



BRENTWOOD

People helping people find recovery

Annual General Meeting

November 30th, 2021

OUR MISSION

As an integral part of the addictions and mental health continuum, Brentwood provides lifelong, compassionate and evidence-informed treatment to people whose primary goal is lifelong recovery from alcohol and drug misuse. Additionally, we provide ongoing, community-based support for family members.

OUR VISION

Transforming lives and communities through compassion, hope, recovery and service.

OUR VALUES

Fellowship
Accountability
Teamwork
Honesty
Excellence
Respect





CHARITY HOUSE (WINDSOR) O/A BRENTWOOD RECOVERY HOME
ANNUAL GENERAL MEETING
NOVEMBER 30, 2021 5 PM – 6:30 PM
AGENDA

Item	Topic	Responsibility	Time	Attach.	Action Required
1.0	CALL TO ORDER & WELCOME 1.1 Land Acknowledgement 1.2 Virtual Motions 1.3 Confirmation of Quorum	Sonja Grbevski	5:00pm		
2.0	APPROVAL OF THE AGENDA <i>THAT the agenda for the November 30, 2021, Annual General Meeting be approved as distributed.</i>	Sonja Grbevski	5:10pm	X	Decision
3.0	DECLARATION OF CONFLICT OF INTEREST	Sonja Grbevski	5:15pm		Information
4.0	MINUTES OF 2019 ANNUAL GENERAL MEETING <i>THAT the minutes of the October 23, 2019 Annual General Meeting be approved as presented.</i>	Criss Ann Ellis-Sandre	5:20pm	X	Decision
5.0	CELEBRATING 2020 VIDEO	Elizabeth Dulmage	5:25pm	X	Information
6.0	INTRODUCTION OF BOARD OF DIRECTORS - PowerPoint	Sonja Grbevski	5:30pm	X	Information
7.0	PRESENTATION OF REPORTS 7.1 Report of the Chair 7.2 Report of the Executive Director 7.3 Report of the Financial Statements for Year End March 31, 2021 <i>THAT the Financial Statements for the Year Ended March 31, 2021 be approved as presented.</i>	Sonja Grbevski Elizabeth Dulmage Monica Staley Liang Christina D. Przytock C.P.A Roth Mosey	5:35pm 5:40pm 5:45pm	X	Information Information Decision

8.0	APPOINTMENT OF AUDITORS <i>THAT Roth Mosey be appointed as the auditors for Charity House (Windsor) for fiscal year ending March 31, 2022.</i>	Monica Staley Liang	6:00pm		Decision
9.0	APPOINTMENT OF DIRECTORS RECOMMENDED BY THE GOVERNANCE & NOMINATIONS COMMITTEE <i>THAT as recommended by the Board of Directors, Ms. Sarah Seremack be appointed to the Charity House (Windsor) Board of Directors, for a term of 4 years as a Non-Alumni Director, and further;</i> <i>THAT as recommended by the Board of Directors, Mr. Alexander Zawany be appointed to the Charity House (Windsor) Board of Directors as an Alumni Director, for a term of 4 years, and further;</i> <i>THAT as recommended by the Board of Directors, Mr. Bryan Marshall and Mr. Klaas Van Wieren be re-appointed to the Charity House (Windsor) Board of Directors as Alumni Directors, for a term of 4 years.</i>	Sonja Grbevski	6:10pm		Decision
9.1	ACKNOWLEDGEMENT OF OUTGOING AND INCOMING DIRECTORS (PowerPoint)	Sonja Grbevski	6:20pm	X	Information
10.0	ADJOURNMENT <i>THAT the Annual General Meeting be adjourned.</i> PRAYER.	Sonja Grbevski	6:30pm		



CHARITY HOUSE (WINDSOR) o/a Brentwood Recovery Home and the Brentwood Fund for the Rehabilitation of Alcoholics

ANNUAL GENERAL MEETING

Wednesday, October 23, 2019

Location: Events Hall

- I. Meeting Called to Order - Cheryl Chaney (Board Chair) called to order the Brentwood Annual General Meeting at 6:06 p.m.
- II. Attendance- Cheryl Chaney (Chair), Rob Smith (Vice Chair), Gail Cogliati, (Treasurer), Chris Renaud (Secretary), Rick Chicon, Dan Lessard, Bradden Wilkinson, Mary Cadieux, Jerry Drouillard and Bill Sandre

