



Charitable Registration Number: 14077 6980 RR0001

ANNUAL REPORT 2017

Breast Cancer Action Ottawa
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WHO ARE WE?

MISSION

Breast Cancer Action Ottawa is a local, community-based organization dedicated to enhancing the quality of life for those living with a breast cancer diagnosis through practical help, emotional support, and education.

Our vision is to offer as much emotional and physical support for your well-being in a positive, easy, and informative way. We understand how difficult it is to receive a diagnosis – you might be thinking, now what? We are here and we are prepared to help! Our vision is to make sure that regardless of your gender, those of you working through the next steps of your breast cancer diagnosis receive our support and benefit from our programs.

OUR STATEMENT OF PRINCIPLES

Mission Fulfillment – By strengthening the organization in order to meet the changing needs and growing expectations of our audience.

Effective Stewardship–By maintaining effective governance and management and by generating and managing resources in a wise and responsible manner.

Quality–By achieving excellence in all aspects of the organization and by evaluating the total organization and its outcomes on a regular basis.

Leadership–By adopting and promoting inclusiveness and diversity through services, programs, initiatives, activities and by pro-actively educating the public.

Our Guiding Principles Commitment.

Breast Cancer Action strives to operate in a manner that serves the best interest of the organization, with consideration given to the needs of our members, stakeholders, and the community.

1. **Inclusion.** Breast Cancer Action strives to implement broad-based decision-making practices that best reflect the needs and expectations of our members, stakeholders, and community.
2. **Diversity.** Breast Cancer Action respects and values differences among our members and stakeholders and believes diverse perspectives can be advantageous.
3. **Transparency.** Breast Cancer Action promotes openness regarding our vision, mission, and mandate. **Integrity.** Breast Cancer Action remains committed to providing our members, stakeholders and the community with information, care, and support to the best of our abilities.

4. Effectiveness. As an organization often faced with difficult choices based on limited resources, Breast Cancer Action will strive to achieve maximum results with the resources that are available.

WHAT DO WE DO?

Founded in 1992 by three Ottawa women, breast cancer action remains a grassroots organization operating with the belief that collectively, we have the power to make a difference. Breast Cancer Action, a post diagnosis support and resource center is a common gathering place for one can find hope, friendships, support, and understanding amongst sister and brother breast cancer survivors.

HOW WE DO IT

We focus our attention on meeting the immediate needs of those diagnosed with breast cancer living in our community. We recognize that the breast cancer pathway is often overwhelming, and to help breast cancer patients navigate the way, we provide information, support, workshops, peer support and Wellness programs such as our health and fitness program.

For our members, Breast Cancer Action provides our members with a variety of core programs and services designed specifically to meet the diverse and changing needs of those diagnosed with breast cancer. As an organization that thrives through healthy volunteerism, we take pride in ensuring continuity through effective leadership, clear vision, and strong direction.

As a post diagnosis support and Resource Center, we are committed to meeting the needs of an audience of people at various stages of a breast cancer diagnosis, treatment, post treatment and recovery.

For our community, breast cancer action continues to work toward increasing our organizational profile within the community we serve. As a registered charitable organization, we are committed to sharing information with our valued supporters, stakeholders, members, and donors relevant to the governance, finances, and operation of the organization.

Breast cancer action believes in proactive approach to educational outreach efforts, working diligently to reach out to all segments of the population including special needs interest groups, multicultural communities, the corporate sector, and the medical community.

MESSAGE FROM THE PRESIDENT-Diane Hayes

As we all know, 2017 was a turbulent year for the organization resulting in changes to the office staff. The Board of Directors will be taking a serious look at the organization and its mandates over the next while. We want to offer the best possible programs for those dealing with a breast cancer diagnosis.

For the foreseeable future Wendy, our treasurer will be at the office to conduct audits of programs and headed up the golf tournament and managed the staff. The board is fully invested in making sure our programs will continue to help those needing them.

We look forward to 2018 and the changes it will bring to the organization.

