

2017-2018 ANNUAL REPORT OF THE CHAIR, PERTH SENIORS FELLOWSHIP

Managers of McMartin House (Now entering our 45th Year)

The Board of Directors of the Perth Seniors Fellowship (PSF), under a contract signed with Ontario Heritage Trust, is license holder and operator of the Ontario Heritage Property known as McMartin House. PSF is officially recognized by the Ontario Government as eligible to receive grants to support the operation of McMartin House as an Ontario Seniors Active Living Centre. More information on PSF may be found on 'About Us' on our web site:

www.mcmartinhouse.ca or www.perthseniors.ca



“Serving social, intellectual and recreational needs of our mature adult community while preserving the heritage of McMartin House”.

Board of Directors

Brian Henderson, President

Murray Phillips, Vice President

Vivian Buchanan, Executive Director

Eric Devlin

Shirley McLenaghan

Maxine McEachern

Louise Favreau

Gordon Helps

Susan Roach

This Annual Report is provided and organized as stipulated under Section 3.2 of our lease with Ontario Heritage Trust:

Commencing in the second year of the Term and thereafter annually the Fellowship shall provide a written annual report to the Trust by no later than July 31 of every year for the preceding calendar year in respect of the following matters (the "Annual Report"):

- A. a statement of income and expenses in respect of the Property for the year;
- B. a summary of programming and events held at the Property; and
- C. a property maintenance summary to include current year repairs, and outstanding Capital Repairs, Maintenance and Landscaping that may be required.

SECTION A: INCOME & EXPENSES

A statement of Income and Expenses pertaining to the property (for the year ending March 31, 2018) is presented below. The Board is appreciative of the vital financial support provided the Province of Ontario, and the strong support, assistance and advice provided by senior officials at Ontario Heritage Trust, with whom we communicate regularly. We also very much appreciate the financial support provided by the Town of Perth in maintaining percentage contributions required for our provincial grants and for waiving property taxes.

STATEMENT OF OPERATIONS AND NET ASSETS FOR THE YEAR ENDED MARCH 31, 2018		
	2018	2017
REVENUE		
Grants, Donations & Subsidies	26,262	24,572
Rent	19,014	18,585
Membership Dues	4,300	3,760
Interest and Miscellaneous	495	273
	50,071	47,190
EXPENDITURES		
Advertising		90
Cleaning Expense	10,972	10,566
Equipment	2262	4812
Heat, Light and Water	8,294	8,962
Insurance	2,148	2,132
Office & Computer Supplies	740	1,035
Professional Fees	1,039	1,039
Repairs and Maintenance	7,841	2,646
Salaries and Benefits	14,280	14,460
Telephone	806	789
Miscellaneous	955	734
Website	967	920
	50,304	48,185
EXCESS OF EXPENSES OVER REVENUES FOR THE YEAR:	(233)	(995)
UNRESTRICTED NET ASSETS		
Beginning of Year	27,106	28,101
UNRESTRICTED NET ASSETS		
End of Year	26,873	27,106

Budget Challenges Continue

Expenses such as Hydro, fuel and other costs have been increasing faster than our revenue projections. We are holding our own, however. Initiatives taken by Vivian Buchanan, our Executive Director, have once again contributed to the generation of the maximum potential revenue available from rentals.

We also increased our membership fee last year, increased our rental fees, and have benefitted from donations from Friday Bridge, Stamp Club, and Scottish Country Dancing Activities. Membership numbers have remained steady, despite the loss of the Euchre Club, because of increases in the membership of current activities. We are hopeful that our plans to introduce a Bingo Activity in the near future will further increase our membership.

Perth Seniors Fellowship has been the beneficiary of an \$18,000 In-Trust award from the Meriama Fund, to develop and maintain the "Mary Bowrin Boardroom" in McMartin House. Mary Bowrin was a valued long-time member of our Board and the Meriama Fund was established by her daughter, a resident of San Francisco. Our submission to develop a memorial through the establishment of the Mary Bowrin Boardroom was successful. The award is a donor-restricted assignment of funds that can only be used for the purpose agreed upon.

The new Boardroom being developed with this funding will seat 10 comfortably and will be rented out to gain revenue. It will feature a (decorative) fireplace, oven and cook top, sink, coffeemaker, microwave, printer, projection screen and other accessories.

SECTION B: PROGRAMMING AND EVENTS

Perth Seniors endeavours to respond to community needs compatible with our Mission Statement by either *developing* or *offering* activities and events of interest to area seniors We provide information on selected external activities and events on our Web site: www.mcmartinhouse.ca .

Activities at McMartin House are described in detail on the site's "Our Activities" page. The page features a Monthly Calendar that presents a convenient summary of events available in the current month. Detailed descriptions of individual activities and their schedules follow the Monthly Calendar. A summary of the activities we offered at McMartin House over 2017-2018 is presented below.

Our Director Monitoring Activities, Maxine McEachern, has calculated that for the year 2017 – 2018, the total "person hour usage" (Number of persons attending each activity times number of hours per occasion, times number of days that the activity is offered over the course of the year) is 16,361 hours, up 15 hours compared to last year.

