



# Annual Report 2014-2015

Presented at the Annual General Meeting December 4, 2015

## Southwestern Ontario Childrens Care Inc. (o/a Ronald McDonald House Charities Southwestern Ontario)

## Annual Report for the 2014-2015 Fiscal Year

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## Vision

#### Giving sick children what they need most...their families.

Key themes within this vision:

- *Giving sick children* identifies the centre point of all the work Ronald McDonald House Southwestern Ontario undertakes; that is very sick children.
- What they need most reflects the organization's priority of giving sick children something that makes a substantive difference to them and is vitally important to both their medical situation and their ongoing well-being their family.
- **Their families** articulates the importance of keeping families together and focused on their challenging situation. A child is best cared for when their family is present and engaged. The ability to support families to reduce their stress, to provide a calm interim living environment and to help them to focus on their sick child is the essence of the organization's Vision and work.

## **Mission Statement**

# To provide comforting and supportive programs and services for families of seriously ill children who require medical care.

Key themes and perspectives that form part of the Mission Statement:

- **To provide** Ronald McDonald House Southwestern Ontario is a community-based and inspired service providing organization. The organization works seven days a week, twenty-four hours a day to provide services and aligned opportunities that allow very sick children to stay connected with their families.
- Comforting and supportive programs and services The work of Ronald McDonald House Southwestern Ontario involves the development and delivery of programs and services that support families who are experiencing a medical crisis with a child by providing environments that are comforting, reduce stress, are affordable and enhance a family's ability to cope with their situation and to better support their child.
- For families with seriously ill children who require care identifies the service population that Ronald McDonald House Southwestern Ontario focuses on and delivers its programs and services to. These are families who are experiencing the impact and stress of having a seriously ill child who requires significant medical care, and in many cases, needs to leave their home to come to another community for medical treatment and support.

## **Core Values**

We believe in...

#### Compassion

In building positive and productive relationships based on respect, warmth, comfort and compassion for the families served and all whom we interact with.

#### Integrity

In operating ethically and with integrity each day, and being fiscally responsible, transparent and authentic in all that we do.

#### Respect

That the organization's success lies in the talents, skills and expertise of all the people we engage with and in the importance of respecting each person's uniqueness as an individual.

#### Excellence

In creating an organizational culture that strives for excellence each day through fostering innovation; team approaches; learning and recognition of the contributions of the staff, volunteers, donors and the community to the important work we pursue.

#### Collaboration

In the importance of being collaborative and in building partnerships and relationships that significantly enhance the range and quality of supports available to families with seriously ill children.

## President's Annual Report for the 2014-15 Fiscal Year

Thank you for joining us at the 2014/15 Annual General Meeting (AGM) of the Ronald McDonald House (RMH) of Southwestern Ontario. The AGM provides us with an opportunity to reflect on our many accomplishments over the last year.

On May 29, 2015, we celebrated our 30 year anniversary – 30 years of serving the families of sick children receiving care at the Children's Hospital at London Health Sciences Centre. In those 30 years, we have grown from 12 to our current 34 bedrooms, and added a Family Room inside of the Children's Hospital.

And this year, we took another giant step to meet the needs of families in our area. We made the decision to expand our programs outside of the City of London with the creation of the first "House within a Hospital" in Canada at the Windsor Regional Hospital. Construction on the new Windsor House has begun and we hope to have it open to families in the spring of 2016. This new 7 bedroom House will serve the families of sick children who are receiving care at the Windsor Regional Hospital.

I know that the evolution and growth of the House will continue as we strive to meet the needs of the families we serve. With the London House often at capacity and families having to stay off-site with one of our great hotel partners, we are taking steps to determine how these needs can be met in a sustainable manner.

Fundraising and Development are such an integral part of our organization, ensuring that we have enough revenue to cover our \$1.8M operational budget, and allow us to plan for the future. Our successful signature events like the Curling Bonspiel, Hope Rocks this House, the Windsor Bowlathon, and the RMH Golf Classic as well as many third party events such as the Oxford County and Fore the Houses golf tournaments provide a significant portion of the funds required to deliver on our mission. Finally, the Red Shoe Society has done a tremendous job engaging young professionals in raising funds at several events throughout the year.

In closing, I would like to thank our donors, staff, and volunteers. Our donors give generously knowing that Ronald McDonald House will be good stewards of their contributions. Our staff continues to amaze me with their true sense of dedication and commitment to our mission. And finally, our volunteers take tremendous pride in the House, always ensuring that the families have the comfort and security they need to allow them to focus on their children.

We are truly fortunate to have so many wonderful people working together to give sick children what they need most ... their families.

Respectfully Submitted,

Michael Barrett, President

## Executive Director's Annual Report for the 2014-15 Fiscal Year

2014-15 was a milestone year. It was the year that we celebrated our 30<sup>th</sup> anniversary. 30 years of supporting families of seriously ill and injured children. Despite the growth and changes that we have seen over the years, our primary purpose never wavers – ensuring that children have what they need most to support them through their journey – their families.

Using conservative figures, we have calculated that we are saving families an average of \$210 per day, which doesn't begin to take into account the many non-tangible benefits of support and services available to families who are staying at Ronald McDonald House or experiencing any of the other RMHC-SWO programs – such as entertainment, relaxation, safety, security and peace of mind.



Measurable Impact on Families								
Service Provided	Calculations based on	Potential Cost	Costs paid by Families	Savings/benefit to Families				
House Program Savings:								
Accommodations (including hotel when necessary)	\$105/day - hospital rate	\$1,454,040	\$121,585	\$1,332,455				
Dinner at Our House meals (349 nights)	approx. 60 people@ \$15/night	\$338,181	0	\$338,181				
Beverages, baked goods, help-yourself foods	73 people @ \$5/day	\$147,369	0	\$147,369				
Breakfast & staples for lunch preperation	approx. 60 people @ \$15/day	\$349,962	0	\$349,962				
Laundry	\$5/load/family/day	\$58,948	0	\$58,948				
Parking at Hospital	Average of \$40/week	\$67,184	0	\$67,184				
Communications - long distance, internet, voice mail	\$5/family/day	\$58,948	0	\$58,948				
	Total Impact for House	\$2,474,631	\$121,585	\$2,353,046				
	Average Family visit (7 days)	\$1,469	\$61	\$1,408				
	Per Family per day	\$209.90	\$8.75	\$201				
Longest continuous stay by a family in 2013-14	261 days	\$54,784	\$2,284	\$52,500				
Family Room Program Savings:								
Accommodations	\$105/day - hospital rate	\$65,100	\$0	\$65,100				
Beverages, baked goods, help-yourself foods	100 visits/day @ \$5/day	\$182,500	0	\$182,500				
Laundry	\$5/load	\$5,465	0	\$5,465				
	Total impact for Family Room	\$253,065	\$0	\$253,065				
Total impact to families - all programs			_	\$2,606,11 <sup>-</sup>				

#### **Human Resources**

This past year has seen modifications in our staffing model as the senior management team which included Jenne Wason, Director, Development and Sue Van Arnhem, Director, Family & Volunteer Services and I, continued to refine the staffing model, taking advantage of demonstrated talents and newly acquired skills. We added a position in the Development Department specializing in database and positioned several staff members to take on new roles as managers – set to take effect in 2015-16. These included Manager, Volunteers; Manager, Family Services and Manager, Program Delivery. Preparations were also made to be ready to hire a Manager for the new program in Windsor.

Though there were a few changes in the team, with maternity leaves starting and ending, students going off to pursue higher education, etc., at the end of the year, the staff consisted of: Brendan Schleen, Deborah Gibbs, Edina Usanovic, Elaine Aichmayr, Heather Wylie, Jenne Wason, Jessi Linn Davies, Kelley



Montfort, Kelsey MacGregor-Brown, Lauren Phillips, Lee Bentum, Lisa Waldron, Melanie Manvell, Mike Waters, Patrice Katsiroumbas, Paul Pogue, Ron Combs, Sarah Koehler, Staccie Reid and Sue Van Arnhem.

It is a tremendous group of people and I'd like to thank them all for their dedication to the mission.

#### **Highlights of the Year**

Nearly all work this past year has been informed by the three primary pillars of the Strategic Plan.