Regrets- Richard Gowman and Bruce Malcolm

Also in attendance – Joan Zakoor (Interim Women's Program Manager), Dan Martin (Men's Program Manager), Glen Malott (Office Manager) and Mark Lennox (Director of Development)

Quorum? - Yes

- III. Board Chair – Cheryl Chaney welcomed the fellowship and introduced the Board Members. Cheryl also welcomed and introduced the Senior Manager Team, Joan Zakoor, Dan Martin, Glen Malott and Mark Lennox. She also explained the Q&A format for questions from the floor at the end of the meeting. Alumni Gary Taylor and Dan Lessard were appointed to count the votes for the motions. Cheryl then read the Message from the Board Chair which was part of the Agenda Package handed out to the fellowship.
- IV. Chris Renaud, Secretary, read the Minutes from the last Annual General Meeting dated October 24, 2018.

Cheryl Chaney asked everyone if there were any errors or omissions noted in the 2018 minutes. There were none noted.

Motion to accept the October 24, 2018, AGM Minutes, Al Latendre, 2nd Dan Soulliere, 134 in favor, 3 opposed, 0 abstained, carried.

V. Office Manager's Report

- a) Glen Malott explained the Independent Auditor's Report together with Roth Mosey's Independent Practitioner's Limited Assurance Report which was part of the Agenda Package handed out to the fellowship.

Glen addressed the fellowship. Roth Mosey have been our auditors for the past 3 years. They are very easy to work with and very helpful. Results of their audit are in their report. If you wish a full copy, which is 17 pages, you can to the front office.

- b) Glen reviewed the Financial Report for the year ended March 31, 2019.

Glen addressed the fellowship. Selling lottery tickets on line has increased our sales. Right now, as of yesterday, we have 775 orders on line, 2500 tickets sold. We had a jump of 7,000 tickets last year. Our hopes are high this year. We ordered 20,000 more tickets than last year. Last year we ordered 49,000 tickets. This year we have 69,000. With regards to staffing, we are positioned to handle up to 1,000 orders a day. An email blast went out this morning. Jamie's email lit up on orders. This is exciting.

Donations have increased. We received \$25,000.00 towards the Life Skills Program which teach our youth life skills. We are in the planning stages. We have four men living in the transitional rooms. We are looking at creating rooms for the women.

With regards to food and kitchen supplies, Leo has done a great job on food costs. We had more clients on program last year where he served over 8,000 more meals. There was about a 10% increase. Leo is very consciences over food costs. The cost was \$6.43 per person per day. It grew from \$6.00 last year. 10% of Leo's food bill is also coffee which was \$30,000.00 last year.

Utilities were pretty much the same.

Maintenance expenses jumped up. They were unavoidable. One big thing was the transitional rooms, approximately \$12,000.00. Also repairs to our roof. We had to pay about \$12,000.00 for relocation of the gas lines. The garbage compactor broke and needed repair. We chose to repair it at a cost of \$7,000.00 as opposed to replacing it for \$40,000.00.

We spent some of our own monies for the renovations after the flood. The renovations are done now. We love how they look. Belfor did a lot of extras not included in the price because they love Brentwood. We made some changes, like to the tiers. This place looks the best it has ever. Dennis White did the murals, the Road to Recovery, the Serenity Prayer, all beautiful. Thank you Dennis. We will not need to do painting and repair work for quite some time.

Thank you Mike Cheeseman and your crew for all your work.

With regards to the lottery, some expenses have risen in the lottery, especially the house. We are very blessed to have received in donations about \$95,000.00 from Jeff Sylvestre and the trades. 38,789 tickets were sold last year. Get out and buy tickets.

If you want to have the financial statements explained in more detail you can come and see me (Glen).

Glen fielded questions from the floor regarding our financial statements.

A question was brought to the floor regarding property taxes. It was asked if we could be zoned as institutional where we would not have to pay property taxes. This would reduce some of our costs. Glen said he would look into this.

Motion to accept the Independent Auditor's Report of Roth Mosey & Partners for the fiscal year ended March 31, 2019, Alicia Maynard, 2nd Derek Damm, 123 in favor, 0 opposed, 2 abstained, carried.

Motion to accept Roth Mosey and Partners as the Auditors for the fiscal year ending March 31, 2020, Chuck Maxim, 2nd Betty St. Denis, 125 in favor, 0 opposed, 3 abstained, carried.

VI. Senior Management Team

- i) Dan Martin read "A Message from the Senior Management Team" which was part of the Agenda Package handed out to the fellowship.

