



Leadership Thunder Bay

Live to Lead

**ANNUAL REPORT
LEADERSHIP THUNDER BAY
2007-2008**



**LEADERSHIP THUNDER BAY
2008 ANNUAL GENERAL MEETING**
Thursday, November 6, 2008
6:30 pm- Journey to Wellness, 239 Amelia St. W

1. CALL TO ORDER/WELCOMEGail Brescia
2. APPROVAL OF AGENDAAttendance
Be it resolved that the Agenda for the 2008 Annual General Meeting be accepted as presented.
3. APPROVAL OF 2007 AGM MINUTES Attendance
Be it resolved that the Minutes of the 2007 Annual General Meeting held in the City of Thunder Bay, November 1st 2007 be adopted as presented.
4. BUSINESS ARISING FROM THE MINUTESAttendance
5. ANNUAL REPORT FROM THE PRESIDENT.....Gail Brescia
Be it resolved that the President's Report be accepted as presented.
6. TREASURER'S REPORTGeorgina Daniels
Be it resolved that the Financial Statements for the period ending August 31, 2008 be adopted as presented.
7. APPOINTMENT OF AUDITORS FOR 2008/09Attendance
Be it resolved that BDO Dunwoody be appointed to serve as Leadership Thunder Bay auditors for the 2008/09 fiscal year.
8. REPORTS a) Communications d) Membership/ Development
 b) Evaluation e) Alumni
 c) Curriculum f) Screening and Selection
9. MOTION TO ACCEPT ALL TRANSACTIONS BY THE DIRECTORS FOR 2007/2008.....Attendance
Be it resolved that all business transacted, resolutions passed and by-laws enacted by the Directors of the Corporation since the last annual meeting of the Corporation are hereby confirmed, ratified, approved and sanctioned.
10. NOMINATION REPORTRebecca Johnson
*Be it resolved:
That the slate of candidates nominated for the Board of Directors for 2008/2009 be accepted as presented.
That the Board of Directors be expanded by one to 16 members for 2008/2009 only with a special one-year term appointment of Rebecca Johnson who will provide an important link back to the Women's Leadership Forum and
That the position of 2nd Vice President be created with the understanding the individual elected to that position will advance to Vice President and President in successive years.*
11. INCOMING PRESIDENT'S REMARKSTara Gauld
12. BY-LAW AND POLICY AMENDMENTSAttendance
Be it resolved that all amendments to the by-laws and policies be accepted as presented. See attached Financial Policies
13. NEW BUSINESSAttendance
14. ADJOURNMENT Attendance
Be it resolved that there being no further business of the members of Leadership Thunder Bay, the Annual General Meeting be adjourned.

LEADERSHIP THUNDER BAY
2007 ANNUAL GENERAL MEETING
Thursday, November 1, 2007
6:30 pm – 7:15 pm
Travelodge Hotel Airline

President, Karen Lewis called the meeting to order at 6:30 pm. Approximately 22 members were in attendance. A quorum was established.

Gail Brescia, Karen Lewis, Jo Noble, Joe Chiodo, Jeannine Nagy, Paul Morralee, Rebecca Johnson, Clara Butikofer, John DeGiacomo, Tara Gauld, Anita Sakiyama, Valerie Marasco, Laura Daniele, Allison Hill, Deborah Emery, John Tyson, Gladys Berringer, Jonathon Knapp, Don Watson, Georgina Daniels, Margaret Wanlin, Bryan Heppler

AGENDA

Jeannine Nagy moved, seconded by Jo Noble, that:

The Agenda for the 2007 Annual General Meeting be accepted as presented. Carried.

2006 AGM MINUTES

Gail Brescia moved, seconded by Jo Noble, that:

The Minutes of the 2006 Annual General Meeting held in the City of Thunder Bay, September 7, 2006 be adopted as corrected. The spelling of Jo Noble's name seconding the motion to approve the agenda was changed. Carried.

BUSINESS ARISING FROM THE MINUTES

No items were brought forward.