- 1. Expand our programs and services
  - a. Enriching existing programs and services
    - i. Family Room on the Go (FROG cart)
    - ii. Heroes Circle
    - iii. Spa programs
  - b. Expand capacity to meet growing demand
    - i. To meet the capacity issues being



experienced by the House program, a review with Architects Tilman, Ruth, Robinson was completed, at which time it was determined that the scope of the project needed to be reconsidered and expanded based on the record capacity issues that were being experienced. RMHC Global indicated that an increase of 15 rooms was required to meet capacity based on the feasibility study. Staff was charged with securing professional expertise to assist with required environmental scans. Work is ongoing with HMMS (thanks to our hospital partner) to produce the required RFP. Work is ongoing

- c. Extend reach beyond House and throughout the region
  - RMH Windsor Construction has begun on the 1<sup>st</sup> House-In-Hospital to be built in Canada. Progress has been significant from exploration, laying the groundwork, securing funds and committing to the build. A great deal of staff time and resources has been expended on this exciting project
- 2. Achieve organizational excellence
  - a. Foster a culture of success, innovation and continual improvements
    - i. Team growth has been a priority for the Senior Management Team as we put programs in place to improve the culture
      - 1. Originally weekly, now bi-weekly Team Huddles to encourage information sharing and learning.
      - 2. Completion of the Lunch and Learn Series on 'Creating Magic"
      - 3. Full implementation of No One Works Alone program
    - ii. Develop and Implement a comprehensive employee management plan
      - Institution of quarterly performance review process for non-Sr. Management Staff
      - 2. Salary grids established and adopted

- iii. Develop and implement a plan to address organizational continuity and longevity
  - New formalized processes and its subsequent training around emergency training, first aid and safe food handling have been implemented
- 3. Strengthening strategic relationships
  - a. Foster stakeholder & volunteer engagement
    - i. Develop and implement comprehensive engagement plans
      - 1. Plans for formalized strategies with measurable and deliverables have been developed, implemented and continue to be refined
  - b. Grow strategic funding
    - i. Refine and implement a comprehensive development plan
      - 1. Great success see the Development and Communications Report
    - ii. Modify and plan for potential new capital project requirements
      - Once the needs for RMH Windsor were identified, securing commitments for funding was successfully sought (including RHMC Canada and Global)
  - c. Enhance communications to key audiences
    - i. Create and implement a comprehensive communications plan
      - More great success in several cases exceeding targets set see the Development and Communications Report

#### Goals for the coming year include:

- 1. Continuing to advance the year two goals and initiatives of the Strategic Plan
  - a. Completing the opening of the new RMH Windsor
  - b. Addressing the capacity issues of RMH London
  - c. Looking at abilities to enhance or improve RM Family Room London
  - d. Completing the technology review and beginning implementation
  - e. Strengthening our relationships in the communities that we serve most to increase awareness and donor support
  - f. Constantly refining policies, processes and systems
  - g. Focusing on staff development and improvements in culture
- 2. Keeping the needs of the families that we serve at the forefront of all that we do at all times

#### Respectfully submitted,

Margaret Anderson, Executive Director



#### Impact & Services Report for the 2014-15 Fiscal Year

Impact, by definition, is an incredible word –meaning both a striking contact as well as a very strong, lasting and meaningful impression. It is without a doubt, that we at Ronald McDonald House encounter both types of impact – the first felt in the life changing news the families have received, and the second experienced as we wrap them in the warmth of our Home full of yummy smells, busy hands and always a listening ear.

#### **Our Families**

Each year we expand our services, expand our resources and open our arms to more families with seriously ill children. Last year, we believed over 11,300 nights of comfort was record breaking. This year, we were humbled by the nights needed reaching 13,228. Sadly, we also faced such a capacity increase, we were forced to decline 117 requests to stay due to depleted solutions. We simply ran out of rooms both at our House and with our hotel partners. The following charts help to tell the travel and medical journeys our families face:





*Keeping Families Close* is a privilege that we continue to explore through each new family that walks through our door. Investing in education for our team is a must as we work to ensure we are well educated in socio-economics and cultural competencies through skills, knowledge and attitude. What our families need remains a top priority for us to continue to learn about.

#### **Accommodation Challenges**

This past year we faced a tremendous increase in need beyond the resources we had available to us for overflow. We evaluated our eligibility standards to ensure we were focused on admissions for families with only seriously ill children and implemented an increase to our admission radius from greater than 25km to greater than 30km. We also formalized specific parameters around overnight stays for follow up appointments. Through these changes and further analysis, it was realized that we are simply dealing with an increase in long term cases. With 1558 hotel nights booked this past year, you will see below that our hotel costs have increased almost \$30,000. We are grateful for our donors that support our Hotel for Hearts Campaign.



Best Western Lamplighter Inn and Conference Centre, Western Lamplighter Inn and Conference Centre, The Article In Inn and Conference Centre, Inner Best Gunding hot I partner, offers complimentary Inner In



RMHC-SWO Annual Report| 2014-2015

## 2013-14

Bursting at the Seams!

85% Average House Capacity! 95% Average Capacity with Hotel Overflow! 28 Nights our House was Full! 108 Rooms out of Service this Year

# 2014-15

95% Average House Capacity!
 107% Average Capacity with Hotel Overflow!
 143 Nights our House was Full!
 ZERO Rooms went out of Service this Year

#### Nourishment at our House

Growth and impact continue through our House Kitchen programs providing critical nourishment for families. With the total amount of kitchen group activity reaching a record 1161 groups this past year, the community outreach is just astonishing and the inherent value of these donations is staggering to consider. Amazingly enough, it doesn't stop there. These incredible groups warm our kitchen with yummy smells, smiles and a kind word for each of our families. They bring our kitchen to life with community, support and care while leaving our home smelling beautiful, comforting and peaceful. There are many days when the staff and volunteers work together to kindly be the reminder to our families to pause and replenish. It is often not until a family member takes a seat, that they realize the true amount of time that has passed since they last ate - often many hours or days.





House Kitchen Impact Statistics					
	2011-12	2012-13	2013-14	2014-15	
Dinner to feed 60-70 people	335	343	349	345	
Weekend Hot Brunches		30	37	30	
Baking Groups		150	324	421	
Continental Breakfasts		365	365	365	
Total Nourishment Groups	335	888	1075	1161	

"The hours our House Kitchen groups dedicate to our families can be averaged to approximately 27 person hours each and every day this past year! Our community is so wonderfully generous giving time, energy, and delicious food to keep our families strong."

Jessi Linn Davies, Manager, Program Delivery

## Ronald McDonald Family Room London

Our Family Room Program took an exciting "leap" this year in launching our brand new "Family Room on-the Go" Program – more fondly called the FROG cart. Modelled from Ronald McDonald Family Rooms in Toronto, our new FROG Program is a travelling cart that brings toys, juice, coffee, homemade blankets and other assorted items right to the hands of families in need. Our volunteers tour around with our fully stocked FROG cart visiting the NICU, PCCU and through the inpatient areas.

Ronald McDonald Family Room Impact Statistics					
	2012-13 Sleep Rooms open 4.5 months	2013-14	2014-15		
Days Open	321	360	353		
Total Visits	34,182	36,603	36,736		
Overnight Uses	132	655	620		
% of Overnight Usage	32%	60%	60%		
Daytime Naps	378	261	239		
Loads of Laundry	1,100	1,288	1,093		
Showers	1,544	1,588	1,503		
Ronald McDonald	l Family Roon	n On-the-Go (F	FROG)		
		Operating f	or 3.5 months		
Families served in the N	126				
Families Served in the F	130				
Families Served in the l	412				
Families who were not aware of the Family Room					
before being visited by t	he FROG Prog	Iram	114		

Because sometimes it down the hall " can feel like miles away.



Sadly, the complex medical situations our seriously ill children face, often mean that parents and guardians are not able to, nor willing to leave a child's room for days at a time. While we still hope to increase our overnight use in the Family Room, knowing the need is there, we believe the FROG cart will help our families find some comfort and strength to continue. Little toy FROGS travel with the cart sharing directions on how to find the Family Room should a nap, shower or a quick bite to eat be needed.



## **Powerful Volunteer Engagement**



Our volunteer workforce is mighty, very dedicated, deeply caring, and nothing less than absolutely dynamic. With our volunteer engagement efforts kicking into high gear, we are experiencing volunteering at its very best in numerous new and innovative ways. Volunteers walk through our door with various skill sets, and we extend our opportunities to find new ways to engage with our volunteer family. Our volunteers are the hearts and hands of Ronald McDonald House Southwestern Ontario, and we are ensuring they are a top priority of our planning and growth in the years to come. From governance to the tiniest of details, our volunteers

Volunteer Engagement and Impact Statistics						
	2013	3-14	2014	4-15		
Activity/Program	Number	Hours	Number	Hours		
In-House	126	11,654	118	11,329		
Ronald McDonald Family Room	33	4,306	40	4,091		
Board of Directors & Advisory Council	15		29	*750		
Special Events/Committees	54		*130	*1,000		
Dinner & Hot Breakfast Volunteers	924		*2,250	*6,750		
Baking Group Volunteers			*1,263	*3,150		
Total Volunteers	1,152	15,960	*3,830	*27,070		
Ratio of staff to volunteers	1:7	73	1:2	12		

\*best estimate

are participants in each decision we make at Ronald McDonald House. We look forwardly anxiously to years ahead of continued volunteer engagement initiatives with endless possibilities.

"Our volunteers are a passionate, empowered group of warm-hearted individuals and groups. They have gifted Ronald McDonald House Charities Southwestern Ontario over 27, 000 hours just this year alone. In paid time, their contributions would be valued at over their contributions would be valued at over their contributions would be alued at over their contributions wou



"In every day, there are 1,440 minutes. That means we have 1,440 daily opportunities to make a positive impact." - Les Brown

Respectfully submitted,

Sue Van Arnhem, Director, Family & Volunteer Services

## **Development & Communications Report 2014-15**

2014-15 saw great success for RMHC-SWO in both fund development and community awareness. Financially we achieved 110% of our fundraising target for the year. Total fundraising dollars were \$1,658,572, which is \$155,754 beyond our budget of \$1,502,818. Some of the categories which did exceptionally well this year against budget were: Individual Donations, Payroll Giving, and Corporate Gifts. Additionally, community awareness around our organization continues to grow through third party fundraising, our Red Shoe Society, direct communications efforts, and messaging around our new House in Windsor.