Dan then addressed the fellowship. This place is beautiful. Best it has ever looked. Joan Zakoor stepped right in when Jenn went on leave and was very valuable to me and the staff. Very much appreciated for you stepping up and all you have done.

- ii) Joan Zakoor (Interim Women's Program Manager) addressed the fellowship. I am honored to have been asked by staff and board to step in and help Jenn. I am an Interim Woman's Program Manager. Jenn and I worked together for years and were always there for what the other needed. I appreciate being an alumni, but at this end, the amount of alumni that come back daily is really appreciated.

- iii) Mark Lennox (Director of Development) addressed the Fellowship. We are a village. It is amazing the amount of work all of our staff, volunteers and board do daily. There are people in the background doing and volunteering. It is a privilege and honor to be a part of this.

The roofing to the building will be completed soon. We have been granted \$55,000.00 to redo the exterior of the Kay Ryan building. We have most of the money to replace the exterior doors, two of the doors are powered, at a cost of \$33,000.00.

In medical we get some funding for Dr. Levang and Shannon Taylor. We get reimbursed for meds and dental. There is a huge gap that we do not get funded for. We have petitioned the LHIN for aftercare and the medical department.

Move the Bus is tomorrow. The bus and driver are donated by Transit Windsor. Everyone is welcome to come out.

We have 119 monthly donors to Brentwood. We have 3 legacy donors. If you have even \$5.00 or \$10.00 a month to spare we have donor cards available or can arrange for monthly bank withdrawals.

Safe Haven has been opened for three months and only 3 nights a week. We had 1100 visits from the youth. This is a safe place for our youth. They would like it to be open Saturdays.

We are 700 tickets ahead of last year. Reach out to a friend or neighbor. Thank you!

- iv) Glen Malott addressed the fellowship. We have good news. The City of Windsor is one that goes to its employees and asks for donations. The donations have always gone to the United Way which does great work. But this leaves out the Mission, Brentwood and Goodfellows. The employees have been told they can pick who they want to donate to which now includes Brentwood, the Mission and Goodfellows. The employees donate over \$100,000.00 per year. Pretty excited about this and we will see how it works out. Thank you to the staff. You guys make the difference. Very appreciated.

Cheryl opened up the meeting to the fellowship for questions.

Issues brought to the Board.

1. Soboxone and methodone. Should Brentwood be looking into this? Cheryl asked Mark to address this... Cheryl Chaney met with Janice Kaffer, CEO of the hospital. Cheryl has arranged a meeting with her and their people to meet with us to look at this. Other agencies like Westover, Ron Elliot, can share their experience with soboxone.
2. Plaque that used to be on the wall years ago, listing those who have passed away. Where is it and is it something we can start to do?
3. Term limits of Board Members sitting on the Board?

Cheryl addressed the fellowship. We as a Board are looking into this. We understand and hear you. This room is full of passion. We all love this place. We are family. Thank you everyone for coming. Please stay for fellowship, coffee and donuts.

Motion to adjourn the meeting, Jackie Malcolm, 2nd Mike Bergeron, carried.

Board Chair, Cheryl Chaney adjourned the meeting at 8:10 p.m.

Closed with The Lord's Prayer

Next Meeting – To Be Announced

Minutes submitted by Chris Renaud.

The year at a glance ...

Thanks to the hard work, dedication and diligence of our clients, volunteers and staff, we managed to remain open for our live-in Addiction Treatment program and stay Covid-19 free!!!!



*Mr. & Mrs. Clause
arrived at our drive-
thru Christmas Village
with their elves,
eagerly awaiting the
arrival of the alumni.
The Angels just kept
coming!*



*Ongoing love and
support ...*





Drive thru memorial for Charlie Baird

(May 22, 1950-August 7, 2020)

Several hundred alumni attended and had an opportunity to see the family and a memorial setting.

Donations from individuals
and companies alike kept
our food bank open. WHC
Services Group donated
500 cans of food





BRENTWOOD LOTTERY XXIX

**Record 46,149
tickets sold!**



**Our three 50/50 winners:
\$148,000 in prizes awarded**



Capital projects, capital caring!