ANNUAL REPORT FROM THE PRESIDENT

Karen Lewis, President summed up the past year as one of 'remarkable transformation'. This is the fifth anniversary year of Leadership Thunder Bay. During the year Leadership Thunder Bay was incorporated, we started our virtual office, developed a new strategic plan and were accepted for Charitable Status. We also received a Trillium Foundation marketing grant. At present we have 84 participants who have completed the program. Karen concluded, along with her thanks for everyone's support that our original purpose is to seek out and nurture people with the talents for community leadership.

Gail Brescia moved, seconded by Tara Gauld, that:

The President's report be accepted as presented. Carried.

TREASURER'S REPORT

Georgina Daniels, treasurer, presented the 2006/2007 Financial Statements and spoke to the information contained therein. Joe Chiodo, from BDO Dunwoody LLP responded to questions.

Georgina Daniels moved, seconded by Jeannine Nagy, that:

The Financial Statements for the period ending August 31, 2007 be adopted as prepared by BDO Dunwoody LLP. Carried.

APPOINTMENT OF AUDITORS FOR 2007/08

Georgina Daniels moved, seconded by Gail Brescia, that:

BDO Dunwoody LLP be appointed to serve as Leadership Thunder Bay auditors for the 2007/08 fiscal year. Carried.

REPORTS

Written annual reports were presented as follows:

- a) Communications Committee – Valerie Marasco, Co-Chair
- b) Evaluation Committee – Tara Gauld, Chair
- c) Curriculum Committee – Jeannine Nagy, Chair
- d) Membership/Fund Development Committee – Gail Brescia – Committee Member
- e) Alumni Committee – Jo Noble, Committee Member
- f) Screening and Selection Committee – written report prepared by Larry Pepper, Chair

Jo Noble moved, seconded by Bryan Heppler, that:
The Annual reports, as presented, be accepted. Carried.

BOARD OF DIRECTOR TRANSACTIONS

Georgina Daniels moved, seconded by Tara Gauld, that:
All business transacted, resolutions passed and by-laws enacted by the Directors of the Corporation since the last annual meeting of the Corporation are hereby confirmed, ratified, approved and sanctioned. Carried.

ELECTION OF BOARD DIRECTORS

Rebecca Johnson, Nominations Chair presented a written report indicating the names nominated for the Board positions:

President – Gail Brescia
Vice-President – Tara Gauld
Treasurer – Georgina Daniels, CA
Corresponding Secretary – Rebecca Johnson
Past President – Karen Lewis
Membership/Fund Development Chair – Alison Denton
Communications Co-Chair – Valerie Marasco, Karen Lewis
Curriculum Chair – Jeannine Nagy
Evaluation Chair – John DeGiacomo
Alumni Chair – Meghan Hanbury
Screening & Selection Chair – Larry Pepper
Member.at.Large – Herpreet Lamba
Member.at.Large – John Tyson
Member.at.Large – Anita Sakiyama
Member.at.Large – Paul Morralee

Rebecca Johnson moved, seconded by Margaret Wanlin, that:
The slate of candidates nominated for the Board of Directors for 2007/2008 be accepted as presented. Carried.

INCOMING PRESIDENT'S REMARKS

Gail Brescia provided various historical aspects of Leadership Thunder Bay, noting that as we move forward it is important to know our past. There is a value of the program not only for individuals but for the community. Gail expressed her thanks to Karen Lewis for her leadership this past year and for establishing policies needed to establish the organization for the future.

BY-LAW AMENDMENTS

Jeannine Nagy moved, seconded by Bryan Heppler, that:
By-law and policies as identified be accepted as presented. Carried.
.. Operational Policies – program year, affiliation, rules of order, finance and risk management, communications.
.. Board Governance model and Guiding Principles
.. By-Law Number 2 – to amend the provisions of the Letters Patent and to authorize application for the issuance of Supplementary letters patent to confirm the same. (special meeting of officers held Thursday, May 3, 2007)

NEW BUSINESS

No items were brought forward.

ADJOURNMENT

Tara Gauld moved, seconded by Anita Sakiyama, that:
There being no further business of the members of Leadership Thunder Bay, the Annual General Meeting be adjourned. Carried.

President's report

What an unbelievable year, the momentum of the past continues with the great work of every participant, alumni, committee member, board member and community partner.