Some of this year's highlights were:

## **Fund Development**

#### The Storybook Ball

Our 30<sup>th</sup> Anniversary celebration at Storybook Gardens received rave reviews from guests who enjoyed rides, fairytale characters, a book signing by the author of the Franklin series, storybook themed tables, dinner under a tent, and dancing on the Splash pad. 368 attended, including 30+ former RMH guest families. The event was supported by 82 volunteers and raised over \$22,000 net.



#### **RMH Windsor Capital Campaign**

Wonderful work has begun in Windsor! By the end of the fiscal year we already had several capital commitments to name spaces in our new House, which was announced to the community at a media event on May the 1<sup>st</sup>. The Windsor community has been rallying around the House and we are certain we will be able to reach our fundraising efforts for both the capital campaign and ongoing operations.

#### **Third Party Fundraising**

Third party events were a tremendous support for fund raising and community awareness this year, with over \$325,000 coming in from fundraising related to third-parties. There were some great relationships forged with corporations that will see their efforts directed to RMHC-SWO moving forward. We have started mapping out our community fundraisers across the region and will focus our awareness efforts in areas where the percentage of fundraisers does not correspond proportionally to the number of families helped from that area.

#### **Vehicle Donation Program**

This relatively new program gained real traction this year, more than doubling expected targets, coming in at over \$23,000 raised through donations of used vehicles. More Canadian Houses are starting to sign onto the program which should help raise awareness and help the program build through the years.

#### **RMH Golf Classic**

Working together on their second golf classic, the new committee has made great strides toward collaboration and cohesion. Their efforts brought in several new teams to the tournament, all of whom raved about their experience and plan on attending going forward.

Sponsorship efforts also saw great growth this year, with new sponsors at the table and higher commitments from past supporters. Efforts in 2016 will focus on bringing original elements back to the golf course to enhance golfer experience, and strengthening the auction and other fundraising activities.

#### Hope Rocks this House

Hope Rocks this House had a tremendous transition year in 2015. A new band helped the crowd ease into the karaoke mood; a new venue offered much needed space for our attendees; and a new Chair took the reins and guided this event through a series of obstacles.

Although revenue was lower than ultimately hoped with a net revenue of over \$22,000, the progress made in this year will prepare us for much success in 2016 and beyond!



#### **Red Shoe Society**

This group of young professionals had a tremendous year. From their Hallowe'en party to their Scarlet Ball, this group continued to grow their reach in the community and raise funds for the House. The group also celebrated improvements in membership and its processes, attention to event details



and progress plans and will continue to work on improving their expense ratios and cost controls.



## **Communications**

#### McDonald's & RMHC Collaboration/Participation

Much effort this year was put into supporting RMHC Canada's efforts to highlight, build, and leverage our partnership with McDonald's. We continue to have great success with the Our House is Your House community awareness campaign featuring local families. We also made it to almost all 62 restaurants in our region for McHappy Day, visiting crew and customers, and sharing our visits across social media.



#### Chapter/Program Logo overhaul

We have been steadily updating all materials to reflect our new Chapter model, which includes "Charities" in our name, as well as implementing "Celebrating 30 years" tags during 2015. We have also developed new program logos to be used for specific programs such as RMH Windsor and for our Family Room on the Go (FROG) program. Additionally, we've been building on brand consistency with colours, fonts., etc., and have created new materials such as the Family Room Brochure and RMH Windsor Capital Campaign package.



#### Website/Social Media

- Our website received 121,200 visits in 2014-15, with the most visited pages being "Ways to Give" and "Volunteer".
- We ended the year with 2,186 newsletter subscriptions an increase of approximately 300 over last year.
- We exceeded our social media targets gaining 50% in both Facebook and Twitter followers. We ended the fiscal year with 3,151Facebook fans and 1,047 Twitter followers
- Speaking engagements and attendance at third party events have been steadily increasing.





Respectfully submitted,

Jenne Wason, Director of Development

## Strategic Plan Oversight Committee Report – 2014-15

Committee Members: Tim Marko (Committee Chair), Laurie Gould, Laurie Lashbrook, Mike Malleck, Derek Schoonbaert & Margaret Anderson (RMHC-SWO Staff).

2014-15 was the first full year of the newly adopted Strategic Plan. There was significant forward movement on all fronts – showing good solid progress. Though there were a few slow-downs due to either timing or available resources, there were no complete stoppages or changes in direction. The Committee met quarterly via conference call using the reporting method as demonstrated in the following. The cadence and process of the meetings proved to be effective for monitoring progress.

		ŀ	High Level Summa	r <b>y</b>					
Goal	Obiective	Initiative	Measurement	Priority Owner		rogre		-	Mitigation Strategy
			, nont, ounci	Q1	Q2	Q3	Q4	(if yellow or red)	
Expand our programs & services Expand our programs Extend reach beyond H	Enrich existing programs and	Identify/define new suport programs to enhance existing programs	Definition of new support programs completed by Feb. 2015	Dir. of Fam & Vol Services					Completed and ongoing
	services	Implement new support programs	# of new programs based on above implemented on time and on budget	Dir. of Fam & Vol Services					Heroes Circle, FROG Cart, Spa Program, Hospital Resource sharing, etc.
	Funned conscitute most	Conduct capacity review of facility	Capacity review completed by Feb. 28, 2015	Executive Director					Scope changed, waiting partnering with Hospital
		Implement recommendations of capacity review	Recommendations completed by Aug. 31, 2017 Increased # of families served	Executive Director					H&F Committee is anxious to be able to take on the actionables for this project
	Extend reach beyond House and throughout the region Ba ot ccc Extended	Explore expansion of Family Room concept commencing with Windsor	Engage Windsor Regional Hospital in discussions re planning, to be completed by January 2015	Executive Director					Exploration completed
		Implement Family Room concept in Windsor	Implement Family Room at WRH by December 2015 Establish baseline metrics by Dec. 2016 (families served, min. satisfaction level, etc.)	Initially Executive Director					House in Hospital project on schedule and on budget for April 2016 Construction started New Manager hired
		Based on Windsor model, explore other opportunities in key communities	2016-2017	Dir. of Fam & Vol Services					NA at this time
		Explore potential for pediatric hospice program	Report of finding - February 2015	Executive Director					Report toBoard pushed back to Jan 2016

			Program developed by March - pushed back to July 2105 in Q2	Director of Development		Report to Board in Q1
	Foster stakeholder engagement	Develop & implement a comprehensive stakeholder	Annual outreach targets met	Director of Development		on track
		engagement plan	Awareness, volunteer levels and funding increasing	Director of Development		Year end stats overall positive
		Refine & implement a	Meet or exceed budget target annually	Director of Development		Overall positive
		comprehensive development program	Maintain or surpass industry standards for spending ratios (<35% by Aug 31. 2015 & <30% by Aug 31. 2016)	Director of Development		Event levels generally good - RSS & Golf are areas of most complexity
		Identify & plan for potential new capital project requirements	Metrics developed as identified	Director of Development		Exceeding targets for RMH- Windsor
Strengthening Strategic Relationships		Create & implement comprehensive communications plan	Plan created by March 2015	Director of Development		Part of Stakeholder Engagement Plan
			Cross training of staff, Board and volunteers completed by August 2015	Director of Development		Jan. 2106 when Communications Assoc back from Mat Leave
			10% annual increase in participation in community outreach events	Director of Development		Map complete, Volunteers being recruited
			20% annual increase in social media platforms	Director of Development		>50% each in Facebook & Twitter followers
	Enhance volunteer engagement Develop & implement a comprehensive volunteer engagement program		Baseline survey completed by November 2014	Director of Family & Volunteer Services		On track for end of Nov.
		comprehensive volunteer	Program developed and implemented by September 2015	Director of Family & Volunteer Services		Reported in Sept
			Volunteer satisfaction level increased by 20% by September 2016	Director of Family & Volunteer Services		Measurements available in Q2