With our program numbers scaled back in accordance with Health Unit guidelines, a rare opportunity to address some long-standing items on our to-do list was created. Our tireless Maintenance department set to work on a wide array of tasks:

- ✓ Expanded transitional housing to 16 beds
- ✓ Men's dorm rooms, Kitchen and Main Events Hall painted
- ✓ Soffit and lighting along the 2nd storey walkway replaced
- ✓ Jim Ryan Pavilion destroyed by fire and rebuilt with the help of Lakepoint Homes
- ✓ Resurfacing of parking lot
- ✓ Complete re-stucco of the Kay Ryan Building
- ✓ Accessible entry and exit by the main duty office
- ✓ New Fire Panel
- ✓ 3 New Rooftop heating/cooling units
- ✓ Replacement of 5 exterior metal doors in Fr. Paul Charbonneau Centre
- ✓ Four years and over \$500,000 in grants roofing membrane for the entire complex is complete
- ✓ Over 65,000 square feet of roofing and an estimated 15 tons of gravel ballast removed from existing roofing



The pandemic created unprecedented challenges on so many levels. Our dedicated team pulled together, got creative and battled through – to not only keep our programs alive to support the struggling members of our community, but to make sure that when we could finally welcome back our fellowship with open arms, the House would feel more like a Home than ever.



BRENTWOOD

People helping people find recovery

2020-2021

Board of Directors

Sonja Grbevski

Board Chair

Non-Alumni Director

4 year term 2020-2024

Dr. Sonja Grbevski joined the Brentwood Recovery Home Board of Directors in October 2020, and holds the position of Board Chair.

She is Vice President of Clinical Services, Mental Health & Addictions with HDGH, as well as the Executive Lead, Mental Health Addictions & Collaborative Programs with CMHA-WECB.

Sonja has worked in the Mental Health & Addictions field for over 25 years; additionally, she has taught at Wayne State University for over 12 years.

She is honoured to be sitting on the BRH Board.



Zane Handysides

Vice Chair

Alumni Director

4 year term 2020-2024

I have now spent half of my life growing up in the Brentwood family.

My three sons and their families are a part of my life.

I hope to be an active part of the new and improved Brentwood for some time to come. God willing.



Monica Staley Liang

Treasurer

Non-Alumni Director

1 year term 2020-2021

Monica has worked as a Health Care leader for the past 15 years. She is currently Academic Chair of Community Studies at St. Clair College.

Monica's passion for advocacy has been a central focus throughout her career.

Monica has participated on various Boards within our community including Brentwood.

It has been a wonderful experience serving on the Brentwood Board!



Criss Ann Ellis-Sandre

Secretary

Alumni Director

3 year term 2020-2023

I walked through these doors just over 25 years ago and because of the people inside this loving place, I have my family, my husband and my daughter.

I am forever grateful and willing to do what I can to offer the next person in need solace.



Darin Baker

Alumni Director

3 year term 2020-2023

I just celebrated 19 years of sobriety
thanks to the fellowship
and the Brentwood Recovery Home !



William Thibodeau

Alumni Director

2 year term 2020-2022

Alumni for 13 years, yet I've been around Brentwood since 1986 when my parents got sober, active in the recovery community with multiple fellowships. Volunteering with the junior youth group, Windsor jail and detox have given my recovery purpose. I've attended meetings internationally and have a huge desire to help the still-suffering from addiction in any way I can.

*"Thousands of candles can be lit from a single candle,
and the life of the candle will not be shortened.
Happiness never decreases by being shared."*



Klaas Van Wieren

Alumni Director

1 year term 2020-2021

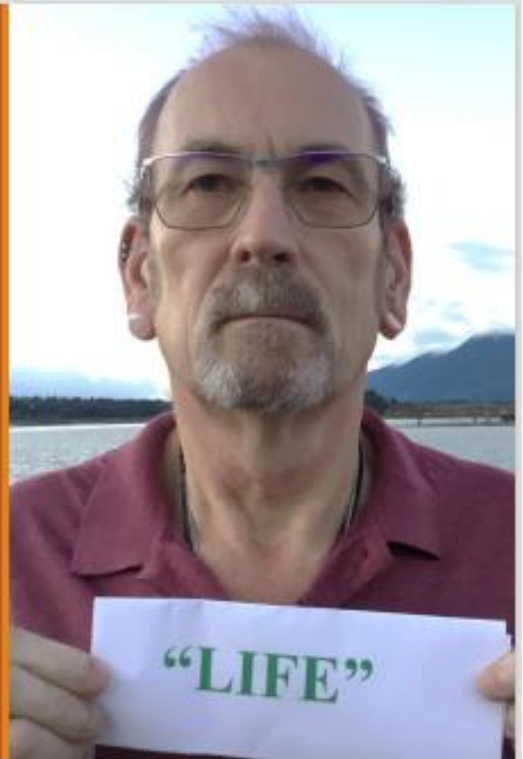
Retired from Health Care after 41 years

Living on Vancouver Island

Dedicated to be part of Brentwood

Brentwood gave me the life to live with Peace,
Happiness, and Joy.

