



**Agenda Youth Ottawa Annual General Meeting
Tuesday August 9th, 2016.**

Location: 1848 - University of Ottawa 6:00pm to 9:00pm

Youth Ottawa Employees Present – Jason, Ian, Evan, Jen

Youth Ottawa Board Members Present – Fahd, Molly, Yuang, Michael, Christian, Joe

Potential Board Nominees Present – Amit, Jessica, Ishara, Ben, Patrick, Samuel, Sashien, Shreyans

6:00 - Introductions and Best part of your week

Current Youth Ottawa BOD member approval of meeting agenda & approval of meeting minutes from last meeting – Motion to approve minutes and agenda - Yuang ; Seconded – Molly; APPROVED

New Youth Ottawa Members introductions and elected as a slate to the YO BOD – Jessica Zeroual, Ishara Mahat, Ben O’Neill, Patrick Charlton, Samuel Zakhour, Sashien Godakandae, Shreyans Dhadha, Jeremy, and Amit

- Jason reviewed the duties of a board member (see attached) emphasizing that the board needs people who will take initiative and be regular contributors
- Motion to be voted in – Molly; Seconded – Yuang; APPROVED

Nomination and Election of Chair of the Board, Vice Chair, Treasurer and Secretary
Review of roles and responsibilities of each position

- Everyone read through the positions on the Executive and the responsibilities involved
- Chair – Fahd; Motion – Ben, Second – Patrick; APPROVED
- Vice Chair – Jessica; Motion – Molly, Seconded – Amit; APPROVED
- Treasurer – Samuel; Motion – Joe; Seconded – Yuang; APPROVED
- Secretary – Joe; Motion – Fahd, Seconded – Christian; APPROVED

Programming Updates

YAM- Evan – Youth Active Media – Evan described this summer’s YAM mobile program which is doing workshops and camps and carrying out contract work on media. They have done two sessions on sound effects and green screen this summer and have two sessions left before the end of August. On Sept. 16 from 5 PM to 8 PM, YAM will hold an awards dinner at the Arts Court and hope all can make it. Reminders will be sent out.

DILA Program- Ian explained that the program is based on the idea that youth can accomplish a lot in social activism. Volunteers work in Civics classes on an eight lesson module – consider a problem and find solutions – gain knowledge, skills and attitude to make a difference. DILA has received funding from Trillium to expand to French classes during the upcoming year. The volunteers have assisted summer school teachers this year. DILA will probably be working with 50 classes next year and the program is on pace to be working with every Civics class by end of phase as initially planned.

OYEC- Jenny explained that OYEC started in 2012 with the Mayor’s Youth Summit when city representatives were seeking a youth group that they could consult with in order to find out what youth wanted. The board is made up of youth who are informing city planners and policy makers. This past year, OYEC presented a youth action plan and members are now ensuring that the recommendations are followed up on. This is the first time

that youth have made three policy recommendations to community and protective services – recycle bins in park, greater communication through youth portal, lower cost transportation for youth who cannot afford regularly priced bus passes.

JIVA- Jason indicated that Youth Ottawa has received two grants. The first was provided in order to expand the existing DILA program by hiring an assistant for Ian. The second grant was provided to offer the equivalent program in French (JIVA). DILA will be hiring a coordinator and piloting the French program in the second half of first semester with a goal to reach one thousand students in first year. DILA posted a contract position for assistant and had over 100 candidates, as well as 32 for the French position, of which 4 have been selected for interviews.

Finances update

Final Audited Statements and follow up on recommendations were provided. For details see draft copy of Financial Statements. Some of the highlights include:

- Revenues went up, as did expenses with latter due largely to salaries and honorariums to DILA facilitators;
- More grant options continue to be considered;
- The reserve of funds has been built back up and the organization remains revenue neutral; At this point, all budget costs are covered moving forward;
- Jason will send out Youth Ottawa's own records to have in addition to auditor's report that was provided at meeting, as the process used to present financial information differs in the two reports, although the final figures remain the same in both;
- In the management letter accompanying the audit, some deficiencies were indicated and a plan for improving in the identified areas was presented;
- Processes are now in place to act on recommendations as follows:
 - o Organization had fallen off in terms of getting minutes signed off after every meeting – will be Secretary's responsibility to keep minutes, sign them and have them countersigned by chair;
 - o All bank reconciliations will be signed off and filed – this was previously done in process but not consistently done in hard copy;
 - o Separate records for each Youth Ottawa event will be kept and broken down in detail;
 - o Employee contracts were to be signed after current meeting;
 - o More formal and detailed information will be recorded regarding all HR and payroll decisions.
- Motion to approve financial statement – Fahd; Seconded – Samuel; APPROVED

Transactions thus far 2016 – Jason will send out a record of transactions for 2015 and those transactions carried out to this point in 2016.

