians at the Gravelbourg Depot. Each day, these teams show their hard working nature and care for the Agency. Without our wonderful team here, we would never achieve our big goals. Thank you from the bottom of my heart.

I would like to thank our department supervisors at SARCAN, the Day Program and Group Home. These 3 dedicated supervisors manage day to day challenges with grace and skill. Thank you for everything you do for the Agency.

I would also like to thank the Board of Directors, the families of the participants and of course, the participants themselves for helping us achieve such a wonderful 2024/25 fiscal year.

I can’t wait to see what 2025/26 has in store for us!

Respectfully Submitted,

Paige Fink

Paige Fink
Executive Director

2025 AGM Agenda

Call to Order
a. Welcome and Attendance
b. Appointment of the Recording Secretary

Adoption of the Agenda

Minutes - January 23rd, 2025

Bylaw Amendment

ART Report

Financial Report

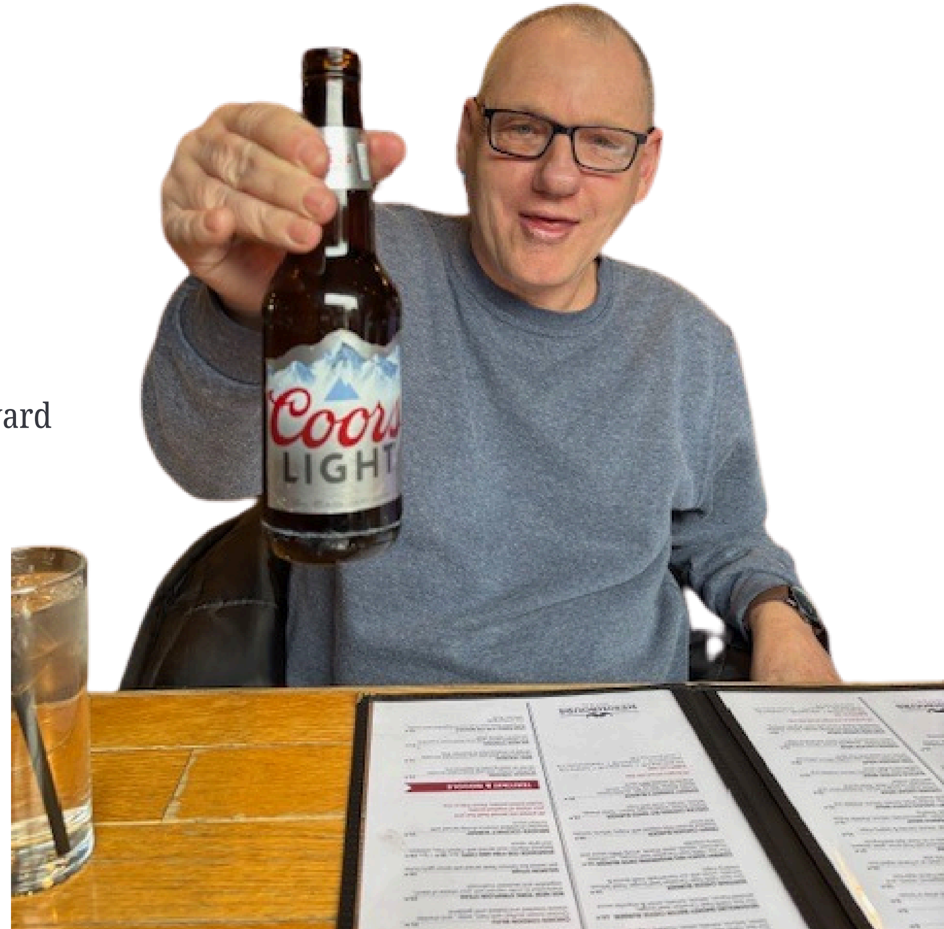
Appointment of the Auditor

Appointment of Directors
a. Wanda Hudson Appointment

Presentation of Awards
A. Years of Service Awards
b. Employee Excellence In Action Award
c. Participant Bright Spirit Award

Other Business

Adjournment



2024 AGM Minutes

Attendees: David Punga, Paige Fink, Farrah Wilson, Jackie Berg, Monica Hughes, Michelle Pouteaux, Colby Smith, Alyssa Wilk, Debbie Belof, Bobbie Jo Wilson, Bailey Printz, Stephanie Gellert, Barb Gellert, John Stuehler, Sherri Ariss, Susan Gallot, Claudette Krekoski, Garritt Hallborg, Pat Hallborg, Lou Sicotte, Sheryn Bakke, Nicky Lalonde, Melvin Oakley, Duane Chabot, Rosalie Connors, Ty Neuberger, Camille Bell, Celyn Gruending, Annette Gruending, Dennis Giofu, Leslie Torreverde, Chris Peterson, Adrian Poirier, Tim Porter, Layne Bouvier.