A new life complete with a whole new family
"Brentwood", together everything can be possible, if
one is part-of!



Donna Ryan

Alumni Director

1 year term 2020-2021

I've been involved with Brentwood women's
program for over 16 years

I have 4 children and 16 grandkids, semi-
retired and lovin' all of it ...

I've come to believe that the possibilities are
endless!



Ken Courtenay

Alumni Director

4 year term 2020-2024

Windsor resident

Employed at Tepperman's 28 years

Brentwood alumni since 1995

Addiction & Recovery diploma 2019

Active AA member

Grateful alumni!



Janis Cramp

Non-Alumni Director

3 year term 2020-2023

Over 20 years experience working in the not-for-profit sector with the majority of that time in the addictions and mental health sector.



Ervin Keczem

Alumni Director

2 year term 2020-2022

Brentwood saved my life.

Brentwood put my family back in my life.

Brentwood taught me how to give back by helping others.



Norma MacDonald

Alumni Director

1 year term 2020-2021

I'm a 35 year grateful alumni from the Brentwood Recovery Home Program. I showed up at Brentwood's front door crying, lost, depressed person who made a mess of her life. But, when Fr. Paul welcomed me into the program, I felt like a prodigal daughter who found her way home.

I was shown respect, love, forgiveness and a way out of my mess. I was transformed. I surrendered to the program and it changed my life forever!



Bryan Marshall

Alumni Director

1 year term 2020-2021

"People helping people" was sown into my spirit. I began to seek learning various approaches for many types of addictions, mental health, homelessness, poverty, medical and holistic theories/ practices/ interventions.

I have worked as a Research Assistant, Peer Mentor, Acute Psychiatric Peer Specialist, Case Management and currently working within the scope of concurrent disorders (Mental Health/Addictions) within various capabilities.

I believe that when collective minds come together for the future generations to come, the continuation of the legacy of Fr. Paul will support the new innovative ideas for positive growth for Brentwood's Future Vision "Just Imagine 2015".



Greg Labord

Alumni Director

2 year term 2020-2022

Professional and educated software career, and the youngest of 3.

A small-town boy that found resolution to many of life's challenges through the Brentwood membership.

Gratitude erases the hurdles of a lifetime of struggle.



Priyanka Philip

Non-Alumni Director

2 year term 2020-2022

Priyanka Philip is passionate about being a part of impacting the overall well-being of the community. In her role as the Director of Outpatient Services at Erie Shores HealthCare, she oversees the Operating Room, Diagnostic Imaging Department, Laboratory, Pharmacy, Cardiopulmonary/Respiratory Department and Ambulatory Care. As a newcomer to Canada in 2004 for her University Education, Priya owes her professional and personal successes to the Windsor/Essex Community where she now lives with her husband and two wonderful sons.

Being a part of the Brentwood Recovery Home Board of Directors is a true privilege for Priya, allowing her to give back to the community through this Organization.



Mark Caron

Alumni Director

3 year term 2020-2023

We thank Mark for his service on the Board of Directors from October 2020 to March 2021





REPORT FROM THE CHAIR

On September 30, 2020 the new Brentwood Board was established; with the Board of Directors officially recognized on October 7, 2020. As your elected Chair, I want to sincerely thank you for putting trust in me and the elected Board of Directors in guiding Brentwood's revitalization.

Mark Walton assembled a Board that was diverse with a broad range of experience, perspective and skills. This past year, the Board worked hard on many different initiatives to guide Brentwood to where it is today. The new 5 year Strategic Plan – Brentwood 2025: 'Just Imagine' is the major focus of the Board work and will continue to be over the coming years. As well, with the newly implemented Board By-Laws and Governance Manual, the Board will continue to learn and succeed.

