



Terrace Lodge Redevelopment Fundraising Committee

Orders of the Day

Monday, April 15, 2024, 4:00 p.m.

Council Chambers

450 Sunset Drive

St. Thomas ON

Note for Members of the Public:

Please click the link below to watch the Council Meeting:

<https://www.facebook.com/ElginCountyAdmin/>

Accessible formats available upon request.

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Adoption of Minutes**
- 4. Disclosure of Pecuniary Interest and the General Nature Thereof**
- 5. Delegations**
- 6. Reports/Briefings**
 - 6.1 Director of Financial Services/Treasurer – Fundraising Financial Update
 - 6.2 Director of Financial Services/Treasurer and Manager of Program and Therapy Services – Comforts of Home Donation Purchases To-Date (to be circulated)

6.3 Final Update from Gala Results

6.4 Other Donation Announcements

7. Other Business

7.1 Fundraising Strategies – Follow-up on ideas from February

8. Correspondence

9. Closed Meeting Items

9.1 Closed Meeting Minutes – February 26, 2024

9.2 Donor Outreach Update

Municipal Act Section 239 (2) personal matters about an identifiable individual, including municipal or local board employees.

10. Motion to Rise and Report

11. Date of Next Meeting

12. Adjournment



Terrace Lodge Redevelopment Fundraising Committee

Minutes

**February 26, 2024, 4:00 p.m.
Dutton Dunwich Boardroom
450 Sunset Drive
St Thomas ON**

Members Present: Councillor Dominique Giguère
Amarilis Drouillard, Municipality of Dutton Dunwich Councillor
Jamie Chapman, Town of Aylmer Councillor
Sarah Leitch, Township of Malahide Councillor
Jim Jenkins, Community Member
Wendy Carmichael, Community Member

Staff Present: Jennifer Ford, Director of Financial Services/Treasurer
Ashley Temple, Terrace Lodge Administrator
Katherine Thompson, Manager of Administrative
Services/Deputy Clerk
Tanya Noble, Manager of Program and Therapy Services
Jenna Fentie, Legislative Services Coordinator

1. **Call to Order**

The meeting was called to order at 4:10 p.m. with Councillor Giguère in the Chair.

2. **Approval of the Agenda**

Moved by: Jamie Chapman
Seconded by: Amarilis Drouillard

RESOLVED THAT the agenda for the February 26, 2024 meeting of the Terrace Lodge Redevelopment Fundraising Committee be approved as presented.

Motion Carried.

3. **Adoption of Minutes**

Moved by: Jim Jenkins
Seconded by: Wendy Carmichael

RESOLVED THAT the minutes of the meeting held on January 15, 2024 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

None.

6. Reports/Briefings

6.1 Director of Financial Services - Fundraising Financial Update (to be circulated)

The Director of Financial Services/Treasurer presented a report detailing the actuals related to the Terrace Lodge Fundraising Campaign as at February 20, 2024. The Director noted that this report does not include the final numbers from the gala, held on February 17, 2024.

The Director of Financial Services/Treasurer and Manager of Program and Therapy Services will provide a report that updates on items purchased to date at the next meeting.

Moved by: Jamie Chapman

Seconded by: Amarilis Drouillard

RESOLVED THAT the report titled "Fundraising Financial Update" dated February 26, 2024 from the Director of Financial Services/Treasurer be received and filed.

Motion Carried.

6.2 Fundraising Gala Update (Verbal)

J. Chapman provided a high-level update on the recent gala hosted by the Aylmer Kinsmen in support of the Comforts of Home Campaign. J. Chapman thanked the Kinsmen, volunteers, and Committee members for their support at the event. J. Chapman noted that 122 tickets were sold. Thank you notes will be sent to all volunteers. Councillor Giguère noted that the final total will be shared at a later date. S. Leitch thanked the Financial Services department for their support.

7. Other Business

Councillor Giguère discussed pushing to finish the campaign by the end of June 2024, and sought ideas from the Committee for the remainder of the campaign.

J. Chapman noted that we have been offered the option of fundraising through Pampered Chef, with a percentage of sales being donated back to the campaign. J. Chapman will provide more details at the next meeting.

A. Drouillard suggested doing a fundraiser for Mother's Day. Councillor Giguère noted that the Director of Homes and Seniors Services had previously suggested a plant sale, and will contact the Director of Homes and Seniors Services for more information.

W. Carmichael provided an update on the Rheo Thompson chocolate sales and noted that there are 109 chocolates left to sell. Councillor Giguère will contact W. Carmichael to arrange pick-up of the money raised through the chocolate sales.

Councillor Giguère asked the Committee to brainstorm ideas before the next meeting. She also noted that Springfield Swans has offered to help the Committee organize an online auction.

8. Correspondence

None.

9. Closed Meeting Items

Moved by: Jamie Chapman
Seconded by: Amarilis Drouillard

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - January 15, 2024

Closed Meeting Item #2 - Donor Outreach Update

(b) personal matters about an identifiable individual, including municipal or local board employees.

Motion Carried.

9.1 Closed Meeting Minutes - January 15, 2024

9.2 Donor Outreach Update

10. Motion to Rise and Report

Moved by: Jamie Chapman
Seconded by: Sarah Leitch

RESOLVED THAT we do now rise and report.