The success of our 5 year anniversary, kicked off with a community celebration breakfast bringing alumni and our founding fathers together to recognize this truly special occasion. The publication of the 5 year report, produced with the hard work and of our communications committee, led by its chair Valerie Marasco. This was only the beginning of a truly remarkable year. The breakfast held on November 15, just five years earlier to the day that Alexandra Davidson, Executive Director of Volunteer Thunder Bay, invited community leaders to a breakfast to seek their support for a new program to seek out and nurture community leaders.

We continue to be supported by many individual, corporations and associations. Special thanks to the Chamber of Commerce for providing meeting space and other services to allow us to run a virtual office and contain our costs.

On June 18, we revisited our Strategic Plan. During that session, led by Facilitator Margaret Wanlin, we realized the importance of sharing our story and continuing the vision of a community in which the energies of citizens are actively engaged in creating a healthy, prosperous and dynamic community. The impact of Leadership Thunder Bay now having alumni of 105 in the Leadership Network is making significant contributions to the community. This year's class of 23 continues the growth of the program and proves the value and dedication of a group who knew it was a good thing to do.

On a personal note, I received a tremendous amount of support from all members of the Board. Special thanks to you for generously sharing your expertise. Our success at this pivotal point in our history is a testament to your ongoing commitment to Leadership Thunder Bay, our community and the example of those who came before us.

This year has proven to be the changing of the guard. Margaret Wanlin left us in June having provided her services as Facilitator since the inception. We will each remember the story of the geese. The farewell dedication at the graduation was more of a celebration for all the Margaret did for us. We will all remember the special visit from Tuula with gifts to mark the occasion.

Of course, to all of us on the board, and to those in each year of the class, we would not have been kept to task if not for Clara Butikofer and New Directions Management. I truly appreciated the ongoing support, request for copies of correspondence or a voice at the end of the phone. Clara leaves us to pursue other opportunities, to enjoy travel, which may be difficult as she becomes a grandmother.

To our new Facilitator Maggie Chicoine, I look forward to the next year and the developments and changes to the curriculum. It will be a year full of energy and new horizons.

In the short time that Kari Chiappetta, our new Management Services, you have already provided great input and ideas on the program. A new direction and new path to move along. Your organizational skills and fresh perspective are a great move to the future

Finally, to my fellow alumni, board members and incoming President Tara Gauld, I look forward to working with you during your term as President of Leadership Thunder Bay. I wish each of you the very best as you continue in your path to Leadership.

I know not what the future holds, but I know it is leaders who hold the future.
Gail Brescia, Class 2006
President, 2007 2008

Treasurer's Report

It is, once again, my pleasure to report on the financial success of Leadership Thunder Bay this year, in my second, and last year as Treasurer. The audited financial statements continue to show the positive results of a very busy year.

We embarked on a number of ambitious financial projects this year, in addition to the regular operations of the organization. We developed a new Bursary Application and related Evaluation Criteria, to ensure consistent treatment of all applications through this enhanced process. We signed an agreement with the Thunder Bay Community Foundation for the establishment and on-going maintenance of an Endowment Program to encourage a long-term sustainable focus for the program.

In an attempt to enhance the internal financial processes and procedures, we updated and enhanced the Finance Policies to provide transparent processes for the management of our finances. And, we engaged Laidler Bookkeeping to ensure the continued accuracy and timeliness of our financial reporting systems.

All of this work could not have been accomplished without the on-going support of Clara and New Direction Management, and her many hours of dedication to the day-to-day management of the finances of Leadership Thunder Bay!

On a personal note, a sincere thank you to Gail and the Board of Directors for the continued support in my role as Treasurer. My very best wishes to Sheila Chiodo, the incoming Treasurer, as she takes on the financial leadership of this outstanding organization. And, to the organization, in general, that it continues to enjoy financial success to ensure its long-term sustainability in our community.

It has been an exciting experience working through the development of internal financial process and procedures to help move Leadership Thunder Bay forward, and truly an honour to have been given the privilege to provide financial leadership to Leadership Thunder Bay over these past two years.