			Full plan implemented by Aug. 31, 2015	Executive Director			Final touches being added for implementation in Q1
	Foster a culture of success, innovation and continual improvement	Develop & implement a comprehensive Team Growth Plan - become the place everyone wants to work	Staff & volunteer satisfaction survey results improved by 10% by Nov. 2015 (and %5 annually thereafter)	Executive Director			Short staffed - survey pushed back to end of year
			Controllable staff turnover reduced by 10% annually	Executive Director			Only 1 unplanned departure
	Advance a long range technology plan	Conduct a process & capacity review and develop a comprehensive technology plan with sufficient	Process & capacity review completed by April 2015	Executive Director			Staffing shortage has delayed process. Technology advisor supported new server purchase and migration Business Analyst search underway - early Q2
		annual budget allocations	Technology plan with metrics established by August 2015	Initially Executive Director			Push back several months for engagement of Business/Technology Analyst
			Implement & monitor through August 2017	Office Manager			
	Enhance annual performance measurement professional development & outcomes measurement	Develop & implement a comprehensive employee management plan	Develop & implement robust performance measurement tools by December 2014	Executive Director			In use
Achieve Organizational Excellence			Competitive salary grid developed by June 2015, (75% percentile) fully implemented by September 2017	Executive Director			Completed and in use
			Comprehensive, clearly defined benefits & development opportunities in effect by September 2015	Executive Director			EAP sought in effect as of Nov. 1
			Increase in staff satisfaction level by November 2015	Executive Director			Pushed back two months to Jan 2016
		Develop & implement a plan to	Develop emergency / contingency plan by June 2015	Executive Director			Emergency done Contingency still in works
		address organizational continuity and longevity	Implement cross training completed by December 2015	Executive Director			Emergency training with FSC, New Manager roles are being cross trained
	Enhance services by adopting best practices	oting	Conduct a through review of all policies, regulations and terms of reference by Dec. 2015, compliant with NFP Corporations Act July 2017	Executive Director			Progressing well
		Solidify accountability, transparency and policies	Conduct a thorough risk analysis by March 2015	Executive Director			Partially completed - end of Q2 2015-16 for completion
		and ponces	Base line organizational score-card (metrics) - September 2015	Executive Director			Short staffing has delayed report to Jan. Board
			Board satisfaction (risk & informed) at acceptable level by June 2015	Executive Director			Survey moved to Nov recommendation of Governance Committee

Areas of importance for 2015-16 (year 2 of the 3 year plan) include:

- Continue to monitor and identify areas of concern
- Looking for a new chair for the committee as Tim Marko is stepping down
- Establish a process to refresh and recommit to the identified strategies and tactics.

Respectfully submitted, Tim Marko, Chair (Retiring)

## House & Facilities Report for the 2014 – 2015 Fiscal Year

The House & Facilities Committee continues to be led by Lestra Irvine (Co-Chair) and Sue Van Arnhem (Co-Chair) with support from Margaret Anderson (past co-chair). Committee Members include Tom Bes, John Crookes, Paul Pogue (Facilities Coordinator) and Lisa Dahm (Office Administrator). We also welcomed a new Committee Member this year after recruiting for an IT specialist to support us in managing our technology concerns, upgrades and technology review. Matt Gingrich brings to us his experience as a Senior Project Manager, Technology Solutions for London Life.

Priorities for the group over the past year included:

- Process Development
- Safety and Care
- System Evaluations
- Facility Analysis

#### Process Development:

With much of the previous year spent analyzing procedures and establishing focus areas, this current year the committee enjoyed much of the roll out for these focused initiatives. Efforts were made to ensure budgeting processes were in line with critical paths and the committee effectively made themselves available as needed per the new work plan.

#### Safety and Care:

After the establishment of the new Joint Health and Safety Committee, the House & Facilities Committee evaluated the fit for the committee and proposed that this program transition to the Human Resources (HR) Committee. This was embraced by the HR Committee and an agreement took place that while this committee would still oversee the safety and care of the facility and larger planning efforts, the HR Committee would take the lead on ensuring training, education and accountability to Occupational Health and Safety would be the responsibility of the HR Committee.

Our Committee proceeded to oversee the completion of a new and updated Fire Safety Plan, contract a consultant to establish a 13 code Emergency Response Plan and successfully trained our frontline staff in proper procedures. To accompany these procedures, we ensured that new two way radios were sourced to support all procedures. A review of these procedures also brought forward the need to evaluate two additional closed circuit video cameras in the near future to add to our current system.

Safe Food Handling practices, along with Infection Control efforts continue to be monitored and enhanced by the House & Facilities Committee in partnership with direct support from the Middlesex London Health Unit.

#### System Evaluations

With solid resolutions in place for communication and security systems, the focus this past year has been on technology and inventory control systems. The vision for the technology review expanded during discussions to include a full business analysis. The new vision is meant to ensure that technology recommendations are brought into consideration at the end of the analysis to support clean processes resulting in accurate investments to key areas. The committee will move forward in the new fiscal year with an RFP for a Business Analyst. An inventory management system is set as a desired outcome of the technology review. In the meantime, the Committee supported the House in an urgent server upgrade and migration, and now acts as the liaison directly in contact with our IT support company to ensure we are receiving the best support possible.

#### Facility Review

This year, our facility focus was our parking challenges, as well as the difficulties around laundry cart access into the laundry room. Community partnerships for increased parking spaces around the area were not successful, however we were able to create four new parking spaces on site. With a parking lot extension, a removal of the peninsula, and added concrete section near the garage, four parking spaces were realized. The laundry repairs continue and the new larger door with a partial wall removal will now allow the large laundry carts to move in and out of the room with ease.

As we begin our new fiscal year, our committee is keen to focus on technology upgrades, capacity review, an upcoming RMHC Global energy audit, inventory control and ongoing improvements to safety and facility care.

As we continue to evaluate best practices within our beautiful facility, we never forget the partners that provide the day to day necessities, and nutritional staples for our families and the comfort of a room should they arrive to find our House full.

We would like to thank the following hotel partners for providing 1558 nights of comfort at deeply discounted rates for our families during this time:

- Best Western Lamplighter Inn (bulk of families stayed here)
- Holiday Inn Hotel & Suites (formerly London Hotel & Suites)
- Quality Suites

A tremendous thank you for the following gifts and services provided right to our bright red door:

- Agropur Sealtest & Natrel products milk, juice, creamer, butter, yogurt
- Saputo Additional Dairy Products chocolate milk, cheese slices, cheese strings, cottage cheese
- Coca Cola Canada Ltd. Coke products (provided to families for only \$0.25 each)
- Ecolab cleaning products
- Kellogg breakfast and snack foods
- Kruger Products paper towels, napkins, toilet paper, tissues
- La-Z-Boy 4 pieces of furniture per year
- London Hospital Linen Service laundry service
- Mother Parkers Foods Limited coffee and tea
- McDonald's Restaurants of Canada Ltd. product, personnel, financial support, etc.
- Trap Doc yearly grease trap cleaning

Respectfully submitted,

Lestra Irvine, Co-Chair (Board Member) Sue Van Arnhem, Co-Chair (Director of Family & Volunteer Services)

## Program Advisory Committee Report for the 2014 – 2015 Fiscal Year

The Ronald McDonald House Program Advisory Committee (PAC) began some amazing groundwork earlier this year to begin an initiative to bring together program oversight for all RMHCSWO core and activity based programs. The PAC was officially adopted as a Committee of the board in June 2015 and has successfully brought together members from RMHCSWO Leadership, Children's Hospital Leadership, and volunteers from both the House and the Family Room as well as past families that have stayed with us. The Committee is co-chaired by Greg Marshall, Board Member and Sue Van Arnhem, Director, Family & Volunteer Services.

The Committee has adopted a work plan with the following priorities:

- 1.) Family Activity Program Expansion
- 2.) Family Wellness Initiatives
- 3.) Education / Workshops
- 4.) Community Resource Support

During this past year, program growth has begun with the Family Room on the Go (FROG) program, Spa Program for parents and Heroes Circle – the community partnered program for Kid's Kicking Cancer.

In the New Year, this committee plans to move through further surveying of families, analysis of needs and the execution of a strategic roll out of new initiatives and appropriate measurables for evaluation. New initiatives may include a pet therapy program or service animal House pet, along with an enhanced wellness program, healthy snacks initiatives and yoga.

We hope to integrate these expansion efforts into plans for Family Room enhancement efforts along with program support to the new House in Windsor. In the near future, our capacity review of the current London House will also need to include program space for these new initiatives.

The Program Advisory Committee is an exciting new initiative combining some great partners to focus solely on the family experience at Ronald McDonald House London and Ronald McDonald Family Room London.

Respectfully submitted,

Greg Marshall, Co-Chair Sue Van Arnhem, Co-Chair (Director of Family & Volunteer Services)

## Human Resources Committee Report – 2014-15

Committee Members: Jason Lessif (RMHC Board Member – Committee Chair), Jill Craven, Anne McNeil, Beth Pustai, Rob Hiscox (retired during the year), Scott Calamusa (joined part way through the year) & Margaret Anderson (Executive Director, RMHC-SWO, Co-Chair).

Highlights of the year included the creation of a subcommittee that was charged with researching and developing a multi-level pay grid. This sub-committee consisted of Anne McNeil and Beth Pustai who worked with Margaret to develop a weighted chart of compensable factors. The job descriptions of all positions (except the Executive Director's) were evaluated against this grid. A consultant, Richard Weston was then hired to complete the process which included a review of the work done to date, a comparison of wages against the local market as well as industry standard wage surveys. The HR Committee took the report and made recommendations to the Board of Directors for adoption.