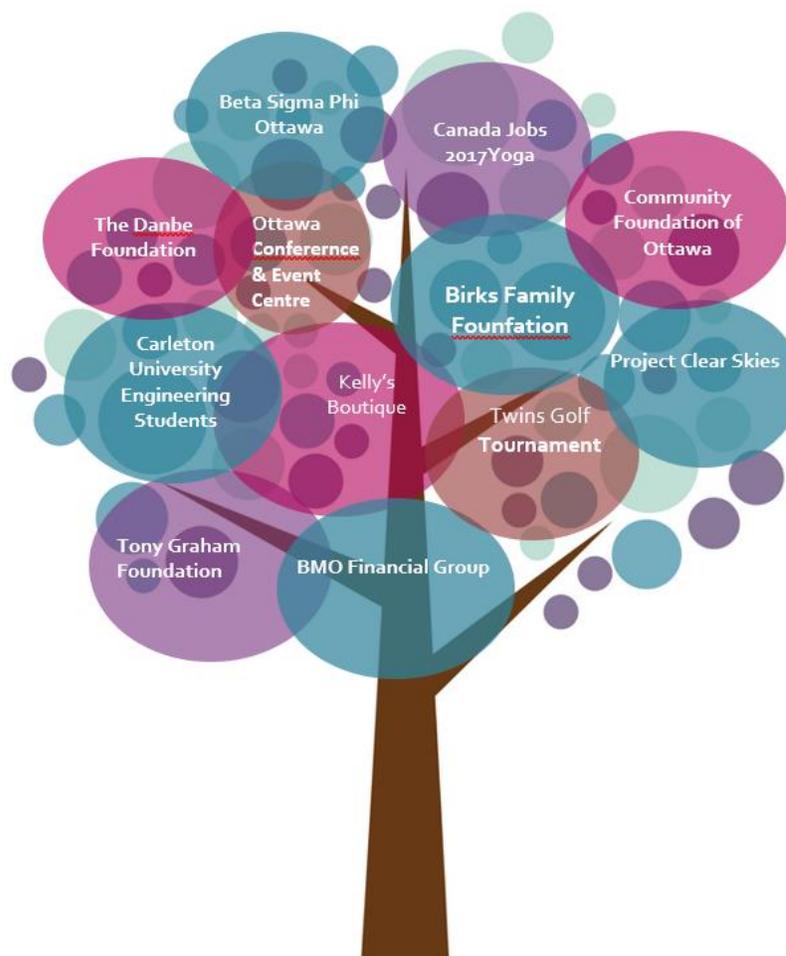
CHANGING TOMORROW TODAY

Founded in 1992 by three auto women, Breast Cancer Action remains a grassroots organization operating with the belief that collectively, we have the power to make a difference. Breast cancer action, a post diagnosis support, and resource center, is a common gathering place where we can find hope, friendships, support, and understanding amongst fellow breast cancer survivors.

We focus our attention on meeting the immediate needs of those diagnosed with breast cancer living in our community. We recognize that the breast cancer pathway is often overwhelming and, in order to help breast cancer patients navigate the way we provide information, support, workshops, peer support, and wellness programs such as fitness and dragon boating.

CORPORATE GIVING: OUR 2017 CIRCLE OF FRIENDS

THANK YOU TO OUR PARTNERS, SPONSORS AND THIRD-PARTY FUNDRAISERS! WE COULDN'T THRIVE WITHOUT YOU!



HOW WE RAISE A DOLLAR

As a charitable organization, Breast Cancer Action actively seeks to raise revenue year-round to help offset the costs incurred by our educational outreach efforts, core programs and services as well as the operation of the post diagnosis support and resource center. During the 2017 fiscal year (January 1 to December 31, 2017) breast cancer action raised funds through a variety of methods.

Corporate sponsorship and program revenue

Funds generated in this category consist of designated corporate sponsorship dollars, as well as revenue assigned to specific programs and services, such as the Kelly project and our peer support program.

Third party-fund raising activities or events

Funds generated in this category are the result of money raised during special fund-raising events or activities organized by an outside source, such as dinner and dancing with the Divas and the North Gloucester Hockey League.