Respectfully submitted,

Georgina Daniels, C.A

Treasurer 2007-2008

Communications Chair Report

The Leadership Thunder Bay Communications Committee produces, communicates, and distributes information regarding recruitment, special events and projects of Leadership Thunder Bay. The Communications Committee is working to spread the word about Leadership Thunder Bay and tell our story throughout the community and beyond. The Committee provides ongoing strategic internal and external communication support to Management Services and the Board of Directors

Hard-working committee members this year included **Deb Emery, Karen Lewis, Brook Latimer, John Sims, Anita Sakiyama, and Mark Walther**, with writing contributions from Allen Richert, Margaret Wanlin and Maggie Chicoine. The Committee says goodbye to Karen Lewis and Valerie Marasco, special thanks for sharing their expertise to tell the story of Leadership Thunder Bay especially in creating the five-year report, advertorials and media relations. Special thanks also to John Sims for his photography of events throughout the year and graphic production of LTB Newsletters. Thanks also to **Clara Butikofer**, of New Direction Management for her ongoing Committee Support.

A major accomplishment was the successful execution of our Communication Plan that secured the Ontario Trillium Foundation Grant to “tell our story” – one of the pillars of the Strategic Plan. A major highlight was the creation and distribution of the 5-year Report to the Community which was launched at an anniversary breakfast on Nov. 15, 2008 and continues to act as a principal communication tool for the program.

The communications committee produced quarterly newsletters that were distributed to alumni, program participants, members and sponsors of LTB. In addition to printing advertisements, the Chronicle-Journal sponsored “advertorial” space which provided participants and alumni the chance to script testimonials about their experiences in the program and highlight sponsor contributions. The Committee produced a total of six advertorials this year. The committee is very excited to report the Chronicle-Journal is continuing this promotional and success-building opportunity into 2009. LTB also had advertisements and/or articles on the program featured in each of the Chamber of Commerce’s newsletters this year.

Other highlights include media coverage following: the 5-yr Anniversary Breakfast, the Wine & Cheese Event at Downtown Volkswagen, Graduation, the announcement of Maggie Chicoine – New Facilitator, and the Meet & Greet. Photographs and/or articles on the program also appeared in the Thunder Bay Source, Bayview Magazine and Bearskin Airlines magazine.

The new e-Zine template developed last year was sent out by Clara on numerous occasions to keep LTB alumni and stakeholders apprised of the latest LTB news. Significant work was done on the LTB website and Digital Board to allow Committees and members access to LTB information, including minutes and documents, more efficiently and in an environmentally friendly manner.

As the Communications Committee heads into 2008-2009, we have a huge sense of accomplishment – and a sense of much more to be done. The focus at the start of the year will be on developing a new communication plan to support the continued success of LTB along with event communication, recruitment, and sponsor recognition. The Committee is pleased to welcome Anita Sakiyama as the incoming Communications Chair.

*Respectfully submitted by: **Valerie Marasco, Communication Chair 2008***

Evaluation Committee Chair's Report

The Evaluation Committee continued to capture data on the effectiveness of Leadership Thunder Bay (LTB). A majority of the feedback collected on the LTB program was positive, along with some excellent suggestions that have already been incorporated to continue to evolve the program for even greater community impact.

The end of year Participant Evaluation for the class of the 2007-2008 had a good response that reflected positively on the Opening Retreat, Learning Days and an overall satisfaction with the program. Most of the participants of the class noted that they will now consider getting involved with close to 40 community organizations.

The annual Alumni Evaluation assesses the effectiveness of the program with participants one year after their graduation. The evaluation for the class of 2006-2007 was administered once again with the online survey called Survey Monkey due to past return rates and time savings. This method resulted in finding that 71% of the participants noted that their career goals changed and 75% would consider joining a board or volunteer as a result of LTB. It was also interesting to see that 80% believe that LTB developed their skills for and commitment to community leadership.

Special thanks to the team members of the 2007-2008 Evaluation Committee who include John Hatton, Rebecca Johnson, Jeannine Nagy, Darlene Wilson, and Allen Richert. I particularly appreciate the excellent volunteer efforts from all of the members of the Evaluation Committee and would like to acknowledge Clara Butikofer for her above and beyond support and look forward to working with Kari Chiappetta for future support.