The Committee evaluated recommendations put forward by staff for modifications and strengthening of the organization chart



Areas of importance for 2015-16 include taking the lead on ensuring training, education and accountability to Occupational Health and Safety as well as securing a new Committee Chair as Jason will be stepping down from this role, though he will remain on the Board for the coming year in order to ensure continuity

Respectfully submitted,

Jason Lessif, Co-chair (Board Member)

Margaret Anderson, Co-chair (Executive Director)

## Governance Committee Report for the 2014-15 Fiscal Year

The 2014-2015 Governance Committee was served by Barry Irwin, Laurie Lashbrook, Lou-Anne Farrell, Harry Van Bavel, staff representative Margaret Anderson, and Derek Schoonbaert as Chair

Over the past year the following has been undertaken:

- Completed work plan for the year
- Conducted Board Evaluation Survey
  - Report was made to the board regarding suggested improvements and focus areas including:
    - Full discussion of issues is encouraged and well facilitated
    - We have a current strategic plan and review the plan's status regularly
    - As a Board, we regularly look out into the future to see what may affect RMHC
  - The past year's progress around these focus areas will be evaluated as part of the board evaluation survey that's currently in progress.
- Consultation with Carters LLP to provide guidance related to the new provincial Non-Profit Corporations act.
  - The new provincial Non-Profit Corporations act has been delayed and is not expected to be passed through the provincial legislature until sometime in 2016.
  - Carters LLP reviewed the organization's existing by-laws and letters patent and provided a thorough report including potential recommendations to amend existing by-laws in order to better comply with the act.
  - It was noted in Carters LLP report that in their opinion our existing by-laws are in better shape than other, similar organizations relative to their alignment with the proposed Ontario Non-Profit Corporations Act.
  - Governance Committee is reviewing recommendations from Carter's LLP report and is evaluating revisions to existing by-laws to ensure compliance and alignment with the new act.
  - Aspects of existing by-laws that could be amended include: membership, membership class structure, removal process of a director of the Board as well executive committee structure.
- Review of spending limits approval policy making recommendations to give director-level staff
  positions of the organization cheque signing authority as well as signing authority for contracts
  that bind RMHCSWO to commitments that are within existing contracts and/or approved
  budgeted expenses
- Review of Terms of Reference documents for RMH committees to ensure consistency and compliance with governance model:
  - RMH-Windsor Steering Committee
  - Red Shoe Society
- Currently reviewing recommendation to consolidate Governance and Nominating committees into one committee

Our work in the coming year will be to ready the organization's by-laws to comply with the new Ontario Non-Profit Corporations Act and support the governance goals of the strategic plan as we continue to advance organizational excellence and deliver our mission.

Respectfully submitted,

Derek Schoonbaert Chair

## **RMH Windsor Steering Committee Report – 2014-15**

Committee Members: Harry Van Bavel (RMHC Board Member – Committee Chair); Lynne Watts (WRH Board Member – Committee Co-Chair); Barry Irwin & Laurie Lashbrook (RMHC Board Members); Ron Foster, Rosemary Petrakos, Lucia St. Aubin, Deborah Parent, Kelly Bartnik (WRH Staff); Joshua Leclair, Norma Coleman and Paul & Linda Couvillon (Windsor Community Members); Sue Van Arnhem, Jenne Wason & Margaret Anderson (RMHC-SWO Staff).

The year started out on a very positive note when Michael Barrett and Margaret Anderson met with David Musyj and the Senior Management Team of Windsor Regional Hospital (WRH) to discuss the potential to develop a Ronald McDonald Family Room to support the families of Windsor-Essex in their home hospital as one of the initiatives of the Strategic Plan. The concept was very well received and it was determined to proceed with a feasibility study to determine need.

The results of that study as well as the size of the space to be provided by WRH resulted in a decision to build a seven (7) bedroom House within a Hospital to be located on the 3<sup>rd</sup> floor, Met Campus.



This model would be a first of its kind in Canada. Working closely with Ronald McDonald House Charities Canada and Global the process proceeded as follows:

- Established RMH-Windsor Steering Committee comprised members of RMHC-SWO Board of Directors, representative s of WRH, the Windsor community – with consideration given to those who had a previous RMH experience and finally staff of RMHC-SWO
- Letter of Intent signed with WRH March 31, 2015
- Successful media/public launch May 1, 2015
  - Support from potential donors, volunteers and those interested in employment began pouring in almost immediately
- Hired project manager Bes Project Management May 25, 2015
- Hired architects Architecttura June 15, 2015
- Committee Terms of References accepted July 13, 2015

- After a competitive, pre-qualified bid process the builders were hired Adine Builders October, 2015
- 'Wall Breaking' event to launch the demolition and build Nov. 4, 2015
- Capital Campaign
  - Target \$1,600,000 (includes \$200,000 for set-up and initial operations costs)
  - $\circ$   $\;$  As of mid-Nov. target met and likely exceeded  $\;$
  - All naming opportunities have been claimed
  - Successful grant request of RMHC Canada Oct. 29, 2015
- Temporary storefront to be secured at Tecumseh Mall for raising awareness, storage as well as a venue for recruitment and training
- On target for completion and opening in Spring of 2016 (April)

Respectfully submitted,





## Nominating Committee Report for the 2014 – 2015 Fiscal Year

# Southwestern Ontario Childrens Care Inc. Board of Directors As of August 31, 2015

#### **Board of Directors – Tenure**

Margaret Anderson	2001	Ex Officio, Board Secretary, Executive Director
John Van Osch	2003	Past-President
Michael Barrett	2007	President
Lou-Anne Farrell	2008	Vice-President
Michael Malleck	2009	Past-President
Barry Irwin	2009	RMH Classic Chair
Bob Sandford	2010	Treasurer
Laurie Lashbrook	2011	
Jason Lessif	2011	McDonald's Appointee, HR Committee Chair
Greg Marshall	2011	
Lestra Irvine	2012	McDonald's Appointee, House & Facilities Chair
Laurie Gould	2012	Hospital Appointee
Jill Craven	2013	Hospital Appointee
Derek Schoonbaert	2013	2 <sup>nd</sup> Vice-President, Governance Committee Chair
Dave Fulton	2014	
Harry Van Bavel	2014	RMH Windsor Steering Committee Chair
Jon Williams	2014	

Terms ending in 2015	Standing for re-election/re-appointment
John Van Osch	No
Michael Barrett	Yes
Michael Malleck	Yes
Barry Irwin	Yes
Laurie Lashbrook	No
Greg Marshall	Yes
Jill Craven	Yes
Derek Schoonbaert	Yes
And appointees	
Jill Craven	Yes
Jason Lessif	No

#### Recommendation for 2015-17:

There was one known vacancy on the Board as we had committed to a candidate from the Windsor Region.

- John Van Osch, Laurie Lashbrook and Jason Lessif will be stepping down from the Board and not standing for re-election.
- Mike Malleck and Barry Irwin have reached the newly adopted six (6) year term limit. However, in an effort to maintain continuity and not have too many Board members replaced at one time,

they have agreed to let their names stand for an additional year 1 year term (a special circumstance as is allowed in the by-laws).

After a review of needed skill sets and evaluation process of candidates including Human Resources expertise, the Nominating Committee would like to put forward the following candidates to serve for the next two years:

Carl Edwards (Windsor) Anita Imperioli (Windsor) Anne McNeil (Human Resources Specialist) John Simioni (McDonald's Owner/Operator)

This will provide a slate of 17 members as is allowed in the by-laws.

Respectfully submitted,

John Van Osch, Chair, Nominating Committee 2014-15

## New Board Candidates – 2015-17



#### **Carl Edwards**

Carl grew up in Calgary and after graduating from the University of Calgary in 1985, he joined London Life. Over the last 30 years he has worked within the Great-West Life / London Life family of companies in 13 different roles and in 6 different cities (Calgary, Vancouver, Saskatoon, Winnipeg, London and Windsor). Since January of 2015 he has been the Regional Director, Freedom 55 Financial (Windsor) and is a new and proud resident of that city.

When it was announced in the spring of 2015 that a new Windsor RMH was to be built, Carl was inspired to become involved. He was well aware that friends and mentors from his company had been very involved in the success and growth of RMH Vancouver and RMH Ottawa, as well as other locations. He is excited about being a new

Windsor representative on the RMHCSWO Board of Directors.

Carl has 3 grown children living in London. In his free time he enjoys traveling, reading and a variety of sports.



#### Anne McNeil, CHRL

Born in Windsor, Ontario Anne moved with her mom, dad and two sisters out to Winnipeg at 12 years old. Anne's first job was at McDonald's on Pembina South which helped support her through her Business Administration degree with the University of Manitoba. Out of University, Anne began working with TD Bank in their Management Development program in Winnipeg and was posted in Selkirk, Winnipeg, and then Saskatoon. Anne returned to Winnipeg where she completed her Professional HR designation while working at Wardrop Engineering and then moved into various HR roles within different manufacturing environments. In 2005 Anne moved to Hensall and worked at Volvo Motor Graders

in Goderich. With the closure of the plant imminent, in 2008 Anne started working for OLG Slots at Western Fair District. In June of 2010 Anne responded to an ad with the local HR professionals' newsletter to provide assistance to the HR committee with RMHSWO.

Anne has a strong sense of altruism and has been active in the charity community throughout her professional career supporting programs with such organizations as Junior Achievement, the Heart and Stroke Association, Block Parents, United Way, Federated Health, Salvation Army, World Wildlife Fund, Hospice, and Breast Cancer Society.

