



Winnifred Stewart Foundation

**2002-2003
ANNUAL REPORT**

TABLE OF CONTENTS

3	Board of Directors
5	President's Report
9	About the Foundation
11	Investment Guidelines
13	Fund Development Report
15	About the Winnifred Stewart Association
19	Audited Financial Statements

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BOARD OF DIRECTORS

President	Carolyn Graham
Past President	Ken Kowalski
Vice President	Gunnar Anderson
Secretary/Treasurer	Dennis Stockman
Directors	Stan Fisher Rich Healey Albert Knowler Frank McMillan Shirley Pitts Nada Thiru-Chelvam J. Angus Watt Catherine Whalley
Honourary Patron	The Honourable Lois Hole, CM. Lieutenant Governor - Province of Alberta

Responsibility of Directors

- a) To establish, receive, administer and distribute funds or other property of value for the benefit and advancement of persons with a developmental disability in the province of Alberta, with the major portion of funds received held in trust for the advancement of the Winnifred Stewart Association mission.
- b) To maintain, administer, and distribute the existing trust funds and other funds held by the Foundation in accordance with the trusts pursuant to which same are held and for the purposes in pursuit of which such funds were received.
- c) To receive monies, funds, and other property and rights by way of donations, subscriptions, legacies, grants or any other lawful method, to be applied for or towards the objectives of the Foundation in accordance with the purposes for which same were received or in accordance with the terms of such trusts with respect thereto as may be accepted by the Foundation.
- d) Generally to do and pursue such matters and things as requisite or advisable at any time in order to fulfill or advance these objectives and in accordance with the memory and inspiration of the late Dr. Winnifred M. Stewart.

PRESIDENT'S REPORT

It could be said that *EVOLUTION* was the theme for the Winnifred Stewart Foundation (the Foundation) in the year ended March 31, 2003. It has been a time of looking to the future and taking steps to ensure the future viability of the Foundation and the Winnifred Stewart Association (the Association). We are building on a 50-year history of services to individuals with developmental disabilities. Just as the services offered by the Association have evolved over the last 50 years in response to changing times, so has the Foundation changed.

We made strides in the following areas during fiscal 2003:

GIFT PLANNING

Our efforts in the area of gift planning have a two-fold purpose. Planned gifts help to ensure the long-term financial viability of the Association. Equally important is our plan to make estate planning information and resources available to members of the Winnifred Stewart family so they can be confident that they have appropriately provided for their mentally handicapped dependent. We have conducted a number of seminars and published several articles in *The Communicator* newsletter this year and have now secured ten committed gifts.

In the coming year, we will establish a Legacy Advisory Committee comprised of eight long-term supporters of the Foundation who will assist in sharing information with our members. We have also increased the time that will be available to our Gift Planning Consultant to facilitate the program.

INVESTMENT PORTFOLIO

It has been a difficult year in the capital markets. As at March 31, 2003 the market value of our investment portfolio totaled \$1.5 million representing a decrease of 6.8% during the year. The Board remains committed to our conservative investment guidelines and the current portfolio composition complies with those guidelines. The investment portfolio is held by Royal Trust and managed by ADROIT Investment Management Ltd.

ASSISTANCE TO WINNIFRED STEWART ASSOCIATION

The Foundation is committed to ensuring the long-term financial viability of the Association and assisting the Association's Board in meeting their strategic initiatives. As part of this commitment, the Foundation has committed \$225,000 (of which \$75,000 was expended this year) to the construction of Parker Stewart House, our second assisted living home, which was opened in June 2003. In addition, the Foundation funded the down payment (\$31,000) for the purchase of a rental property located adjacent to our existing residences and Winnifred Stewart House. We expect that this property will help us meet future housing requirements for our clients.

In addition to the capital grants noted above, we also provided operational funding of \$205,000 to the Association. This funding represents the cost of administering and operating Association programs in excess of the funding provided by grantors.

FUND DEVELOPMENT

At the beginning of this fiscal year, the Foundation assumed responsibility for all fund development activities of the Association as well as the management of non-operating investments (approximately \$827,000). This transition allows the respective boards to focus their energy and attention on specific mandates. The Association board now focuses on service delivery and the Foundation board on fund development and investment management. Although the two organizations have always been closely tied, this agreement will significantly increase the interaction between the two groups. In the past year, we have established operating procedures to coordinate the interaction between the two organizations. In the coming year, we will continue to enhance these procedures and develop long-term strategies where the Association's service delivery goals can be matched to the required fund development activities.

BOARD GOVERNANCE, STEWARDSHIP AND RESPONSIBILITY

The Foundation adopted updated by-laws that allow us the ability to obtain appropriate resources to meet the needs of the Winnifred Stewart family in both fund development and investment management.

The Foundation Board is committed to the responsible and transparent stewardship of all funds that are received by our organization, whether through an annual or planned gift. Total administration expenses of the Foundation for fiscal 2003 represent 10% of the market value of our investment fund. Excluding public relations costs incurred this year as part of our 50th anniversary celebration, administration expenses are less than 5% of our investment portfolio.