Respectfully submitted,
John DeGiacomo, Chair, 2007-2008

Curriculum Committee Chair's Report

On behalf of the Curriculum Committee, I am pleased to report a very successful 2007-08 Leadership Thunder Bay program. The year's activities, from the opening retreat to the closing session, were designed to develop the personal and community leadership skills of the 21 participants while addressing current issues facing the City of Thunder Bay. Emphasis was placed on engaging the participants with the content, the process, each other, and the community through the eight community learning days and 4 community action projects. As in previous years, external factors required minor modifications to the program during the year, nevertheless yet again, the evaluations and input confirm that the program was successful in meeting its objectives. Valuable input from this year's experiences has been captured and incorporated into the planning for the coming year and the ongoing development of the LTB curriculum.

My sincere appreciation is extended to this year's Committee: Glenn Allison, (Leadership Waterloo graduate), John Tyson (2007 graduate), Kim Leach (2006 graduate), and Nancy Saunders (2006 graduate). On behalf of the Curriculum Committee I would like to extend heartfelt gratitude to Margaret Wanlan, Facilitator, and to Clara Butikofer, Managing Director for their tremendous work in all facets of the program. Both were key to the program's success over the last 6 years and I look forward to maintaining the legacy of excellence that they leave. I would also like to note our appreciation to the many people and organizations who contributed to the program in various ways, with special thanks to the venue hosts, speakers and panellists. These contributions were integral to the success of the program. Thank you to all for their dedication, knowledge and enthusiastic contribution to this year's program and the ongoing development of the LTB curriculum.

The 2008-2009 program year promises to be one of change for the LTB program. Our new facilitator Maggie Chicoine has already brought a new flavour to the development and delivery of community learning days and is assisting the committee to continue the review and refinement of its procedures, roles and responsibilities in order to best support the development and offering of the program with her fresh perspective. Kim Leach has withdrawn from the committee due to other commitments and Janis Cox (2008 graduate) has joined. The committee has also welcomed Kari Chiappetta, our new Managing Director to the group and bid a fond farewell to Clara, who will be missed, and whom we offer our best wishes in her retirement.

2008-2009 looks to be a fantastic year!

Respectfully submitted,

Jeannine Nagy, Chair (2005 graduate)

Membership and Development Chair's Report

Over the past year the Membership and Development Committee continued to work to raise funds to support Leadership Thunder Bay. At the beginning of the 2007-8 year Alison Denton was elected as chair of this committee, but due to work commitments it became necessary for her to resign and Lennie Hampton agreed to become interim chair. Lennie was fortunate to have Nancy Saunders and Clara Butikofer as members and together, along with leadership from our President Gail Brescia and direction from the entire Board, our efforts were successful.

Fund Development for 2007-8 was achieved through:

- Membership fees
- Sponsorship (in-kind, events and program)
- Events
- Donations
- Book sales
- Sale of Souvenirs

Long term development was begun through the:

- Women's Leadership Forum Partnership
- Thunder Bay Community Foundation Endowment Fund

The committee became responsible for membership in 2007-2008. A targeted drive was administered in the fall of 2007 and was a resounding success with 26 annual memberships and 7 new lifetime members being sold. The budget was exceeded and the commitment to the LTB from its membership was evident.

The Ontario Trillium Foundation grant (received in 2006-2007) was instrumental in allowing the Communications committee to tell our story, but also in developing marketing tools for the program. These materials were responsible for a rise in sponsorships.

Union Gas has supported Leadership Thunder Bay from its inception and we are pleased to report that once again LTB received generous funding in the 2007-8 year. A contribution of \$5000 was received in the fall of 2007 and in the spring of 2008 an additional \$5000. These funds are deferred to the 2008-2009 year.

Leadership Thunder Bay received a number of donations and sponsorships last year. Program sponsorships were received from: Thunder Bay Hydro, Smith & Associates, Bruno's Contracting, and RBC Royal Bank. Community Learning Day lunch sponsors were Union Gas, Bombardier, Superior Credit Union, Investors Group, Shelter House, Bearskin Airlines, Confederation College and Zeiroth & Wolfe. Event sponsors included: Downtown Volkswagen, Chapters, Insurance Brokers Association of Ontario, Jones & Associates and Wasaya Airways LLP. Generous in-kind sponsorship was received from The Chronicle Journal, Thunder Bay Chamber of Commerce, BDO Dunwoody LLP, TBAYIT, Korkola Design, Imagetech, Mallon's Corporate Impressions and ABC Embroidery. We wish to also thank Thunder Bay Community Foundation, TBaytel, Bay Credit Union, Wasaya Airways LLP and many private donors for providing bursary support to eight participants. This year through the bursary support from TBayTel, we were able to offer a bursary to an aboriginal female accepted into the program.

