



Annual report

2018-2019

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Word from the President:

I am pleased to present MEPEC'S first annual report for the year ending March 31st, 2019.

It has been quite the journey to get where we are today. What began as a community presentation by the CHSSN (Community Health and Social Services Network) at Riverside School Board in the spring of 2018, has evolved into a federally incorporated, not-for-profit organisation created and dedicated to serving the interests of the English-speaking community of the Montérégie East in Quebec, Canada.

It is a lot of work to build a not-for-profit organisation from the ground up. From by-laws to finding board members to logos to staff recruitment to human resources to payroll to grants to contracts to facilitation to partnerships to office location to buying furniture, it is a never-ending learning experience.

Thank you to our founding Board Members who had the courage and time to undertake this project:

- Patti Buchanan
- Stephen Thompson
- Vicki Roach
- Sandra Frechette
- Kris Klove

A sincere thank you to Riverside School Board for their collaboration and support on this project and for giving me permission to work on this dossier.

Thank you to Health Canada for their funding and to the CHSSN for their managerial support allowing us to create the 22nd NPI organisation in Quebec.

Thank you to citizens in the Richelieu Valley for your support.

Thank you to our present members on our Board of Directors.

Thank you to Karoll-Ann Carrier, our newly hired Executive Director for her hard work, patience, courage and enthusiasm.

With collaboration, respect, democracy, compromise, hope and communication, we can achieve anything.

Brian Peddar
President of MEPEC





Words from the Executive Director

Dear Community Members and Partners,

In early February 2019, I began as Executive Director of MEPEC. It has been a real challenge with plenty of hard work helping to build this organization. During this short amount of time that I have been employed, I have worked on a variety of things:

- Finding the perfect office space and equipping it.
- Logo, branding, communication tools, etc.
- Meeting and communicating with partners.
- Participating at the CHSSN retreat.
- Reading and learning about the NPIs.
- Administrating and budgeting applications for funding.

I would like to take this opportunity to thank the Board of Directors for this chance and for the support they give me each day. Without your help, we would not be where we are right now. Thank you to the CHSSN. Finally, thanks to our partners and citizens for the beautiful meetings, discussions and ideas we have exchanged together. There would be no MEPEC without your support and participation in these exchanges.

A new year is upon us and I couldn't be more excited about it. I look forward to the challenges ahead and to our upcoming projects.



Karoll-Ann Carrier
Executive Director of MEPEC



INTRODUCTION

Mission and Target Population

Monteregie East Partnership for the English-Speaking Community (MEPEC) is an organization dedicated to serving the interests of the English-speaking community in the Montérégie East region. MEPEC works in collaboration with public, community and/or private organizations as well as citizens in relations to the needs of the English-speaking population of the ME in order to: Facilitate communication between public, community and/or private organizations; Increase opportunities for the English-speaking citizens of the Montérégie East to learn, socialize and remain active. We will facilitate access to English documentation and/or services, when possible.

Service Area

MEPEC services the Montérégie East with a focus in the following regions: Sorel, Richelieu Valley and Vieux-Longueuil/Boucherville.

Services and Activities

The majority of MEPEC's activities this year (January – March 31st, 2019) involved participation in events for the presentation and promotion of MEPEC to the public. MEPEC was also involved with organizational and governance activities including its Executive Director and the Board of Directors.

Board of Directors 2018-2019

President: Brian Peddar
Vice-president: Stephen Thompson
Secretary: Sandra Fréchette
Treasurer: Kris Klove
Director: Patti Buchanan
Director: Vicki Roach

Staff

Executive Director: Karoll-Ann Carrier



Funding Sources

NPI (Network and Partnership Initiative) involves funding from Health Canada that is a federal grant managed by CHSSN (Community Health and Social Services Network) and provided by Health Canada. The grant is designed to cover recurring operation expenses. It is the main source of funding for MEPEC.

Report on Services and Activities in 2018-2019

1. PROMOTIONAL ACTIVITIES

ARC's (Assistance and Referral Centre) Health Fair Building Community Together 2019 event on the south shore of Montreal:

MEPEC had a kiosque educating citizens and community partners about our new organisation in the Montérégie East. We also provided information about elder abuse, CHSSN, NPI etc. More than three hundred people participated in the event.

Women's Participation Group's International Women's Day event:

MEPEC attended this event and made a presentation to around 50 people concerning the socioeconomic statistics in the Montérégie East in relation to English-speaking people. We also explained our new organisation's mission, goals etc.

2. ORGANIZATIONAL AND GOVERNANCE ACTIVITIES

Organisational Development, Governance and Administration

Board Development

On August 29th, 2019, a meeting took place to explore the creation of MEPEC. Patti Buchanan, Sandra Fréchette, Kris Klove, Brian Peddar, Stephen Thompson and Vicki Roach agreed to become MEPEC'S intern board members. By-laws, mission and objectives were created and together the board did the necessary steps to facilitate the federal incorporation of MEPEC by a notary in October 2018.



Kris Klove and Brian Peddar attended a three-day NPI-CHSSN retreat in Quebec City on November 19th-22nd, 2018.

The first official board meeting of the federally incorporated MEPEC, took place on December 11th, 2018. The agenda included items such as banking, NPI 3-month funding contract, job posting and hiring of a staff person, incorporation binder etc. A Human Resources (HR) sub-committee was also created.

In January 2019, MEPEC's NPI 3-month funding application was accepted by the CHSSN. The HR committee did some job interviews and the interviewers (2 Board Members) from the HR committee recommended hiring Karoll-Ann Carrier as MEPEC'S first Executive Director.

There was another board meeting on February 15th, 2019. At this meeting, Karoll-Ann Carrier (ED) presented draft pictures of logos and the Board selected the logo that is now used for MEPEC. A location was also chosen to follow up on in relation to MEPEC'S office, along with banking and insurance issues.

MEPEC Communications

Website:

In development.

Email Up-Dates:

At first, a Gmail email address was created (this email address will become inactive once MEPEC'S Microsoft Outlook email will be created). The ED communicates with partners, citizens and Board Members via the Gmail email address.

MEPEC Board of Directors

6 Interim Board Members as of December 2018.

Two official board meetings occurred prior to end of year, March 31st, 2019.

MEPEC Staff:

MEPEC's **Executive Director** works full-time at 35 hours per week.

The ED's duties include:

- Organising and coordinating activities, workshops and/or events.



- Planning, designing and implementing new programs.
- Attending meetings and working as liaison with partner organizations. Communicating pertinent information from these organizations to the Board of Directors
- Maximizing publicity for MEPEC.
- Preparing the NPI grant and other sources of funding.
- Managing the staff and honoraria.
- Managing the office.
- Working with the contractual bookkeeper on the fiscal year.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operations of MEPEC.
- Serving as MEPEC's primary spokesperson to the organization's media and the general public.
- Preparing all corporate reports, including financial and activity reports.