Motion Carried.

Moved by: Sarah Leitch
Seconded by: Wendy Carmichael

RESOLVED THAT Closed Meeting Minutes from January 15, 2024 be approved.

Motion Carried.

Moved by: Amarilis Drouillard
Seconded by: Jamie Chapman

RESOLVED THAT the confidential verbal Donor Outreach Update be received and filed.

Motion Carried.

11. Date of Next Meeting

The Terrace Lodge Fundraising Committee will meet again on March 18, 2024 at 4:00 p.m.

12. Adjournment

Moved by: Jamie Chapman
Seconded by: Jim Jenkins

RESOLVED THAT we do now adjourn at 5:06 p.m. to meet again on March 18, 2024 at 4:00 p.m.

Motion Carried.

Katherine Thompson,
Manager of Administrative
Services/Deputy Clerk

Dominique Giguère,
Chair



REPORT TO TERRACE LODGE FUNDRAISING COMMITTEE

FROM: Jennifer Ford, Director of Financial Services/Treasurer

DATE: March 18, 2024

SUBJECT: Fundraising Financial Update

RECOMMENDATION:

THAT the March 18, 2024 report titled, "Fundraising Financial Update", submitted by the Director of Financial Services/Treasurer, be received and filed for the Committee's information.

INTRODUCTION/DISCUSSION/FINANCIAL IMPLICATIONS:

The Committee last received an updated report from the Director of Financial Services/Treasurer that included Donations and Campaign costs up to Feb 26, 2024. At that time, the total funds raised after expenses was \$332,667. This report provides the committee with an overall summary for the campaign as at March 17, 2024. Since the last report, the amount of funds raised after expenses totals \$356,213. The overall fundraising total has increased by \$23,546 since the last report.

Donations Received for Terrace Lodge Fundraising as at March 17, 2024		
<i>REVENUE (Donations to date)</i>	<i>Received</i>	<i>Outstanding</i>
Cash/Cheque	107,247	6,615
Credit Card	36,033	
Donations Prior to Campaign Start	8,105	
Pledges (Expected Value)	140,150	30,000
In Kind Donations	2,125	1,000
Kinsmens Event	16,565	6,786
Warden's Gala Event	33,216	-
Total Donations	343,441	44,401
<i>EXPENSES</i>	<i>Paid</i>	<i>Outstanding</i>
Fees (credit card)	1,259	
Fundraising Consultants	4,500	
Signage	2,780	
Meeting Room Rental	150	
In Kind Purchases	25	
Advertising and Promotion	14,139	
Warden's Gala Event	8,776	
Total Expenses	31,629	-
Total Donations towards campaign	356,213	

Supplemental Reporting – Long Term Plan Update

Donations Received for Terrace Lodge Fundraising as at March 17, 2024	Donations by Year of Pledged					Grand Totals 2021 to 2025
	2021	2022	2023	2024	2025	
REVENUE (Donations to date)						
Cash/Cheque	64,228	27,434	20,878	1,322		113,862
Credit Card	27,280	3,420	3,333	2,000		36,033
Donations Prior to Campaign Start	8,105	-	-	-		8,105
Pledges (Expected Value)	45,150	70,000	25,000	25,000	5,000	170,150
In Kind Donations	25	2,100	-	1,000		3,125
Kinsmens Event				23,351		23,351
Warden's Gala Event		33,216	-			33,216
Total Donations	144,788	136,170	49,211	52,673	5,000	387,842
EXPENSES						
Fees (credit card)	624	364	-	271		1,259
Fundraising Consultants	1,500	1500	1500	-		4,500
Signage	1,219	811.06	750	-		2,780
Meeting Room Rental	150	-	-	-		150
In Kind Purchases	25	-	-	-		25
Advertising and Promotion	9,656	1,881	2,602	-	0	14,139
Warden's Gala Event		8,776	-	-		8,776
Total Expenses	13,174	13,332	4,852	271	-	31,629
Total Donations towards campaign	131,614	122,838	44,359	52,402	5,000	356,213
% of Expense to Donation Revenue	9.10%	9.79%	9.86%	0.51%		
% of Fundraising goal by Yearly total (2 years (\$157,500), current year \$185,000)	92%	86%	27%			
% of overall fundraising campaign goal to date(\$500,000)	29%	27%	10%	11%	1%	78%
Reallocated Amounts are highlighted in Blue						
Estimated Amounts are highlighted in Red						

The amount of change within this month's report is due to further finalization of the funds from the Gala event that was held by the Kinsmen for the Terrace Lodge fundraising campaign. We have so far received \$16,565 with some funds still outstanding.

78% of the overall campaign total has been reached to date which is up 5% from last months reported amount of 73%.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None

COMMUNICATION REQUIREMENTS:

The above financial report is provided as an update on the actuals related to the Terrace Lodge Fundraising Campaign as at March 17, 2024.

CONCLUSION:

The report presented is submitted to the Committee for their information, review and comment.

All of which is Respectfully Submitted

Approved for Submission

Jennifer Ford
Director of Financial Services/ Treasurer

Blaine Parkin
Chief Administrative Officer