Over the course of the year Leadership Thunder Bay held a number of small events that raised funds for the program. These events included another 'Chapters' event, a Silent Auction at the Alumni Fireside Chat and hosting an Imagine Canada workshop in June.

Once again the Committee would be remiss not to personally thank Don Watson, a founding member and long time volunteer of Leadership Thunder Bay, who once again made a generous personal contribution and is always supporting us by promoting the program. Don also continued dedicating the proceeds from his book, *The Board Companion* to Leadership Thunder Bay. Thank you Don.

An endowment fund was established with the Thunder Bay Community Foundation (TBCF) to begin building funds that will profit the organization over time. This fund will receive matching funds from TBCF to a total of \$12,500. A campaign was launched in November, 2007 from founder Don Watson with a challenge to all founders of the organization to match his generous personal commitment. The fund is named in honour of the late Alexandra Davidson, former executive director and original founder of the LTB program. The intention of the future profits is to support bursaries.

Leadership Thunder Bay was pleased to form a partnership with the Women's Leadership Forum (WLF) organizers. This partnership will continue their excellent work bringing high calibre Leadership speakers and events to Thunder Bay. This exciting partnership brought \$11,000 + to LTB. LTB will begin offering events in 2008-2009 with the mentorship of former members of WLF.

Leadership Thunder Bay merchandise was advertised in 2007-8 with the sale of briefcases and LTB golf shirts. In 2008-2009 the committee has plans to increase the products available.

This upcoming year we will continue to build sponsorship but also to channel our efforts towards high calibre leadership opportunities for the community. We will also utilize our growing base of participants and volunteers to work on funding through membership and also in soliciting new participant and sponsorship from the Business sector.

Again, I wish to extend my thanks to the fantastic and committed Membership and Development Committee members and of course Clara Butikofer our Management Services for their support and Gail Brescia for her dedicated leadership over the 2007-8 year.

Respectfully submitted,

Lennie Hampton, Interim Chair, 2007-2008

Alumni Committee Chair's Report

In 2007-08, the Alumni Committee worked to engage LTB Alumni through various events and activities. We began by organizing Casual LTB Alumni Nights (CLAN) which encouraged Alumni and current participants to come out for drinks and appetizers at local restaurants. By creating a standing monthly get-together which required no RSVP we were able to give Alumni the flexibility to network with each other when their schedule allowed. Most CLANs brought together 10-30 Alumni depending on availability.

The Fireside Chat which was held once again at Downtown Volkswagen in December continued to find success by boasting a healthy number of attendees. Robert Petrie, then CAO for the City of Thunder Bay, spoke about his leadership journey and the importance of succession planning. The Fund Development Committee also participated by organizing the silent auction portion of the evening.

Leadership Thunder Bay Alumni also took it upon themselves to organize events which engaged each other. The 2006-2007 graduated class, supported by the Alumni Committee, organized a Bocce Ball Tournament with proceeds from the evening supporting LTB. The Alumni Committee hopes to encourage another class year to pick up the challenge laid down by the 2006-2007 class to host a similar event.

In March, the committee hosted the recruitment luncheon at the Prince Arthur Waterfront Hotel where we invited future leaders to step forward. Then, in May, the LTB graduating class of 2007-08 were presented with gift bags, and encouraged to continue the leadership journey.

The Alumni Committee continues to work hard to fulfill our goals as outlined by the strategic plan and engage our 100+ Alumni. Special thanks to the dedicated members of the 2007-2008 Leadership Thunder Bay Alumni Committee for all of their hard work: Alison Denton, Allison Hill, Jonathon Knapp, Dana Levanto, Jo Noble, Nancy Saunders and Melanie Zigman. Sincere thanks to Clara Butikofer who provided us with support and encouragement. We welcome Joan Williams and Gladys Berringer to the committee for the 2008-2009 year.