In September 2012 Anne's son Connor was born with a bleed on the brain and required emergency surgery. During his recovery and subsequent follow up surgery Anne gained a very personal understanding of what the RMH Family Room and the volunteers there really mean to families of sick kids.

Anne is looking forward to a new way to support the great work done by the folks at RMHSWO.



#### Anita Imperioli

Anita is originally from Windsor, Ontario. After college she married her husband Sergio and went on to have 3 children. In 1981 Anita faced a great loss when her second born child Michael was diagnosed with cancer and died. As a result of this tragic loss in 1997 Anita founded an organization called In Honour of the Ones We Love. To date In Honour has become one of the leading charitable organizations in the Windsor Essex Community raising close to 7 million dollars for the cancer

patients as well as those dealing with other life threatening illnesses and disabilities in Windsor Essex County. Funds are raised through various galas, golf tournaments and events throughout the year.

Anita has had the privilege of meeting many families in the community and is honoured to be working and participating in The Ronald McDonald Windsor project. She knows that this will bring comfort to many families.

Anita is passionate about helping families in her community. In her leisure time she enjoys travelling and spending time with her four grandchildren.



#### John Simioni

John is originally from Burlington Ontario, he moved to London this past July to become the first McDonald's Owner Operator in this market. London has traditionally been a market managed by McOpco since the very first store opened in Ontario at the corner of Oxford and Wonderland Rd. John attended the University of Western and always has referred to London as his second home away from home.

John's first contact with RMH was volunteering at several McHappy Day's with Ralph Sgro Owner Operator from John's hometown in

Burlington. John has since participated in several fund raising events including Jason Lessif's golf tournament and Cargill's golf tournament FORE The Houses. John is excited for the opportunity to join the Board of Directors of RMHC-SWO.

John's family includes wife Melanie, three daughters Natasha (15), Sonja (13) and Sophia (9). In his free time you can find John as a local hockey rink cheering on his three daughters as they all play competitive hockey. In the off season John enjoys golfing, fishing, and spending time at his family's cottage in the Muskoka's.

#### Southwestern Ontario Childrens Care Inc. o/a Ronald McDonald House Charities© Southwestern Ontario Treasurer's Report August 31, 2015

#### Sustainable and Liquid: Ready to break ground in Windsor, Ontario

#### FINANCIAL POSITION HIGHLIGHTS as at August 31, 2015

•	Operating bank accounts: \$1,036,429	-includes \$330,000 for construction and 6 months of expenses for London
•	Operating reserves: Cost \$3,681,086	5 Market Value \$3,721,636 Unrealized Gains = \$40,550
•	Capital reserves: Cost <u>\$ 1,100,030</u> <u>\$4,781,1</u>	$\frac{6}{22}$ Market Value $\frac{1,100,036}{4,821,672}$ Unrealized Gains = \$Nil
	Capital Reserve:	Received \$130,515 of contributions plus \$52,396 transfer in, spent \$104,532, earned \$12,676 for a net increase of \$91,055 Reserve Study: Minimum \$1,032,396 by August 31, 2015
	Operating Reserve:	2.6 times operating expenses, excluding amortization expense (3.0 times 2014).

• Capital expenditures: \$96,007 of tangible assets acquired, and none sold in 2015.

Furniture and equipment	<u>Capital Fund</u> \$37,810	Operating Fund Van \$31,638
Computers	<u>5,801</u> \$43,611	Windsor <u>20,758</u> <u>\$52,396</u>

- Deferred Contributions down \$208,157: Received \$130,515 (2010 Capital Campaign Pledges), spent \$8,525 on promotion / support and amortized \$330,147 into income.
- Operating Fund Balance net increase \$151,480 (\$203,876 excess less transfer \$52,396) in 2015 (increased \$960,256 in 2014)
- Capital Fund Balance net decrease \$3,736 (\$56,132 deficiency plus transfer \$52,396) in 2015 (decreased \$47,637 in 2014)

#### **INVESTMENT PERFORMANCE**

- The Operating Reserve has achieved an average rate of return of 11.55% for the calendar year 2014. See ROI below for comparison to benchmark indices and historical performance.
- The operating reserve's asset allocation at Aug 31, 2015 is approximately 18.7% cash/equivalents, 50.5% bonds, 29.2% equities and 1.6 % alternative assets. Our conservative mix is dictated by the current market conditions and our need to finance the imminent construction in Windsor.

ROI (Realized and unrealized on a calendar year basis)				
	2014 1 YR	2012-14 3 YR	2010-14 5 YR	
RMH	11.55%	4.98%	4.76%	
Dex Bond Univ	8.78%	3.65%	5.45%	

S&P 500	11.39%	17.82%	13.05%
S&P TSX	7.42%	6.57%	4.49%
		annualized	

- > The Capital Reserve has achieved an average rate of return of 1.3% for the fiscal year ended August 31, 2014.
- The Capital Reserve's asset allocation at August 31, 2015 is approximately 53.0% cash/equivalents and 47.0% bonds.

#### SUMMARY OF REVENUES AND EXPENDITURES – September 1, 2014 – August 31, 2015

	2015 Actual	2015 Budget	2014 Actual
Revenues	\$2,065,108	\$2,056,618	\$2,108,866
Expenditures	(1,812,949)	(2,101,970)	(1,600,267)
Excess (loss)	252,159	(45,352)	508,599
Unrealized gain (loss)	(104,415)	-	404,020
Net excess (loss)	\$ 147,744	\$ (45,352)	\$ 912,619

<sup>&</sup>gt; Donations / Fundraising increased \$115,500 over 2014 and McDonald's revenues are also up \$88,993.

- ▶ Bequests received in 2015 were \$6,000 (\$222,381 in 2014).
- Realized investment income of \$100,164 is down \$16,991 from 2014 due to lower realized gains on the sale of investments.
- ▶ Unrealized losses at Aug 31, 2015 were (\$104,415) vs. unrealized gains of \$404,020 last year.
- > Operating expenditures for 2015 were \$1,812,949 compared to \$1,600,267 in 2014.

Administration	<b>\$425,080</b> (\$33,659 increase)
Salaries/benefits \$306,880 Promotion \$39,376 All other items \$78,824	<ul> <li>- up \$43,361, additional staffing</li> <li>- down \$14,103 (website updated 2014)</li> <li>- up \$4,401</li> </ul>
House / Family Room	<b>\$1,387,869</b> (\$179,023 increase)
Salaries/benefits \$535,571	- up \$92,772, additional staffing
Offsite accommodations \$79,850	- up \$29,461, increased demand again
Programs/Supplies \$75,985	- up \$20,735, volume increase
Utilities/telephone \$97,489 Repairs/maintenance \$149,411 Amortization expense \$398,955 All other items	<ul> <li>- up \$6,926, consistent</li> <li>- up \$46,612, (security and safety)</li> <li>- down \$28,437, declining balance basis</li> <li>- up \$10,954</li> </ul>

#### Conclusion

We strengthened our financial position in 2015 and we are ready to create Canada's first ever Ronald McDonald House-Within-A-Hospital inside Windsor Regional Hospital.

I would like to thank the staff, board members and the volunteers for their assistance over the last year.

Respectfully submitted,

Robert G. Sandford, CPA, CA, LPA - Treasurer

RMHC-SWO Annual Report| 2014-2015

#### SOUTHWESTERN ONTARIO CHILDRENS CARE INC. (o/a RONALD MCDONALD HOUSE CHARITIES® SOUTHWESTERN ONTARIO)

#### FINANCIAL STATEMENTS

AUGUST 31, 2015



## SOUTHWESTERN ONTARIO CHILDRENS CARE INC. (0/a RONALD MCDONALD HOUSE CHARITIES® SOUTHWESTERN ONTARIO) INDEX TO THE AUDITED FINANCIAL STATEMENTS

## AUGUST 31, 2015

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**Chartered Professional Accountants** 

## **INDEPENDENT AUDITOR'S REPORT**

To the Directors of: Southwestern Ontario Childrens Care Inc.

We have audited the accompanying financial statements of Southwestern Ontario Childrens Care Inc., which comprise the statements of financial position as at August 31, 2015 and the statement of fund balances, statement of revenues over expenditures, statement of expenditures and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosure in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.



#### **Basis for Qualification**

In common with many not-for-profit organizations, the organization derives revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of donations and fundraising in the fiscal year ending August 31, 2015 and the fiscal year ending August 31, 2014 was limited to the amounts recorded in the records of the organization. Accordingly, we were unable to determine whether any adjustments for unrecorded amounts might be necessary to revenues, excess or deficiency of revenues over expenditures and fund balances.