The Foundation follows the Ethical Fundraising and Financial Accountability Code of the Canadian Centre for Philanthropy.

THANK YOU

We are extremely grateful to the members of the community, whether individual, corporate or government, who have supported the efforts of the Winnifred Stewart family in the past fifty years. We are committed to maintaining the trust of our contributors and to ensuring that the Association can continue to serve the changing needs of our clients over the next 50 years. Please watch for upcoming events to celebrate our 50th anniversary year and increase our community presence.

My personal thank you to the Board of Directors for their ongoing efforts to provide governance and guidance to the Foundation. I would also like to thank Shirley Pitts, Frank McMillan and Stan Fisher who retired from the board this year. They have made significant contributions to the Winnifred Stewart family.

I would also like to extend my thanks to Dennis Stockman, the Association's Executive Director; the Foundation's fund development staff and all of the staff of the Association. It is through the daily efforts of each of these individuals that our organization continues to enhance the quality of life of each of our clients.

I encourage you to contact the Foundation if you have any questions about the work of the Foundation or the information contained in this annual report.

A handwritten signature in black ink, appearing to read 'Carolyn Graham', written in a cursive style.

Carolyn Graham
President, Board of Directors

ABOUT THE FOUNDATION

The Winnifred Stewart Foundation was incorporated in 1972 under the Societies Act to form a fund exclusively for the benefit of persons with disabilities. It was named after Dr. Winnifred Stewart, and the intent of the fund was to support projects and initiatives in the province of Alberta that were in keeping with her vision for people with disabilities. The major portion of funds is held in trust for the advancement of the Winnifred Stewart Association mission.

The Board of Directors is comprised of all active members of the Foundation. There can be no more than 15 board members at one time, all who must have an interest in the welfare of people with developmental disabilities. The Board meets quarterly to conduct Foundation business.

The Foundation's fund was originally formed from contributions made by individual donors to purchase life insurance policies in Dr. Winnifred Stewart's name, with the Winnifred Stewart Foundation named as the sole beneficiary. On Dr. Stewart's death in 1990, the Foundation was the beneficiary of life insurance policies totaling \$400,000.

The Foundation Board is responsible for the financial integrity of the fund and to disburse funds to support its objectives. From 1978 to 1999, a grants program provided an average of \$30,000 annually to various individuals and groups that met the Foundation's granting criteria. More than 150 projects were funded during this time, with grants ranging from \$500 to \$12,000.

Many of the original donors of the fund continue to make contributions through planned gifts and memoriams. The fund is also supplemented by casino revenue and other annual fund development activities and has grown to \$1.5 million dollars.

In 2002, the Winnifred Stewart Foundation developed a Planned Giving program and took responsibility for all fund development activities formerly administered by the Winnifred Stewart Association. All funds not required for day-to-day operations have been transferred to the Foundation and are now part of the overall investment portfolio.

The Winnifred Stewart Association has been a beneficiary of the Foundation's grants program a number of times, with projects such as computer equipment and the sensory room. The Foundation contributed \$150,000 towards the construction of Winnifred Stewart House in 1999 and \$225,000 towards Parker Stewart House in 2003. The long-term financial security of the Association will be maintained through its ongoing agreement with the Foundation.

INVESTMENT GUIDELINES

GOALS AND OBJECTIVES:

Provide a balance of longer-term growth of capital and income.

GUIDELINES:

	Minimum	Maximum
Short term	0%	20%
Fixed income	40%	60%
Canadian equities	40%	60%
Non-Canadian equities	0%	25%

FUND DEVELOPMENT REPORT

Effective April 1, 2002, the Winnifred Stewart Association and the Winnifred Stewart Foundation entered into a Transfer, Agency and Trust Agreement whereby all fund raising and fund development activities were assumed by the Foundation. This includes the investment of funds not required for day-to-day operations. The agreement enabled the Association to maintain its primary focus on the delivery of services to clients. Fund raising by the Winnifred Stewart Foundation helps to advance the Winnifred Stewart Association's mission and vision in the community, and develop relationships with community and corporate supporters.

The Winnifred Stewart Foundation has an annual fund raising goal established in conjunction with the budgeting process of the Winnifred Stewart Association. More than \$700,000 is required annually for operating and program expenses, while any expansion or special projects are funded through additional fund raising. The Foundation provides regular grants to the Association to maintain a positive or balanced bottom line.

Fund raising activities are implemented by the fund development team in three areas:

- ***SALES AND PROMOTIONS*** sales of garbage bags and other products by telephone
- ***PR AND FUND DEVELOPMENT*** special events, annual direct mail campaign and partnerships
- ***PLANNED GIVING*** cultivates potential donors to make planned gifts through marketing, seminars and personal visits.

The Gift Planning Program has grown over the past three years and become an active part of the Winnifred Stewart Foundation. Over the past year Gift Planning has become one of three ways by which the Foundation is poised to secure the future of Winnifred Stewart Association. The Gift Planning Consultant has developed informative gift planning materials and various methods by which the members of Winnifred Stewart Association could leave a legacy gift.