Donations

Funds generated in this category stem from direct mail donations, individual donations in memoriam and special event revenue such as revenue garnered from the Embrun fair and tradeshow.

Other revenue

Funds generated in this category are derived from on-site product sales, miscellaneous revenue sources and investment income.

PROGRAMS, SERVICES AND INITIATIVES

To learn more about our programs, services and initiatives please visit our newly rebuilt website by visiting <https://bcaott.ca/programs/peer-support-program/>.

the following is a list of a few of our program offerings,

- ✓ Peer support program
- ✓ Health and Wellness Program,
- ✓ The Kelly Project
- ✓ Haley Rehab Lymphoedema Project
- ✓ Busting Out Dragonboat

OVERVIEW: WHEN YOUR MONEY GOES

Activities, Programs and Services

Included in this category are the costs associated with the delivery of the dragon boat program, Peer Support, Lymphoedema, and Health and Wellness program, as well as The Kelly Project.

Also included in this category are associated educational outreach costs such as those associated with the publication of our quarterly newsletter and various print materials for the pre op and outreach workshops.

Administration

Included in this category are relevant administrative and office management costs.

Core operations

Included in this category are rental fees associated with the operation of the Breast Cancer Action's Health and Wellness program as well as the preparation of mandatory government remittances.

Other

Included in this category are miscellaneous costs including banking fees and standard overhead costs such as utilities, telephone, maintenance fees, professional fees, accounting services and internal audit fees, insurance, and equipment purchases.

Fundraising and Allocation of Sponsorship Dollars

Included in this category are the costs associated with delivery of special fundraising activities or events, application of designated corporate sponsorship dollars for the Health and Wellness program, as well as other fund raising and grants or revenue generating activities.

HOW YOUR MONEY MAKES A DIFFERENCE

With the financial support that you give us each, and every year, we can implement the following activities in support of those living with a breast cancer diagnosis:

- We host preoperative sessions for those about to undergo surgery
- we offer free workshops to help minimize the risk of developing lymphoedema

- we developed new educational materials to share with our community and our best health partners
- We operate Post Diagnosis Support and Resource Center to ensure information and supporting resources are made available to those who need our assistance.
- We fund our Peer Support program to help those newly diagnosed deal with the challenges of breast cancer.
- We foster health promotion by offering a wide range of fitness and mental health classes.
- We expand the fitness program to include level one classes to those still in treatment or in recovery.
- We expand the scope of our outreach efforts to welcome new programs, projects and initiatives, and to expand existing programs such as the Kelly program.
- We expand our organizational profile by reaching out to special interest groups within the community through outreach initiatives

...and so much more!

MESSAGE FROM THE VOLUNTEER DESK

Program activity:

Volunteers continue to be the heart of BCA in to maintain and increase the corpse of volunteers we need, there needs to be a dedicated effort to recruiting, orienting, training, and managing these valuable assets.

Recruitment of new volunteers

Our volunteers continued to be a cross section of the population, including high school students, college and University students and graduates, breast cancer action members and their families, retirees, and members of the public at large. Our volunteers provide a wealth of skills, experience, and knowledge that they share with BCA. This can include knowledge of varying linguistic and cultural backgrounds, personal and professional experience, and network engagement.

We recruit our volunteers through various means. First, our own membership is contacted through emails, our website, and our quarterly newsletter. Individuals outside of our membership can contact our executive director, reach out via email or via our website. We also offer internships for students seeking their volunteer hours to graduate from high school and work with students at Algonquin college.

FINANCIAL SUMMARY 2017

Financial statement for the year ending December 31st, 2017. As prepared internally. The following reflects the activities of Breast Cancer Action and is derived from audited financial statements from the firm.