#### **Qualified Opinion**

In our opinion, except for the possible effects of the matter described in the Basis for Qualification paragraph, the financial statements present fairly, in all material respects, the financial position of Southwestern Ontario Childrens Care Inc. as at August 31, 2015 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Davis Martindale LLP

London, Ontario November 23, 2015

Chartered Professional Accountants Licensed Public Accountants



## STATEMENT OF FINANCIAL POSITION

## **AS AT AUGUST 31, 2015**

#### ASSETS

	2015	2014
Current Assets Cash Investments (note 3) Accounts receivable Inventory Prepaid expenses	\$ 1,036,429 4,821,672 122,708 8,731 <u>8,938</u> 5,998,478	\$ 800,683 4,820,417 93,596 6,723 <u>13,536</u> 5,734,955
Tangible Capital Assets (note 5)	<u>7.108,461</u> <u>13,106,939</u>	<u>7.411.409</u> <u>13.146.364</u>

## LIABILITIES AND FUND BALANCES

#### **Current Liabilities** Accounts payable and accrued liabilities \$ 56,547 \$ 48,294 Government remittances payable 71,360 58,625 127,907 106,919 **Deferred Contributions** (note 6) 6,808,449 7.016.606 6,936,356 7,123,525 **Commitments** (note 7) **Fund Balances** Operating fund 4,770,535 4,619,055 Capital fund (note 8) 1.400.048 1.403.784 6,170,583 6,022,839 13,106,939 13,146,364

Approved on Behalf of the Board

Director

Director



### **STATEMENT OF FUND BALANCES**

# FOR THE YEAR ENDED AUGUST 31, 2015

	Operating Fund	Capital Fund	2015 Total	2014 Total
Fund Balance, Beginning of Year	\$ 4,619,055	\$ 1,403,784	\$ 6,022,839	\$ 5,110,220
Excess (deficiency) of revenues over expenditures Interfund transfers	203,876 (52,396)	(56,132) <u>52,396</u>	147,744	912,619
Fund Balance, End of Year	\$ <u>4,770,535</u>	\$ <u>1,400,048</u>	\$ <u>6,170,583</u>	\$ <u>6,022,839</u>



## STATEMENT OF REVENUES OVER EXPENDITURES

# FOR THE YEAR ENDED AUGUST 31, 2015

		perating Fund	(	Capital Fund		2015 Total		<b>2014</b> <b>Total</b> (note 12)
Revenues								
Donations	\$	734,709	\$	8,525	\$	743,234	\$	634,166
Donations - Family Room		950		-		950		10,275
McDonalds Restaurants of Canada		253,793		-		253,793		164,800
RMHC of Canada		185,918		-		185,918		185,918
RMHC of Canada - Family Room		30,000		-		30,000		30,000
Events - net (note 9)		289,877		-		289,877		274,120
Amortization of deferred		,						,
contributions (note 6)		-	3	30,147		330,147		368,868
Accommodations		121,585		-		121,585		97,443
Bequests		6,000		-		6,000		222,381
Memberships		3,440		-		3,440		3,740
Realized investment income (note 10)		87,488		12,676	_	100,164		117,155
	1	,713,760		51,348	2	2,065,108	2	2,108,866
Expenditures								
Administration - Schedule 1		416,555		8,525		425,080		391,421
House operating - Schedule 1		943,635	3	85,035	1	,328,670	1	,165,440
Family room operating - Schedule 1		45,279	_	13,920	_	59,199	_	43,406
	_1	,405,469	_4	07,480	1	,812,949	1	,600,267
Excess (Deficiency) of Revenues over								
Expenditures before Other Income		308,291	(	(56,132)		252,159		508,599
Other Income								
Unrealized investment income								
(loss) (note 10)		<u>(104,415</u> )	_	-	-	(104,415)	_	404,020
Excess (Deficiency) of Revenues over		_				· · · · · · · · · · · · · · · · · · ·		
Expenditures	\$	203,876	\$_(	<u>(56,132</u> )	\$	147,744	\$	912,619



## **SCHEDULE 1 - STATEMENT OF EXPENDITURES**

# FOR THE YEAR ENDED AUGUST 31, 2015

	0	perating Fund	(	Capital Fund		2015 Total		2014 Total
Administration								
Salaries and benefits:								
- Administration	\$	68,407	\$	-	\$	68,407	\$	65,635
- Development and sustainability		238,473		್ಷ		238,473		197,884
Promotion and capital campaign		30,851		8,525		39,376		53,479
Professional fees		33,684		-		33,684		40,045
Stationary, supplies, and postage		35,295		-		35,295		22,666
Board meetings and travel		9,845	_		_	9,845	_	11,712
	\$_	416,555	\$_	8,525	\$_	425,080	\$	391,421
House Operating								
Salaries and benefits	\$	496,778	\$	-	\$	496,778	\$	416,343
Offsite family accommodations		79,850		-		79,850		50,389
Programs and supplies		70,852		-		70,852		52,220
Utilities and telephone		97,489		-		97,489		90,563
Repairs and maintenance		149,411		-		149,411		102,799
Travel		24,805		-		24,805		16,227
Volunteers		9,260		-		9,260		7,617
Sundry, dues and training		15,190		-		15,190		15,810
Amortization of tangible capital assets	_	_		385,035	_	385,035		413,472
	\$	943,635		385,035	\$_	1,328,670	\$ 1	,165,440
Family Room Operating			-					
Salaries and benefits	\$	38,793	\$	-	\$	38,793	\$	26,456
Promotional		1,353		-		1,353	Ŧ	
Programs, food and supplies		5,133		-		5,133		3,030
Amortization of tangible capital assets	_			13,920		13,920		13,920
	\$	45,279	\$_	13,920	\$	59,199	\$	43,406



### STATEMENT OF CASH FLOWS

# FOR THE YEAR ENDED AUGUST 31, 2015

		2015		2014
				(note 12)
Cash Flows from Operating Activities				
Excess of revenues over expenditures	\$	147,744	\$	912,619
Items not requiring an outlay of cash:				
Amortization of tangible capital assets		398,955		427,392
Amortization of deferred contributions		(330,147)		(368,868)
Unrealized investment income (loss)		104,415		(404,020)
Gain on sale of investments	_	(13,936)		(35,660)
		307,031		531,463
Change in non-cash working capital:				
Accounts receivable		(29,112)		55,110
Inventory		(2,008)		(6,723)
Prepaid expenses		4,598		(4,000)
Accounts payable and accrued liabilities		8,252		11,623
Government remittances payable		12,735		(1,043)
Deferred revenue	_	? <b>_</b>		(10,081)
Net Cash Provided by Operating Activities		301,496		576,349
<b>Cash Flows from Investing Activities</b>				
Net additions to tangible capital assets		(96,007)		(26,915)
Increase in deferred contributions		121,990		81,566
Net change in investments	_	583,520	_	(523,185)
Net Cash Provided by (Used In) Investing Activities		609,503		(468,534)
Net Increase in Cash		910,999		107,815
Cash, Beginning of Year	_	995,490		887,675
Cash, End of Year	\$	1,906,489	\$	995,490
Cash is Comprised as Follows:				
Operating cash	\$	1,036,429	\$	800,683
Investment cash (note 3)	•	870,060	Ŧ	194,807
	\$		¢	
	₽_	1,906,489	<b>Þ</b>	995,490

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED AUGUST 31, 2015

### 1. Nature of the Organization

Southwestern Ontario Childrens Care Inc. (o/a Ronald McDonald House Charities® Southwestern Ontario) consists of short-term residential facilities in London, Ontario where families of seriously ill children can reside while their children receive medical care. Since these children need the support of their parents, the Ronald McDonald House Charities® Southwestern Ontario provides comforting and supportive programs and services for families during this stressful time. The organization is an incorporated registered charitable organization within the meaning assigned in Section 149 of the Canadian Income Tax Act.

## 2. Significant Accounting Policies

(a) Basis of Preparation

These financial statements are prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and Cash Equivalents

Cash and cash equivalents include cash and term deposits with a maturity period of three months or less from the date of acquisition.

(c) Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is calculated on the first in first out basis. Inventory consists of toys and memorabilia for sale.



## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED AUGUST 31, 2015

## 2. Significant Accounting Policies (continued)

(d) Tangible Capital Assets and Amortization

Tangible capital assets are recorded at cost. Amortization is calculated using the decliningbalance method at the following annual rates. One half year's amortization is taken in the year of acquisition.

Building	4 - 5%
Furniture and equipment	20%
Automobile	30%
Computer hardware	30%
Computer software	100%

The organization has signed agreements for a period of 10 years with the London Health Sciences Centre and the Children's Health Foundation to operate the Ronald McDonald Family Room in the London Health Sciences Centre. These agreements contain an option to renew for an additional 10 year period. Tangible capital assets associated with the Ronald McDonald Family Room are being amortized over a 20 year period on a straight line basis. When assets are retired or disposed of, the original cost and related accumulated amortization are removed from the accounts and the resulting gain or loss is credited or charged to the capital fund for the year.

The Ronald McDonald House Windsor is under development as at year end, therefore no amortization is taken until it is completed and in use.

(e) Donated Tangible Capital Assets

Items of a capital nature which are donated to the organization are capitalized in an amount equal to the estimated fair market value of the tangible capital assets and recorded as donation revenue in the capital fund.

(f) Impairment of Long-lived Assets

Long-lived assets are tested for impairment when events or changes in circumstances indicate that their carrying value may not be recoverable. An impairment loss is recognized when the carrying value exceeds the total undiscounted cash flows expected from their use and eventual disposition. The amount of the impairment loss is determined as the excess of the carrying value of the asset over its fair value.



## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED AUGUST 31, 2015

## 2. Significant Accounting Policies (continued)

#### (g) Fund Accounting

To ensure observance of limitations and restrictions placed on the use of the resources available to the organization, the accounts are maintained in accordance with the principles of Fund Accounting. Under these principles, resources for various purposes are classified for accounting and reporting purposes into funds that are in accordance with activities or objectives specified. Separate accounts are maintained for each fund.

#### **Operating** Fund

The Operating Fund of the organization records amounts used for the administrative and operational costs financed by private donations, events, bequests, memberships, accommodations, and investment revenues.

#### Capital Fund

The Capital Fund accounts for monies received or internally designated for specific purposes other than operating programs. These funds will be fully expended for their intended purpose.

(h) Revenue Recognition

Revenue relating to the rental of rooms is recognized as incurred if collection is reasonably assured.

Investment income is recognized in the period earned.

The organization follows the deferral method of accounting for contributions. Where the donations are for a specific capital project or restricted in use, the donation is deferred and the revenue is recognized on a basis consistent with the amortization of the asset or incurring the expenditure. Unrestricted contributions are recognized as revenue in the operating fund when they are received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Endowment contributions, if any, are recognized as direct increases in fund balances.

(i) Foreign Currency Translation

The organization uses the temporal method to translate its foreign currency transactions. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange in effect on the date of the statement of financial position. Other assets and liabilities are translated at their historic rates. Revenue and expenditures are translated at the exchange rates prevailing on the transaction dates. Foreign exchange gains and losses are included in the statement of revenues over expenditures.



## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED AUGUST 31, 2015

## 2. Significant Accounting Policies (continued)

(j) Contributed Services

Volunteers contribute many hours per year to assist the organization in carrying out its activities. Because of the difficulty in determining fair value, contributed services are not recognized in the financial statements.

(k) Use of Estimates

The preparation of the financial statements of the organization, in conformity with Canadian accounting standards for not-for-profit organizations, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of the revenues and expenditures during the reporting period. Actual results could differ from those estimates.

(1) Financial Instruments

The organization's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities, and government remittances payable. The organization initially recognizes these financial instruments at fair value and subsequently, except for investments, at amortized cost. Investments are subsequently measured at fair market value. Changes in fair value are recognized in net income.

### 3. Investments

The organization's investments are valued at fair market value. The investments are comprised of different equity and debt securities carrying a variety of terms and conditions, the values of which are allocated as follows:

	2	015	20	14
Cash and cash equivalents Fixed income Equity and alternative strategy	Cost \$ 870,060 2,768,576 1,142,486	Market \$ 870,060 2,703,882 1,247,730	Cost \$ 194,807 3,508,851 861,025	Market \$ 194,807 3,595,275 <u>1,030,335</u>
	\$ <u>4,781,122</u>	\$ <u>4,821,672</u>	\$ <u>4,564,683</u>	\$ <u>4,820,417</u>

The above noted investments include \$1,100,036 (2014 - \$1,008,981) which are to be used for future capital expenditures. These investments have been included in the capital fund as shown in note 8.



## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED AUGUST 31, 2015

#### 4. Financial Instruments

The organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the organization's risk exposure and concentrations at August 31, 2015.

#### Currency Risk

The organization enters into foreign currency purchase and sale transactions and has assets and liabilities that are denominated in foreign currencies and thus are exposed to the financial risk of earnings fluctuations arising from changes in foreign exchange rates and the degree of volatility of these rates. These assets and liabilities are of a short-term nature and management does not believe they represent a significant risk to the organization. The organization does not currently use derivative instruments to reduce its exposure to foreign currency risk.

#### Credit Risk

During the normal course of operations, the organization is exposed to credit risk in the event of non-performance by its guests in connection with its accounts receivable. The organization does not try to mitigate losses due to uncollectibility because their focus is to help families in need. The organization determines, on a regular basis, the probable uncollectible amounts and writes them off as deemed appropriate. Management does not anticipate significant loss for non-performance.

#### Market Risk

The organization's investments in publicly-traded securities exposes the organization to price risks as equity investments are subject to price changes in an open market. The organization does not use derivative financial instruments to alter the effects of this risk.

## 5. Tangible Capital Assets

		Cost		cumulated nortization		2015 Total		2014 Fotal
Building	\$	8,474,202	\$	2,096,856	\$	6,377,346	\$	6,646,645
Ronald McDonald Family Room		278,478	·	49,882	Ť	228,596	Ψ	242,516
Furniture and equipment		1,075,070		638,363		436,707		503,347
Automobile		59,349		31,506		27,843		1,358
Computer hardware		87,434		70,223		17,211		17,543
Ronald McDonald House								
Windsor - in progress	-	20,758	-	-	_	20,758	_	
	\$_	9,995,291	\$_	2,886,830	\$_	7,108,461	\$	7,411,409



## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED AUGUST 31, 2015

## 6. Deferred Contributions

Deferred contributions represent contributions received to expand and renovate the building, to purchase furniture and equipment, and to complete the Ronald McDonald Family Room. These contributions are being amortized into income on the same basis as the related tangible capital assets. The changes in the deferred contributions balance for the year are as follows:

	2015	2014
Balance, beginning of the year:	\$ 7,016,606	\$ 7,303,908
Less: amortization of deferred contributions Less: capital fund promotion & campaign expenses Add: contributions received for capital purposes	(330,147) (8,525) <u>130,515</u>	(368,868) (7,113) <u>88,679</u>
Balance, end of year	\$ <u>6,808,449</u>	\$ <u>7,016,606</u>
Balance represented by:		
Unspent contributions Unamortized contributions	\$ 1,076,473 5,731,976	\$    998,094 <u>    6,018,512</u>
	\$ <u>6,808,449</u>	\$ <u>7,016,606</u>

Capital fund promotion and campaign expenses consist of communication and promotion costs. During the year, \$8,525 (2014 - \$7,113) was spent to cover these costs.

#### 7. Commitments

The organization leases land occupied by Southwestern Ontario Childrens Care Inc. for \$1 per annum from the London Health Sciences Centre under a lease which expires on July 31, 2083.

### 8. Capital Fund

The capital fund balance consists of the following:

	2015	2014	
Investments	\$ 1,100,036	\$ 1,008,981	
Tangible capital assets (note 5)	7,108,461	7,411,409	
	8,208,497	8,420,390	
Less amounts financed by:			
Deferred contributions (note 6)	(6,808,449)	(7,016,606)	
Balance, end of year	\$ 1,400,048	\$ <u>1,403,784</u>	
ring the year there were transform made by the area			÷.,

During the year, there were transfers made by the operating fund to the capital fund in the amount of \$52,396 (2014 - \$NIL).



## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED AUGUST 31, 2015

#### 9. Events

Revenues are generated from events organized by the organization as well as third party events held throughout the community. The net proceeds from community sponsored events are donated to Southwestern Ontario Childrens Care Inc. Expenditures incurred to run these events are the responsibility of the fundraiser's and not Southwestern Ontario Childrens Care Inc.

The organization's primary annual fundraising events are the Ronald McDonald House Charities® Southwestern Ontario Golf Classic, Curling Bonspiel, Bowlathon, and Red Shoe Society Events.

	2015	2014
Revenues Expenditures Net proceeds	\$ 313,039 (124,959) 188,080	\$ 321,426 (107,032) 214,394
Other events proceeds Total income recognized from fundraising events	<u>    101,797</u> \$ <u>   289,877</u>	<u>59,726</u> \$ <u>274,120</u>
10. Investment Income		
The organization's investment income consists of the f	ollowing:	
	2015	2014
		(note 12)
Realized Investment Income		(note 12)
Interest, dividends and other	\$ 91,125	(note 12) \$ 86,297
Interest, dividends and other Gain on sale of investments	\$    91,125 13,936	
Interest, dividends and other	13,936 <u>(4,897</u> )	\$ 86,297
Interest, dividends and other Gain on sale of investments Management fees	13,936	\$ 86,297 35,660
Interest, dividends and other Gain on sale of investments Management fees <b>Unrealized Investment Income (Loss)</b>	13,936 <u>(4,897</u> )	\$ 86,297 35,660 <u>(4,802</u> )
Interest, dividends and other Gain on sale of investments Management fees <b>Unrealized Investment Income (Loss)</b> Unrealized gain (loss) on investments	13,936 <u>(4,897</u> )	\$ 86,297 35,660 <u>(4,802</u> )
Interest, dividends and other Gain on sale of investments Management fees <b>Unrealized Investment Income (Loss)</b>	13,936 (4,897) \$100,164	\$ 86,297 35,660 (4,802) \$ 117,155

### **11. Subsequent Event**

Subsequent to year-end, the organization began construction of a new Ronald McDonald House-Within-A Hospital inside Windsor Regional Hospital. The design for the new location will have seven bedrooms, a full kitchen, dining area, laundry room, two family lounges, and a sunroom. Operations are expected to commence in the Spring of 2016.



## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED AUGUST 31, 2015

### 12. Comparative Figures

Certain of the comparative figures presented in these statements have been reclassified to conform to the statement presentation adopted in the current year.