And, thank you to all the Alumni, Board, and community members who continue to participate and provide support in so many ways for Leadership Thunder Bay.

Respectfully yours,
Meghan Hanbury, Chair

Screening and Selection Committee Chair's Report

The 2008/2009 Screening and Selection applicants were screened early in May and the in-person interviews commenced May 12. The interviews revealed a versatile and dynamic group of individuals keenly interested in the program. The energy and enthusiasm showing genuine concerns surrounding the well being of the City of Thunder Bay was predominant. Everyone had a common goal of becoming more engaged in the community and enhancing their personal leadership skills.

Special thanks to those who volunteered to assist with the screening and selection interviews and Clara for her continued guidance. Also congratulations to Sheryl Watson who is stepping up to the S&S Chair.

Good luck to the class of 2008-2009.

Larry Pepper
Screening and Selection Chair

LEADERSHIP THUNDER BAY BOARD OF DIRECTORS 2008 - 2009

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| <p>PRESIDENT</p> <p><i>Tara Gauld</i> Thunder Bay Counseling Centre Public 2006/2006 (yr 1 of 2nd term)</p> | <p>VICE-PRESIDENT</p> <p><i>Herpreet Lamba</i> <i>Investors Group</i> Private 2007/2007 (yr 2 of 1st term)</p> | <p>VICE-PRESIDENT ^{2nd}</p> <p><i>John Tyson</i> <i>City of Thunder Bay</i> Public 2007/2006 (yr 2 of 1st term)</p> | <p>TREASURER</p> <p><i>Sheila Chiodo</i> <i>Thunder Bay Catholic</i> <i>District School Board</i> Public 2008/2005 (yr 1 of 1st term)</p> | <p>CORRESPONDING SECRETARY</p> <p><i>Lori Western</i> <i>Thunder Bay CAS</i> Public 2008/2007 (yr 1 of 1st term)</p> | <p>PAST PRESIDENT</p> <p><i>Gail Brescia</i> <i>Northern Medical School</i> Public 2006/2005 (yr 1 of 2nd term)</p> |
| <p>MEMBER & DEVELOPMENT CHAIR</p> <p><i>Lennie Hampton</i> <i>Superior Credit Union</i> Private 2008/2006 (yr 1 of 1st term)</p> | <p>COMMUNICATIONS CHAIR</p> <p><i>Amita Sakiyama</i> <i>Thunder Bay District</i> <i>Social Services Board</i> Public 2007/2006 (yr 2 of 1st term)</p> | <p>SCREENING AND SELECTION CHAIR</p> <p><i>Sheryl Watson</i> <i>Union Gas</i> Private 2008/2004 (yr 1 of 1st term)</p> | <p>CURRICULUM CHAIR</p> <p><i>Jeanne Nagy</i> <i>Confederation College</i> Public 2006/2004 (yr 1 of 2nd term)</p> | <p>EVALUATION CHAIR</p> <p><i>John DeGiacomo</i> <i>Lakehead University</i> Public 2007/2005 (yr 2 of 1st term)</p> | <p>ALUMNI CHAIR</p> <p><i>Meghan Hanbury</i> <i>Lakehead University</i> Public 2007/ 2005 (yr 1 of 2nd term)</p> |
| <p>MEMBER.AT.LARGE</p> <p><i>Carol White</i> Public 2008/2008 (yr 1 of 1st term)</p> | <p>MEMBER.AT.LARGE</p> <p><i>Paul Morralee</i> <i>Morvision Video</i> <i>Productions</i> Private 2007/2007 (yr 2 of 1st term)</p> | <p>MEMBER.AT.LARGE</p> <p><i>Janis Cox</i> <i>Thunder Bay & Area</i> <i>Victim Services</i> Not-for-profit 2008/2008 (yr 1 of 1st term)</p> | <p>MEMBER.AT.LARGE</p> <p><i>Rebecca Johnson*</i> <i>Thunder Bay Chamber of</i> <i>Commerce/City Councillor</i> Private/Public 2005/2002</p> <p>*Special 1-yr term and one-time expansion of Board to 16 members</p> | | <p>Note: By-laws state Directors shall be elected for a term of 2 years and no director shall serve more than three consecutive 2-year terms.</p> |