Some major accomplishments to note are:

- Formation of New Board of Directors – a Board of Directors was established and held their first meeting on November 10, 2020. Following the initial meeting, the Board continued to meet virtually; they faced many challenges associated with the COVID-19 pandemic and worked through them efficiently.
- Formation of Board Committees – The following Board Committees were formed: Executive Director Selection & Succession Planning Committee, the Governance & Nominating Committee and the Finance & Audit Committee. These committees individually worked through various items throughout the year that aligned with the Strategic Priorities (Elevate, Collaborate & Empower). The ED Selection Committee was instrumental in the hiring process of the Executive Director. The Governance & Nominating Committee worked through the recruitment and nomination process and have recommended a slate of candidates for any upcoming vacant Director positions. The Finance & Audit Committee meticulously worked with the Auditors to review the annual audited financial statements and auditor's report as well as the Foundation's financials.
- The recruitment of the Executive Director (ED) - An Executive Director Selection & Succession Planning Committee was formed. With the help of a local recruitment firm, Logic Executive, the ED Selection Committee completed candidate interviews and made a final recommendation to the Board. The ED Selection Committee ensured that the recommended candidate had the vision of Brentwood and was the ideal fit for what Brentwood needed to thrive. In June 2020, Elizabeth Dulmage joined Brentwood in the position of Executive Director. Elizabeth has the vision and skillset to lead the Brentwood into this next chapter.

- Senior Leadership Team – I would like to acknowledge the Senior Leadership Team for all the hard work and dedication they have put forth during this past year – thank you! In addition to the invaluable team, Mark Lennox graciously stepped up as Interim Executive Director until the recruitment of the current ED, Elizabeth Dulmage. During this time of ‘unknown’, Mark showed tremendous dedication to the Brentwood family and Administration. Thank you Mark!
- New Foundation – The Finance & Audit Committee has been working with McTague Law Firm LLP to complete a review of the Foundation. For many years, BRH has had a Foundation known as the Brentwood Fund for the Rehabilitation of Alcoholics. Both the Charity House (Windsor) and the Brentwood Fund for the Rehabilitation of Alcoholics both have their own incorporation documents. Through a review process, it was determined that the main source of income of the Fund was through Bingos. The Foundation ceased to operate and raise funds once BRH’s participation in bingos ended. Instead, the fundraising was directly done through the Charity House (Windsor). All current revenues from the lottery and the 50/50 are with the Charity House (Windsor).

Administration has requested the guidance from McTague Law with the dissolution of the old Foundation and the creation of a new Foundation. Through legal recommendation, it was determined that The Charity House (Windsor) and the Foundation should be two separate legal entities. The Fund’s current objects (purpose of a Foundation) are outdated. The new Foundation objects would be updated with the main purpose to raise funds for the Charity House (Windsor). With two separate entities, there is a requirement for separate Board of Directors; one for the Charity House (Windsor) and one for the new Foundation.

In order to complete the incorporation process, the initial Directors of the Corporation would be the current Executives of the Charity House (Windsor) Board; Sonja Grbevski, Zane Handysides, Monica Staley Liang and Criss Ann Ellis-Sandre. The dissolution of the old Foundation would occur once the new Foundation is up and running (no specific timeline at this time). The recommended name of the Foundation would be the Brentwood Recovery Home Foundation

It has definitely been my honour and privilege to serve you in this role of Chair. I have deep respect for Brentwood, including its current and former members of Administration, Members, Alumni, for the people who have served on the Board both present and past as well as those supporters of the work that Brentwood has accomplished. Brentwood has endured many changes over this past year and I know some have been challenging for you. It has been a highlight of my term with the Board thus far to have the opportunity to serve in this capacity and I want to thank each and every one of you who have supported me in this role.

REPORT FROM THE EXECUTIVE DIRECTOR

Annual General Meetings present an opportunity for us to reflect, celebrate and look to the future.

2020 was a year like no other for all health care organizations, the people we serve and for each of us individually

Brentwood's accomplishments in the midst of a world changing pandemic are nothing short of miraculous, including the accomplishment of not one single case of COVID-19!

- Our Mission, Vision, Values statements were refreshed
- 3 Strategic Priorities were identified in the Strategic Plan: ELEVATE, COLLABORATE, EMPOWER
- 12 Workstreams identified opportunities for improvements and work started on high priorities like:
 - A Client Bill of Rights and a Complaints/Concerns policy, procedure & process was created to introduce consistency and certainty in our approach and response to client concerns
 - Another area of focus requiring and receiving tremendous effort was on updating our policy, procedures, practices and process to ensure we were protecting clients' privacy
- I would be remiss if I didn't acknowledge how Windsor-Essex Community partners supported and guided our infection prevention and control practices and all other aspects of our COVID-19 responses to keep all of us as safe as possible while continuing to serve clients and alumni in a challenging environment
- Staff and alumni volunteers quickly planned and started Zoom meetings to connect alumni with each other and with the men and women on program
- Alumni volunteers connected with men and women who were waiting to come on program supporting them during that wait time.
- The lottery achieved unprecedented results despite COVID-19 restrictions
- 50/50 Draws were introduced to offset some of the lost fundraising activities that could not happen because of COVID-19 and generated tens of thousands of net revenue.