Call to Order:
Dave Punga called the meeting to order at 2:08 pm
Dave Punga appointed **Farrah Wilson** as the recording secretary for the 2024 AGM. The motion was seconded by **Jackie Berg. CARRIED.**

Adoption of the Agenda
MOTION to accept the agenda as presented for the 2024 AGM. The motion was moved by **Michelle Pouteaux** and seconded by **Bobbie Jo Wilson. CARRIED.**

Minutes
MOTION to accept the 2023 AGM Minutes as presented. The motion was moved by **Jackie Berg** and seconded by **Bobbie Jo Wilson. CARRIED.**

Bylaw Amendments:
There were no proposed bylaw amendments.

Admissions, Terminations & Reviews Committee Report
MOTION to accept the 2024 ART Report as presented. The motion was moved by **Barb Gellert** and seconded by **Bailey Printz. CARRIED.**

Financial Report
MOTION to accept the 2024 Financial Report as presented. The motion was moved by **Michelle Pouteaux** and seconded by **Bobbie Jo Wilson. CARRIED.**

Appointment of the Auditor
MOTION to accept BTN Accountants as the 2024/25 Auditor. The motion was moved by **Michelle Pouteaux** and seconded by **Bobbie Jo Wilson. CARRIED.**

Appointment of Directors
MOTION to appoint Dawn Desautels to the Board of Directors of Gravelbourg Bon Ami, Inc. The motion was moved by **Dave Punga** and seconded by **Bailey Printz. CARRIED.**

2024 AGM Minutes

Chairperson Report:
Verbal Report given by Dave Punga.

Executive Directors Report:
Enclosed in the AGM Package for Review.
Annette Gruending was acknowledged for 25 years of service.
Anne Sproule, Paige Fink and Nicole Lalonde were acknowledged for 5 years of service.
The new Excellence in Action Award was presented to Claudette Krekoski.

Adjournment
The 2024 AGM was adjourned at 2:30 pm.

Respectfully Submitted,

Barb Gellert
Board Secretary
Gravelbourg Bon Ami, Inc.

Bylaw Amendments

Board Approved: June 6th, 2011

Definitions:

a. **Act** means the Non-Profit Corporations Act, 1995 (Saskatchewan), as amended. References herein shall be interpreted to include any such amendments.
b. **The Corporation** refers to Gravelbourg Bon Ami, Inc and it's programs.
c. **The Directors, Board and Board of Directors** refer to the duly elected or appointed Board Members of Gravelbourg Bon Ami, Inc.
d. Headings used in the Bylaws are for reference only and do not affect interpretation.
e. All terms contained by the Bylaws, and which are defined in the Act, shall have the meanings given to the terms in the Act.
f. Words importing the masculine gender shall include all genders, and words importing the singular use shall include the plural and vice versa.
g. **Voting Members** means a member of the Corporation entitled to vote at meetings and eligible to be appointed as a director.
h. **Non-Voting Member** means a member who is not entitled to vote or be appointed as a director.
i. **Member** includes both voting and non-voting members unless otherwise stated.
j. **Adults** mean a person who is at least 18 years of age.
k. **Officer** means an individual appointed by the Board to serve as a Chairperson, Vice-Chairperson, Secretary, Treasurer, or in any other officer role.
l. **The Executive Director** refers to the senior administrative employee responsible for the daily operations of the Corporation.
For more information, reference The Non-Profit Corporations Act, 1995.

Article I – Membership

1.Any adult may become a member of the Corporation upon payment of the prescribed membership fee, subject to Board Approval.
2.The annual membership fee shall be set at $5.00.
3.To be entitled to vote at the Annual General Meeting, a person must have valid Voting Membership.
4. The membership shall consist of:
a. **Class A** – Voting Members: who shall be entitled to vote at meetings of the members or be appointed as directors of the corporation.
b. **Class B** – Non-Voting Members: Not entitled to vote or serve as directors. Employees or individuals receiving services from the Corporation are Class B members.

Article II – Directors

1.The Board of Directors shall consist of no less than 4 members, and no more than 15 individuals, all of whom must be voting members in good standing.
2.Notwithstanding section I, directors shall be eligible to hold office for life, or until such a time they resign from the Board of Directors or are terminated from office.
3.If a vacancy occurs mid-term, the Board may appoint a temporary replacement until the next AGM, where a replacement shall be elected to serve on the Board of Directors.
4.The membership may, by a majority vote, remove any director or directors from office, provided the director is given reasonable notice and an opportunity to respond.