* Dates indicate - Year nominated to current LTB Board of Directors/ Year volunteer or participant involvement in LTB began

FINANCE POLICIES

1. Accounting and Record Keeping

- All financial transactions must be recorded in accordance with recognized accounting practices and will include, but not be limited to the following documents and records:
 - Chart of Accounts
 - General Ledger
 - Synoptic Journal with appropriate supporting documentation
 - Suppliers invoices, filed in a systematic format
 - Documentation to support any government remittances, reports, etc.
 - Fixed Asset Schedules
 - Any other documentation determined during the audit process.

2. Banking

- Leadership Thunder Bay will maintain adequate accounts to manage its operations;
- All cheques shall be signed by two signing officers;
- All deposits shall be made using a bank deposit book and recorded appropriately in the books and records of the organization.

3. Purchases

- For large, or capital purchases, a satisfactory public purchasing process will be followed in accordance with the following guidelines:
 - Purchases up to \$5,000 will be completed in the most economically feasible and beneficial method based on discussion with the Executive/Finance Committee;
 - For purchases between \$5,001 – 10,000, at least three written or verbal bids shall be solicited;
 - For purchases between \$10,001 - \$25,000, three written bids shall be solicited;
 - For purchases in excess of \$25,000, a public tender process shall be followed including public advertising of the request, receipt of written bids up to the designated deadline, evaluation by Committee, and disclosure regarding the successful bidder.
- Regular operating purchases that have been budgeted in LTB's annual budget or that are implied in the spirit of the budget will be administered in a fiscally responsible manner by the Management Services contractor.

4. Membership Dues

- Membership dues will be determined by the Board of Directors.

5. Petty Cash

- A petty cash fund may be established at \$100.00 and replenished on presentation of receipts;
- Appropriate documents and records will be maintained for expenditures made with Petty Cash, which will include, but not be limited to: Date of purchase, account coding of expenditure;
- A reconciliation will be performed by the bookkeeper before Petty Cash is replenished.

6. Financial Reporting

- Financial reporting will be adhered to as determined by Generally Accepted Accounting Principles, the Public Sector Accounting Board guidelines, and the Board of Directors;
- Summary financial information will be presented to the Board at each monthly scheduled Board meeting by the Treasurer (or designate);

- A full financial report will be presented by the Treasurer at the Annual General Meeting. This report will include presentation of the audited financial statements.

7. Budget Approval

- The Treasurer and Executive/Finance Committee will ensure the development of a budget process on an annual basis;
- The Treasurer and Executive/Finance Committee will review the proposed budget prior to presentation to and approval of the Board of Directors;
- The Board of Directors will review and approve the annual budget prior to the start of the program year.

8. Annual Audit

- The Management Services contractor will coordinate the organization's annual audit which will be completed by the appointed auditors;
- The audited financial statements will be presented at the Annual General Meeting in accordance with Finance Policy #6.

9. Insurance

- Liability insurance and Directors' and Officers' Liability Insurance shall be purchased and reviewed annually by the Board of Directors;
- All participants and volunteers (under review) shall be required to sign a waiver form indicating they are participating at their own risk.

10. Investments

- The organization will comply with all related funding regulations regarding public funds. Any funds that are independently raised through the efforts of fund development will be monitored and invested as approved by the Board of Directors;
- The organization is a not-for-profit organization and any investment revenue will be used to promote and support the organization's mission.

11. Bursary Allocation Program

- The organization may provide bursaries to candidates who demonstrate a financial barrier preventing participation in the program;
- A formal application must be completed by any candidate requesting financial assistance;
- A formal review process, following established criteria will be completed by the Executive/Finance Committee with a recommendation to the Board of Directors;
- There is an expectation that each bursary applicant will make every effort to raise the funds to cover his/own tuition. In exceptional circumstances of financial hardship, the Executive/Finance Committee may recommend that a larger bursary be made available.

12. Asset Management

- The organization will maintain or improve assets used by the organization in the provision of its services;
- Divestment of assets will occur in a fiscally responsible manner, and will be reported to the Board of Directors.