This list could go on and on. Some of the changes may not have been easy and some of them I know were difficult to see or understand from the distance that COVID-19 restrictions created. Change is seldom easy and some of the changes to come may not be easy and there will inevitably be missteps and mistakes. Over the last several months I have heard from many of you; consistently you have identified that there are opportunities for change and growth and a desire to Move Forward together - and that is exactly what we will do.

I have also heard loud and clear the request to resume more of our normal activities, including mass and a non-denominational faith option, and of course Saturday graduations. We will continue with a phased in approach in order to ensure that we have the volunteers and the staff capacity to manage these additional activities in compliance with the COVID-19 restrictions.

In the 6 months that I've had the privilege of being part of this team, I am constantly grateful for the dedication and commitment that every person who is Brentwood has to our vision: transforming lives and communities through compassion, hope, recovery and service. The commitment to continue to make a difference in the lives of men and women and their loved ones who seek recovery from their addictions is unwavering. We may not all always agree on every detail of the "how" we do this - we do agree, that by building on the foundation Father Paul created, using the blue print that is our Strategic Plan and workstreams and by using the strength of the fellowship that is the spirit of Brentwood, we will continue to grow, evolve and serve the needs of each other and all those who seek a life of recovery.

Elizabeth Dulmage
Executive Director

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Charity House (Windsor)
(Operating as Brentwood Recovery Home):

Qualified Opinion

We have audited the financial statements of **CHARITY HOUSE (WINDSOR) (OPERATING AS BRENTWOOD RECOVERY HOME)** ("the Entity"), which comprise the statement of financial position as at March 31, 2021 and the statements of operating fund activities and fund balance, development fund activities and fund balance and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for profit organizations, the Entity derives revenue from donations, raffle proceeds and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Entity. Therefore, we were not able to determine whether any adjustments might be necessary to this revenue, excess of revenue over expenses, and cash flows from operations for the years ended March 31, 2021 and 2020, assets as at March 31, 2021 and 2020, and fund balances as at April 1 and March 31 for both the 2021 and 2020 years. Our audit opinion on the financial statements for the year ended March 31, 2020 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Roth Mosey & Partners LLP

ROTH MOSEY & PARTNERS LLP
LICENSED PUBLIC ACCOUNTANTS

Windsor, Ontario
July 13, 2021

An Independent Member of the
plante moran
ALLIANCE

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

STATEMENT OF FINANCIAL POSITION

March 31, 2021 (with comparative figures for 2020)

ASSETS

Current assets

Cash	\$ 1,568,833	\$ 835,018
Guaranteed investment certificates (Notes 3, 7)	1,189,769	406,973
Investments	101,579	63,059
Accounts and other receivables (Notes 13, 14)	386,589	772,928
Government remittances receivable	127,714	83,160
Prepaid expenses and deposits	59,280	65,934
	3,433,764	2,227,072

Guaranteed investment certificates (Notes 3, 7)

- 758,997

Property and equipment (Note 4)

3,009,592 2,920,850

Cash surrender value of life insurance

23,902 23,902

\$ 6,467,258 \$ 5,930,821

LIABILITIES AND FUND BALANCES

Current liabilities

Accounts payable and accrued liabilities	\$ 221,196	\$ 271,657
Due to Brentwood Fund for the Rehabilitation of Alcoholics (Note 5)	1,397,403	1,383,581
Current portion of deferred contributions (Note 6)	66,520	65,514
	1,685,119	1,720,752

Deferred contributions, net of current portion (Note 6)

625,692 636,048

2,310,811 2,356,800

Fund balances

Operating fund	2,745,171	2,267,993
Development fund - restricted	1,411,276	1,306,028
	4,156,447	3,574,021

\$ 6,467,258 \$ 5,930,821

Director

Director

See accompanying notes

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

STATEMENT OF OPERATING FUND ACTIVITIES AND FUND BALANCE

For The Year Ended March 31, 2021 (with comparative figures for 2020)