Bylaw Amendments

5. Notice of Board Meetings shall be provided at least seven (7) days in advance. Meetings may proceed without notice if scheduled regularly or by unanimous consent.
6. The Board shall meet at least 7 times per year. Minutes shall be recorded and made available to the membership upon request.
3.A majority of directors constitute a quorum.
4.If the quorum is not present, the meeting shall be adjourned. Urgent discussions may take place, but any decisions must be ratified at the next meeting with a quorum.
5.Directors will inform the Chairperson or Executive Director if they are unable to attend a meeting.
6.The Board members who miss three (3) consecutive meetings a year may be subject to review and possible removal by the Board.
7.Any member entitled to vote at a meeting of members is eligible for an appointment as a director. No Director shall be a salaried employee of the corporation.
8.The Board of Directors will engage an Executive Director to carry out the day-to-day operations of the Corporation.
9.Directors must declare and withdraw from any discussions or voting where a conflict of interest exists. The Chairperson will enforce this obligation.

Article III – Officers
1.The first meeting of the new Board will take place no later than September 30th of each year.
2.The Board of Directors of the corporation shall appoint from their members a Chairperson, Vice Chairperson, a Secretary and a Treasurer at the September meeting each year.
3.The Chairperson shall preside at all General Meetings of the Corporation and its directors, and he/she shall be an ex-officio member of all committees.
4.The Vice Chairperson shall perform the duties of the Chairperson in his/her absence.
5.The Board shall establish committees as needed. Two standing committees will be:
a. The Finance and Employee Relations Committee shall oversee budgetary matters and human resources.
b. The Admissions, Terminations and Reviews Committee shall evaluate participant admissions and terminations and oversee program effectiveness.

Article IV – Annual General Meetings
1.The Annual General Meeting of the Corporation shall be held before June 30th of each year. The date is set by the Board of Directors.
2.A quorum for a general meeting shall be ten (10) voting members, or a simple majority if the total membership is less than 10.
3.A special general meeting of the Corporation may be called by the Chairperson or upon request of at least ten (10) voting members.
4.Notice of Annual General Meetings shall be provided at least fourteen (14) days in advance via posters, advertisements, emails, social media or other appropriate means.
5.Voting shall be by show of hands, except where a ballot is requested by at least three (3) members.

Bylaw Amendments

Article V – Duties of Directors
1.The Directors shall ensure the Corporation fulfills its mission to provide facilities, recreation, training and services to individuals with intellectual, physical or psychiatric disabilities.
2.The Board may authorize operational borrowing up to the value of anticipated annual revenues.
3.The Board may authorize capital borrowing up to the value of the Corporations' unrestricted reserves.

Article VI – Custody and Use of the Seal
1.If used, the Corporate Seal shall be kept by the Executive Director and affixed in the presence of any two of the Chairperson, Secretary or Executive Director.

Article VII – Articles and Bylaws
1.All by-laws may be amended, repealed or replaced by a majority vote of the Voting members at the Annual General Meeting.
2.Notice of proposed changes must be provided at least fourteen (14) days before the meeting.

Article VIII – Executive Committee
1.The Executive Committee of the Corporation shall be comprised of the appointed officers plus the Chairperson's of the 2 standing committees. The Chairperson of the Board of Directors shall be the Chairperson of the Executive Committee.
2.The Executive Committee of the Corporation shall deal with all necessary business of the Corporation in accordance with the policies set by the Board of Directors.

Article IX – Signing Officers of the Corporation
1.The officers who are appointed by the Board of Directors shall have the power to issue cheques as required by the Corporation.

Article X – Fiscal Year of the Corporation
1.The fiscal year of the Corporation shall end on the 31st day of March each year.
2.All monies received by the Corporation should be receipted and deposited to a bank account of the Corporation. All payments required by the Corporation shall be by cheque under the signature of two (2) officers designated with authority, with the exception being the use of Petty Cash.

Article XI – Auditors of the Corporation
1.The Corporation shall, at the Annual General Meeting, appoint an auditor who will audit the accounts of the Corporation for the fiscal year.
2.Auditors must be a Canadian Professional Accountant (CPA) in good standing.

Article XII – Dissolution of the Corporation
1.Subject to the provisions in the Non-Profit Corporations Act, 1998, on dissolution of the incorporation, its building and assets shall, after payment of all liabilities, be donated to a non-government and non-profit organization providing similar services.