Spirit Results and feedback – This year, Spirit of the Capital Awards lost two sponsors – Xerox and Lawrence Greenspon. Shopify was added as a sponsor, but the trade-off of two sponsors out and one in led to lower funds being raised.

Golf Updates and Projections – The annual golf tournament will be held on Thursday, August 18th at the Stonebridge Golf Club. This is a major Youth Ottawa fundraiser and the entire cost for the event is picked up by Mattamy. Members of the executive were encouraged to attend the dinner following golf and are asked to let Jason know of plans to attend by Friday, August 12th.

Proposed Budget for remainder of the year – A detailed breakdown of the proposed budget was provided. Projections suggest that \$60,000 will be required to fulfill plans between now and end of year. Motion to Approve Budget for remainder of 2016 - Yuang, Seconded – Fahd; APPROVED

Proposed Budget for 2017 – Highlighted items on the statement provided are only aspects that are not confirmed at this point, i.e. Community Foundation of Ottawa (\$10,000) and Additional Funding (\$30,000). These sums are required in order to keep cash reserves at current amount as part of the additional funding is earmarked to cover the cost for DILA coordinator. Approval of the proposed budget is based on the assumption that we get the additional funding outlined in proposed budget (i.e. \$40,000). If don't get additional funding, we will need to decide in October what to cut and by how much. Youth Ottawa is currently looking for additional office space for DILA and admin position. Budget presently takes this into account.

Motion to Approve Proposed Budget for 2017– Joe, Seconded – Ben; APPROVED

Presentation of Committee Structure and Overview of Committees Focus

- Currently budget focus is on trying to maximize programming;
- In order to spread responsibilities and duties equitably, we need each person on executive to commit 10 to 15 hours to a committee, in addition to board role;
- Last year's committees set up respective Terms of Reference but did not always follow through, thus reverting to work being carried out largely by a small core group with Jason taking on much of the work initially intended for others.
- COMMITTEES
 - 1) FUNDRAISERS AND FUNDING has provided support for major fundraisers, Spirit and Golf, in the past but would become Funding Application Committee according to this year's plan. Jason reviewed main funding sources that have existed to this point. The role of this committee would be reviewing and approving grant submissions. Molly was selected as chair. The committee will include Ishara
 - 2) EVENTS – This is a newly formed committee which would be responsible for planning of Spirit and Golf. Ben was selected as chair. Joe and Jen will be committee members.
 - 3) COMMUNICATIONS, WEB, SOCIAL MEDIA has \$10,000 to invest. This committee is responsible for tendering and making proposals on bids that come in, as well as helping to build a communications strategy. Shreyan was selected as chair. Michael will be a member.
 - 4) STRATEGIC PLANNING will propose and create a plan for benchmarks for the next 1, 3 and 5 years. Yuang and Sashien will serve as co-chairs. Amit, Patrick, Samuel will be committee members.
 - 5) HR and PAYROLL will be taken on by Jessica and is no longer a committee/

By next week, Jason will be sending out a reminder for Committee Terms of Reference and Proposed Next Steps. These should be in place for the October meeting.

Strategic Planning

Theory of Change (see attached) – Jason encouraged everyone to read through this document thoroughly before the next meeting. It lays out research that has been done on theory of change. An ad hoc committee identified needs with youth and organizations last year. The resulting theory of change plan lays out the mission for Youth Ottawa. It sees two tiers of youth as follows: 1) over-engaged youth in everything offered and get all opportunities that are available – but superficially engaged in most and not deeply involved in much; 2) remaining youth disengaged and not involved much or at all. This situation is referred to as a civic opportunity gap and is the reason for DILA targeting Civics classes to increase youth social activism.

Goal of the Project – get those who are currently engaged to become levers of change to get others involved;

- We have 8 week DILA program working with 90 percent of youth in Ottawa;
- Look to expand into Careers – entrepreneurship – three proposals have been made but all have been rejected to this point;

- Tracking is done through pre- and post- surveys – if answer in post-survey is affirmative, we will involve these youth in capacity building;
- Youth are not engaged largely due to socio-economic reasons (other reasons not listed during meeting);
- Looking to set up intuitive GIS tracking system which looks at getting support to youth where it is needed
- Fahd is concerned that we need to consider what value we perceive in opportunities we are creating and measure the value that is gained early on in the process. Jason responded that the need has been articulated and we are intending to meet those articulated needs that are not currently being met. He assured the group that we will be monitoring return on investment along the way.

8:00 Meeting adjourn and setting next meeting date October 2016 – Jason will send out Doodle Poll

Motion to Adjourn - Joe