2017-2018 ACTIVITIES REPORT BY MAXINE McEACHERN, BOARD MONITOR				
DAY	ACTIVITY	CONTACT	MEMBERS*	HOURS
Sunday	Line Dancing	Kari Cunningham 613-273-8012	10	11:30-13:00
Monday	Line Dancing	Contact Office: Vivian 613-267-5531	29	9:30-10:30 10:45-11:45
Tuesday	Yoga	Jill Dunkley 613-267-7148	13	14:00-15:30
	Rug Hooking	Sue Fournier 613-264-2767	15	12:30-1600
Wednesday	Friendship Club Learn a Chosen Craft	Sheila Marjoram 613-267-2700	7	13:00-16:00
2nd & 4th	Stamp Club pwarrington@rideau.net	Phil Warrington 613-264-0724	15	19:30-21:30
1st	W1 Book Club	Doris Coates 613-264-8422	6	10:00-12:00
2nd & 4th	W24 Book Club	Ruth Craig 613-267-6778	10	10:00-11:30
Thursday	Yoga	Nancy Williams 613-267-7148	11	9:30-01:00
January thru March --->	Teaching Bridge	Joy Price/Kveta Privora 613-267-7744 (seasonal)	24	13:00-15:30
Every 2nd Thursday--->	Co-Housing Group	Don McDiarmid 613-264-8590	27	18:00-21:00
Friday	Scottish Country Dancing	Simone Crabb 613-264-2767	20	09:15-11:30
	Bridge	Joy Price/Kveta Privora 613-267-7744	20 - 40 (*active)	12:30-15:30

RENTALS

Rental income continues to make an essential contribution to our financial stability. We try to select tenants who offer activities or services of interest to our members.

The following table, assembled by Maxine McEachern, lists our longer term (regular) tenants during our 2017-2018 fiscal year.

Occasional renters (who rent a room or an office for a day or a few hours from time to time,) are not listed in the chart below, but include groups such as the Otty Lake Assoc., Rideau Trail, the Rug Hooking Club, Art Lessons, Ski Valley Club Camera Club, Christmas Craft Fair, First Aid Courses, Income Tax Preparation Providers and others.

RENTALS SUMMARY

As of May 18th^h 2018

TENANT	CONTACT	RENTAL PERIOD
Mary Bowrin Board Room	Vivian Buchanan 613-267-5531	Daily, Hourly
Massage Therapist	Evelyn 613-264-1494 Jennifer Balfour	Monthly
Quantum Touch Therapist	Nancy Browman	Monthly
Psychotherapists	Andy Fisher 613-258-2531 Stephane Sefter 613-464-1515	Every Tues. and Wed. Every 2 nd Thurs., and Fridays
Reiki Master (etc.)	Linda O'Connor 613-272-2739 613-464-8792	Frequent daily rentals on Mondays

SECTION C: MAINTENANCE SUMMARY

Detailed records of routine property maintenance have been submitted periodically to OHT as required, over the 2017-2018 financial year. The following summarizes overall maintenance activity during this period that was paid for by Perth Seniors Fellowship. We pay maintenance costs below \$5000 and Ontario Heritage Trust pays eligible maintenance costs above \$5000, as well as Capital costs, which the Federal Government subsidizes with grants.

SUMMARY OF MAINTENANCE EXPENDITURES	
FOR THE YEAR ENDED MARCH 31, 2018	
EXPENDITURES	
Lift Maintenance	1,436.97
Kitchen taps	266.38
Wet Vacuum	85.86
Painting	1,275.00
Hardwood Floor	1,375.00
Furnace Repairs	834.00
Toilet Repairs	94.50
Heater for Bathroom	499.99
Fire Extinguishers	88.50
Runner for Porch	59.90
Window and Screens	1,119.50
	7,135.60
ADD: Non-Refundable HST	84.50
GST	231.06
TOTAL	7,451.16

CONCLUSION

P&DSCF Covenants with Ontario Heritage Trust:

Under Section 9 of our contract with Ontario Heritage Trust, the Fellowship covenants with the Trust to respect and protect the heritage nature of McMartin House and to honour or discharge several other specific commitments. With the submission of this report, we certify that we have honoured and discharged our covenants with Ontario Heritage Trust during the 2017-2018 period covered by this report.

Acknowledgement of our Board Members

We honour the memory of two members of our Board of Directors who passed away recently, **Mary Bowrin**, on November 28th, 2017 and **Gus Quattrocchi**, on January 14th, 2018. Both Mary and Gus were named Honourary Members upon retirement from the Board.

Acknowledgement of our Volunteers

All the Activities we offer to Seniors in our area require Activity Directors familiar with the particular activity, whether stamp collecting, learning a craft or learning or playing a card or board game. Larger groups also require associate directors or supervisors. We simply could not survive as an organization, without our dedicated volunteers, whose personal efforts, along with those of our staff, are essential to the continuing viability of McMartin House as an "Ontario Seniors Active Living Centre". We gratefully acknowledge the contributions of the following individuals:

Sue Fournier, Marie Amyot, Sheila Marjoram, Phil Warrington, Doris Coates, Ruth Craig, Nancy Williams, Jill Dunkley, Kveta Privora, Joy Price, Don MacDiarmid, Simone Crabb.

Acknowledgement of our Staff:

The Board wishes to express its sincere appreciation to our **Executive Director/Comptroller, Vivian Buchanan**, for her extraordinary dedication to McMartin House, for competently and efficiently managing activities we offer, our financial affairs and our housekeeping and maintenance. We also rely on Vivian for liaising, on our behalf, with Ontario Heritage Trust and local or regional officials, and for providing informed advice and reminders supporting our operation as a Board.

Signed:

Brian J. Henderson,

President, Perth Seniors Fellowship,

June 15, 2018