2025 ART REPORT

Committee Members:

- Barb Gellert
- Bailey Printz
- Mellissa Daulshaug (CLSD)
- Paige Fink (Executive Director)

The ART Committee is responsible for:

- Reviewing admission applications for the IPI Day Program and/or the residential programs.
- Reviewing the status of existing programs.

The Numbers:

Industrial Program: 9
Activity Program: 3
Day Program Total: 12
Supported Independent Living: 2
Group Home: 4
Discharges: 2
Admissions: 1

The ART committee meets regularly throughout the year.

Respectfully Submitted,

Barb Gellert

2025 Finance Report

Committee Members:

- Michelle Pouteaux
- Bobbie Jo Wilson
- Paige Fink

The FER Committee is responsible for:

- Reviewing and recommending annual operations and capital budgets.
- Monitoring and recommending approval of financial statements and budgets.
- Reviewing or appointing the auditor.
- Reviewing employee disputes which cannot be resolved at the management level.

The FER Committee meets regularly throughout the year.

Respectfully Submitted,

Michelle Pouteaux

Michelle Pouteaux
Treasurer

Day Program Report

Last year was filled with a variety of enriching activities and events for the participants of our day program. We focused on community engagement, personal development, and creating joyful experiences for everyone involved.

One of our most successful initiatives was our fundraising efforts. We held three garage sales that were well-attended and raised a significant amount for program enhancements. A successful quilt raffle, generously donated by Wanda Hudson, added to our fundraising success.

In February, we completed Person Centered Plans for all participants, ensuring that our activities and support align with their individual goals and preferences.

We also took several memorable trips, including a tour of the Gravelbourg Cathedral and the post office. One of the highlights of the year was the opportunity to tour the inside of an ambulance, providing a unique learning experience.

In the lead up to our local election, we arranged for the participants to meet the mayoral candidates and supported them in exercising their right to vote.

To celebrate this year’s achievements, we hosted a banquet in January where everyone got to dress up, creating a memorable and enjoyable day for everyone.

The summer months of 2024 were spent swimming at the Gravelbourg pool, and Shamrock Park pool, along with lots of dancing, ice cream and fun, making it all a truly unforgettable year for all.

We are looking forward to the fun we will have this year!

Respectfully Submitted,

Rosalie Connors

Rosalie Connors
Day Program Supervisor

Group Home Report

The Group Home continues to be a place where people are supported in a nurturing and empowering environment. Above all, we focus on making it a true home where the participants' choices and preferences are at the forefront of our activities. We are dedicated to helping them develop essential life skills and fostering their independence.

This year, one of the most significant projects was the renovation of the home's interior. Each participant had the opportunity to choose a paint color for their rooms, allowing them to personalize their living spaces and feel more at home. We also undertook necessary exterior maintenance, including the installation of new shingles. Unfortunately, a storm in Gravelbourg cause some damage to the new roofing, but repairs are underway soon to fix the damages to the roof.

As we move forward, our goals include enhancing life skills programs even more to support our participants. We are planning activities focused on healthy living and financial literacy. We also look forward to creating more community engagement opportunities, fostering connections between our residents and the broader Gravelbourg community.

Our commitment remains steadfast in providing a nurturing and inclusive environment where every individual can thrive and achieve their personal goals.

Respectfully Submitted,

Jackie Berg

Jackie Berg
Group Home Supervisor

Supported Independent Living Report

The Supported Independent Living (SIL) Program is dedicated to fostering independence among its participants. Our goal is to provide the necessary support and resources that empower individuals to live as autonomously as possible. We focus on helping participants develop the skills and confidences needed to manage their daily lives, make informed decisions and actively engage with their community.

Throughout the year, the SIL program has focused on several key areas including personal development, household management and community integration. Participants work with support workers to enhance their abilities in budgeting, cooking, cleaning and maintaining a safe living environment. We also emphasize the importance of social skills and community involvement, encouraging participants to participate in local events and build meaningful relationships.

We are committed to continuously improving our program to better meet the needs of our participants. Our ultimate goal is to equip each individual with the tools and support they need to achieve their highest level of independence and lead fulfilling lives.

Respectfully Submitted,

Leslie Torreverde

Leslie Torreverde
Supported Independent Living DSP

Gravelbourg Bon Ami, Inc.

Strategic Plan Update

A key to Gravelbourg Bon Ami, Inc.'s & Gravelbourg SARCAN's success is our **stellar** employees. As part of Gravelbourg Bon Ami, Inc.'s strategic plan, we are committed to the employees in terms of recruitment and retention, training and safety.