	<u>2021</u>	<u>2020</u>
Revenue		
Ontario Health (West) (Note 10)	\$ 1,992,151	\$ 1,739,142
Fee for service	134,250	248,145
Net raffle income (Schedule 1)	843,019	728,765
Net fundraising income	39,203	-
Donations	124,358	463,033
Interest	33,825	39,153
Counselling services	-	3,200
Other income	19,696	21,814
Rental income	19,680	21,900
Insurance proceeds (Note 13)	83,763	-
Amortization of deferred contributions (Note 6)	66,812	65,574
Unrealized gain (loss) on investments	38,520	(20,966)
Increase in cash surrender value of life insurance	-	254
Government assistance (Note 14)	690,661	53,777
	4,085,938	3,363,791
Operating expenses		
Ontario Health (West) reimbursable program expenses (Schedule 2)	2,776,225	2,691,208
Non-reimbursable program expenses (Schedule 3)	467,165	581,081
Other operating expenses (Schedule 4)	261,358	64,055
	3,504,748	3,336,344
Excess of revenue over expenses	581,190	27,447
Fund balance, beginning of year	2,267,993	2,397,576
Interfund transfers to the Development Fund (Note 9)	(104,012)	(157,030)
Fund balance, end of year	\$ 2,745,171	2,267,993

See accompanying notes

Give the gift of hope.

Great dreams require great effort,
yet sometimes ordinary people can do
the most extraordinary things.

Every little bit helps.

To make a one-time donation gift or
monthly donations which can be
cancelled at any time,

please call

519-946-3115

*Legacy gifts also contribute to the future
of Brentwood...*





BRENTWOOD

People helping people find recovery

~ STAFF ~

Al Latendre	<i>Group Leader</i>
Al Malcolm	<i>House Maintainer</i>
Barry Ashby	<i>Program Assistant</i>
Ben Friesen	<i>Maintenance</i>
Bryan Trudel	<i>Kitchen</i>
Catherine Howard	<i>Lottery</i>
Charmaine Friesen	<i>Group Leader</i>
Chelsea Cloutier	<i>Lottery</i>
David Richardson	<i>Group Leader</i>
Derek O'Neil	<i>Maintenance</i>
Doug Andrews	<i>House Maintainer</i>
Ed Jahn	<i>Counsellor</i>
Elizabeth Dulmage	<i>Executive Director</i>
Frank Kotow	<i>Maintenance</i>
Gianna McKenna	<i>House Maintainer</i>
Gregory Hartwick	<i>Kitchen</i>
Ian Owen	<i>Privacy Officer</i>
Jamie Durham	<i>Group Leader</i>
Jamie Fowler	<i>Administration</i>
Jamie Liburdi	<i>Lottery</i>
Jeanne Fortier	<i>House Maintainer</i>
Jenn Bastien	<i>Women's Program Manager</i>
Jennifer Lavin	<i>Human Resources</i>
Jim McKnight	<i>House Maintainer</i>
Joanne Synnott	<i>Medical</i>
John D'Amore	<i>House Maintainer</i>
Keith Hamel	<i>House Maintainer</i>
Leo Gascon	<i>Kitchen</i>
Leo Petrilli	<i>Afternoon Co-ordinator</i>
Lorna Foster	<i>Lottery</i>

Marc Zakoor	<i>Men's Program Manager</i>
Maril Reaume	<i>Residential Counsellor</i>
Mark Lennox	<i>Director of Development</i>
Marylène Lépine	<i>Executive Assistant</i>
Melanie Deland	<i>Lottery</i>
Mike Collins	<i>House Keeping</i>
Mike Losier	<i>House Maintainer</i>
Miranda Verellen	<i>Group Leader</i>
Nadine Hewton	<i>Administration</i>
Nicole Boussey	<i>Intake</i>
Norman Gascon	<i>Kitchen</i>
Paul Guarasci	<i>Maintenance</i>
Paul Kristalovich	<i>Group Leader</i>
Piera Dufour	<i>Administration</i>
Rick Schram	<i>Maintenance</i>
Rob Smith	<i>Lottery</i>
Ron Gilchrist	<i>Lottery</i>
Russ Robinet	<i>Office Manager</i>
Samantha Kell	<i>Lottery</i>
Sandy Moor	<i>House Maintainer</i>
Shannon Taylor	<i>Nurse Practitioner</i>
Sheryl Butler	<i>House Maintainer</i>
Susan Rankin	<i>Medical</i>
Tammie Lumley	<i>House Maintainer</i>
Tom Butler	<i>Group Leader</i>
Tracey Bruner	<i>Intake</i>
Tracey Douglas	<i>Lottery</i>
Tracy Seguin	<i>Nurse</i>
Vicki Flynn	<i>Nurse</i>
Victor Darrow	<i>Maintenance</i>
Yvette Kowalski	<i>Nurse</i>