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# Executive Director’s Report

# Big Brothers Big Sisters of Quesnel

## Annual General Meeting

## October 26, 2023

Thank you for all in attendance for the Annual General Meeting of Big Brothers Big Sisters of Quesnel. We appreciate everyone taking the time to attend our meeting.

For new people in attendance, I will note my overall duties as Executive Director. They include public relations, fundraising, administration, marketing, and bookkeeping. Public Relations and awareness include speaking to community groups and initiating partnerships with businesses and community organizations, part of my role is to source out funding for the agency, and this includes writing grants, and seeking in kind, and other donations from our community. Recruiting, orientation, and screening new volunteers for our Board of Directors. I have attended meetings for Quesnel Community Connect, Quesnel Literacy and volunteer for Green Hope Society. Administration duties include supervising staff, participating in various agency committees, and reporting to Big Brothers Big Sisters of Canada. Fundraising includes organizing all events, Bowl for Kids’ Sake and Golf for Kid’s Sake being the 2 biggest ones, Westjet Raffle is also a good money raising and awareness event. Marketing includes website, social media, and community advertising updates for the agency. Bookkeeping includes banking, cheque writing, payroll, insurance coverage, all aspects of nonprofit bookkeeping, prepare for financial year end submission, and monthly budget reports, and organizational budgets.

▪ We continue to review policies and update the Board Manual, Personnel Policy, and Risk Management Handbooks.

▪ Prepare for all meetings, minutes, reports, and scheduling.

• Quality Assurance (formally Accreditation) all documentation has been submitted for our agency. The final report will be coming soon from BBBSC.

▪ A huge Thank you to Kendra Reis at Voyageur Elementary for embracing our Teen Mentoring Program for 2 semesters, and for taking part in the Kids in Motion Program.

▪ Earl Tourangeau and Shawna need acknowledgment for their hard work, dedication, and patience with getting the teens to fill out paperwork and follow through with Teen in School Mentoring Program at Voyageur.

▪ We put together Christmas bags for all our Littles for Christmas, a big thank you to the Liquor Store Share a Bear program. Quesnel RCMP had a successful toy drive in December for our youth and we partnered with Coral Byrd to provide gifts and non-perishable food for the community. Bouchie Lake Volunteer Fire Department, Quesnel Fire Dept, West Fraser Office Employees, HUB International, Marnie MacLachlan, Parkland Elementary, Canadian Mental Health employees sponsored families with a Secret Santa experience (food and gifts).

▪ Staff contributed volunteer hours and some mileage expenses.

▪ Grant applications: Community Gaming $62,200 2023/2024 application pending, sent a request letter to Walmart for $1000.00, application submitted to Four Rivers Co-op for Community Support Fund, awaiting reply from all for approval of funds.

▪ Maggie Bello Memorial Scholarship in memory of Maggie Bello 2023 was given to Sierra Bullock and Amber Martin.

▪ Corporate and individual donations or support throughout the year include: Lomelo Holdings Ltd, Tenaquip Foundation, QRP Employees, Rosemarie Shopa, Heidi Preston, Provincial Employees Fund, Mrs. Pauline Higgins, In Memory of Maggie Bello (scholarship fund), Kurt Pethick, Integris Financial, Brenda Gardiner, Westjet, West Fraser Mills, and United Way of Northern BC

▪ We hosted Kate’s Wedding again in 2022, the 17th Annual Golf for Kids’ Sake 2023 at Quesnel Golf Club, and Bowl for Kids’ Sake 2023 this year. We were able to continue with Toonie Tuesday weekly, the participant list growing. BIG Thank you to all sponsors and supporters for our annual fundraising events, without our community support we could not have the continued success we have had for these events.

▪ Look for our new ad at the Carib Theatre prior to the show.

Staff would like to express our sincere appreciation to President Cindy and Vice President Kathy for their many hours of volunteer work and dedication. We would also like to thank Board Members Colin, Brenda, Michelle, Shirley, Delaine, Cindy O, Heidi, & Shaun, our mentors, volunteers and community members for their participation and support.

**MISSION STATEMENT:**

**Enable life-changing mentoring relationships to ignite the power and potential of young people.**

**VISION STATEMENT:**

**All young people realize their full potential.**

Respectfully submitted,

Joanie Newman

Executive Director