OUR PEOPLE

Priority 1: Recruitment and Retention
Gravelbourg Bon Ami, Inc. provides benefits to its employees. Our current benefit package includes Medical, Dental, Accidental Death and Dismemberment, Long Term Disability, Life Insurance and an Employee Assistance Plan.

In 2024, a Christmas Bonus was paid out to employees. The total bonus amount was over $28,000!

Priority 2: Training
Throughout 2024/25 employees took several different professional development courses including: Med Assist, CPP & SP, Professional Assault Response Training, LEAP and WHMIS.

Priority 3: Safety
The OH&S Committee is comprised of a member from each department of the Agency. These members are:

- Employer Co-Chair: Jackie Berg
- SARCAN Rep: Sheryn Bakke
- IPI Rep: Sherri Ariss
- Group Home Rep: Chad Tremblett
- SIL Rep: Leslie Torreverde

OUR CULTURE

Priority 1: Unity
When people work together to achieve a common goal, they are greater than the sum of their parts. We recognize the value of a unified membership, board and employees.

Priority 2: Inclusivity
We strive to be a welcoming and inclusive organization where everyone is treated with respect, dignity and everyone feels valued.

Priority 3: Person Centered Practice
We strive to put people first in each decision that is made within the Agency. Participants have opportunities to reach their goals, and plan for the future they want.
In 2024/25, we had 3 participants find employment/work experience in the Gravelbourg Community. Thank you to Southland Co-op, Wheatland Pub & Eatery and the Town of Gravelbourg for being inclusive employers for our participants.
In 2025, we are announcing our first recipient of the participant Bright Spirit Award.

Priority 4: Professionalism
Professionalism happens at every level of the agency. In 2025, we are announcing our second recipient of the Employee Excellence in Action Award.

Strategic Plan Update - Continued

OUR COMMUNITY

Priority 1: New Venture
In 2023, Gravelbourg Bon Ami hosted our first annual golf tournament at Thomson Lake Regional Park. In 2024, we hosted our second golf tournament. The event was successful, and we are looking forward to hosting these tournaments for years to come.

Priority 2: Brand Conservation

Priority 3: Education
Gravelbourg Bon Ami, Inc.'s Facebook page is used to share information about our services, how we operate and teach the community about what we do. In 2024, Gravelbourg Bon Ami, Inc. launched a website.

Priority 4: Expansion
Gravelbourg Bon Ami, Inc. continues to look forward to possibilities of expanding our services to more communities and people.

www.gravelbourgbonami.com

GRAVELBOURG

Bon Ami, Inc.

Years of Service Awards

We would like to take a moment to recognize and express our heartfelt gratitude to those individuals who have dedicated their time, energy and experience to Gravelbourg Bon Ami, Inc.
The Years of Service awards are a special opportunity for us to honor and thank our team for their unwavering commitment throughout their tenure.
Their dedication has been instrumental in our success, and we are truly fortunate to have such remarkable individuals as part of our team.
This years' Service Award recipients:
Lynn Hickox - 30 years
Camille Bell - 10 years

Bright Spirit Award - 2024

The Bright Spirit Award is a special recognition given to a participant who has shown outstanding positivity and kindness. This award celebrates individuals in our Agency who uplift others with their kind spirit and supportive nature. Employees were invited to nominate a participant who consistently demonstrates a bright spirit by showing compassion, engaging actively in activities and inspiring others around them.
Employees nominated a participant that:

- Shows positivity and a cheerful attitude with others.
- Shows kindness
- Makes others smile
- Is helpful

Excellence in Action Award - 2024

The Excellence in Action award was created to celebrate the employees at Gravelbourg Bon Ami, Inc. who have made an excellent contribution or furthered the mission & vision of Gravelbourg Bon Ami, Inc. Employees were invited to nominate a fellow co-worker for the award.
The Excellence in Action Award is intended for an employee who has demonstrated excellence in the 2024 calendar year. This person's spirit and overall personality at the workplace motivates people around them. This person shows excellence in many different ways including person-centeredness, creativity, work ethic and team work. This person is someone that people trust in the workplace, and enhances the overall culture of the Agency.
This year's winner was nominated many times. Co-workers describe this employee, "Easy to talk to and cares deeply for each participant", "Always positive and happy" and "Always willing to give a helping hand".

Thank You

Thank you to everyone who supports our Agency and continues to allow us to serve individuals experiencing intellectual disability in the Gravelbourg area.

Government of Saskatchewan
Ministry of Social Services

Saskatchewan Housing Corporation
An Agency of Social Services

SARCAN RECYCLING

SARC
expanding potential.

TOWN OF VILLE DE Gravelbourg