BREAST CANCER ACTION OTTAWA PROFIT & LOSS 2017

	<u>Apr 17</u>
Ordinary Income/Expense	
Income	
100 · Donations	
100-1 · Tax-Receipted Donations	305.00
100-2 · Non-Receiptable Donations	
100-2-2 · Non-Receipted DB Donations	20.00
Total 100-2 · Non-Receiptable Donations	<u>20.00</u>
Total 100 · Donations	325.00
105 · Membership	
105-1 · Fitness Membership	675.00
105-2 · Regular Membership	775.00
105-3 · New Membership	50.00
105-4 · Dragon Boat Membership	375.00
Total 105 · Membership	<u>1,875.00</u>
110 · Fundraising Events	
110-3 · BCA-Managed Event Income	
110-3-1 · Breast Friend Fundraiser	1,325.00
Total 110-3 · BCA-Managed Event Income	<u>1,325.00</u>
110-5 · Product Sales	
110-5-1 · BCA Product Sales	25.00
Total 110-5 · Product Sales	<u>25.00</u>
Total 110 · Fundraising Events	1,350.00
115 · Program Income	
115-3 · The Kelly Project Income	50.00
115-5 · Dragon Boat Program Income	265.00
Total 115 · Program Income	<u>315.00</u>
Total Income	<u>3,865.00</u>
Gross Profit	3,865.00
Expense	
500 · Donations Expense	18.39
505 · Membership Expense	45.80

	<u>Apr 17</u>
515 · Program Expense	
515-1 · Fitness Program Expense	
515-1-2 · Fitness Instructor Expense	1,505.00
Total 515-1 · Fitness Program Expense	1,505.00
515-5 · Dragon Boat Expense	
515-5-1 · Dragon Boat Training Expense	1,155.00
515-5-2 · Dragon Boat Tournament Expense	800.00
515-5 · Dragon Boat Expense - Other	28.75
Total 515-5 · Dragon Boat Expense	1,983.75
Total 515 · Program Expense	3,488.75
525 · Office Management Expense	
525-1 · Payroll Expenses	6,896.04
525-4 · Fixed Office Expense	
525-4-1 · Rent Expense	1,677.78
525-4-2 · Insurance Expense	2,017.00
525-4-3 · Telephone Expense	50.97
525-4-4 · Internet Expense	79.99
525-4-5 · Equipment Expense	-1,093.89
Total 525-4 · Fixed Office Expense	2,731.85
525-5 · Variable Expense	
525-5-2 · Office Supplies Expense	1,647.04
525-5-3 · Bank Fees	2.00
525-5-4 · Dues & Subscriptions	265.85
Total 525-5 · Variable Expense	1,914.89
Total 525 · Office Management Expense	11,542.78
Total Expense	15,095.72
Net Ordinary Income	-11,230.72
Net Income	<u><u>-11,230.72</u></u>

WHO WE WORK WITH

- ✓ The Canadian Cancer Society
- ✓ The Ottawa Hospital Cancer Center
- ✓ Ottawa Regional Cancer Foundation
- ✓ The Ottawa public health Department women's breast Health Center
- ✓ Ontario breast screening program
- ✓ Ottawa Integrative Cancer Center
- ✓ special interest groups
- ✓ The wellness community
- ✓ Members of the medical community
- ✓ Members of the corporate sector
- ✓ Members of the retail sector
- ✓ Other charitable organizations
- ✓ Our membership
- ✓ Our community
- ✓ Kelly's boutique

THE FACE OF LEADERSHIP 2017

BCA Board of Directors as at January 1, 2017-June 30,2017

Interim President	Mary Ann Mulvihill
Treasurer	Wendy Loschiuk
Secretary	Diane Hayes
Director	Louise Haley
Director	Cindy S
Director	Andrea Douglas
Director	Lindsay Berman
Director	Diana Rose
Director	Susan Gick
Director	Nicole Hood
Executive Director:	Karen Graszat

BCA Board of Directors as at July 1, 2017-December 31, 2017

President	Diane Hayes
Past President	Mary Ann Mulvihill
Vice President	Susan Gick
Treasurer	Wendy Loschiuk
Secretary	Andrea Douglas
Director	Louise Haley
Director	Cindy Strugnell
Director	Lindsay Berman
Director	Kathy Bobyne

Director

Nicole hood

Executive Director:

Vacant