Over the past year 60 individuals attended estate planning seminars which were delivered by a chartered accountant, a lawyer and a financial planner. We are grateful to Dianna Muise, CA, from Kingston Ross and Pasnak, Doris Bonora, LL.B from Reynolds Mirth Richards and Farmer, and John Kok, from Navigator Financial Services Inc., for sharing their knowledge in the area of estate planning with our members.

We are also well on our way to create a Legacy Advisory Committee, to oversee and guide our gift planning process at the Foundation. We are pleased to report that to date we have confirmed ten planned gifts, and the list is growing. We are grateful to our many members and friends who have taken the steps to review their wills, ensure that their loved ones will be secure and have considered a legacy gift to our organization. These gifts will ensure that Winnifred Stewart Association will continue to deliver excellent services to our clients and the community in the future.

Garbage bags and other products sold through our Sales and Promotions program continue to be our main source of fund raising revenue and had a very successful year. The funds raised through Sales and Promotions ensure the Association is able to meet its budget requirements. The addition of the Association cookbooks and history books, as well as some new wood products from the Work Opportunities program, made it possible to increase the number of items sold over the year by almost nine per cent.

A strategic planning process has begun to develop new strategies and opportunities for further developing the Sales and Promotions program. Increased competition in tele-fundraising, combined with a surge in general consumer alerts regarding fraudulent operations have created many challenges. We will need to meet these challenges through ongoing communications with our customers, and ensure we continue to follow the ethical standards of practice to which we adhere as fund raisers and as regulated by provincial laws. We are also looking at ways to increase sales through marketing and developing new product lines to meet customer demands.

Special projects fundraising was very successful this year. Our direct mail campaign was once again a success, and we would like to thank Mrs Rose Sembaluk and her son Kerry for allowing us to share their story. Our '50s themed annual dinner and auction was well-attended and raised more than what was anticipated, thanks to the generosity of our guests. These campaigns, along with general donations and donations in memory of loved ones, enable the Association to "top up" grant revenue in order to fund special projects and purchase equipment and supplies for our programs.

In addition to successfully fund raising for the construction of the second assisted living home, we were also able to purchase some much-needed equipment for the Association's programs. Some of this equipment included a karaoke machine, patio furniture, barbeque, and sensory room equipment. All donor-directed gifts are allocated according to the wishes of the donor, and we appreciate the generous support of many donors who enabled a number of projects to be realized this year.

Our thanks to all of our donors who make it possible for the Foundation and the Association to continue providing quality services for people with developmental disabilities. We have been able to do what we do for 50 years only because of your continued support.

ABOUT THE WINNIFRED STEWART ASSOCIATION

MISSION

Working in partnership with individuals with developmental disabilities, their families and the community, to create and provide comprehensive services.

VISION

To enhance the quality of life for individuals with developmental disabilities.

GUIDING PRINCIPLES

We respect the fact that all persons should have privileges, rights, responsibilities and freedom to enjoy a quality of life that is in keeping with their lifestyle and abilities.

We are committed to continuously improving our programs and services and focusing on meeting client needs.

We believe in open communication and honesty with everyone in all our works.

We respect the physical, intellectual, social and spiritual needs of each individual.

The Winnifred Stewart Association is primarily funded by the Persons with Developmental Disabilities Board- Edmonton Region (PDD) to cover staff salaries and benefits. Additional operational funds, program development and equipment purchases are made possible through fundraising by the Winnifred Stewart Foundation.

PROGRAMS AND SERVICES

Residential Services offers personalized supports to individuals in a variety of residential settings in Edmonton. Individuals receiving service are presented with opportunities to maximize their quality of: home living, health care, family relationships, employment and community involvement. The Winnifred Stewart House is an assisted living home designed for individuals who are requiring increased supports as they are aging. A second assisted living home will be opened in June 2003.

Work Opportunities offers facility-based work skills training, as well as support in achieving employment and working toward independence in community-based settings.

Recreation and Leisure Support Services offers individuals the opportunity to participate in a variety of recreation and leisure activities in both facility-based and community settings. Services and goals for personal development are based on the individual's unique skills, abilities and interests.

Volunteer Services offers the opportunity for members of the community to provide support to the Association and enhance the quality of service provision through a variety of volunteer experiences.

Client Services assists clients and their families in making application for services, acquiring and maintaining funding. The Service Coordination Committee reviews all applications to determine if the program meets the applicant's needs.

PROGRAMS AND SERVICES REPORT

- Program growth and development remained relatively stable this year, with funding challenges continuing to be a factor in determining directions and outcomes for programs.
- Our newest assisted-living home, Parker Stewart House, was built this year, and will accommodate the needs of ten individuals who are facing the challenges of Alzheimer's and other symptoms of aging in addition to their primary developmental disability.
- Our clients' medical needs continue to challenge us to find new supports and new ways to deliver service. Hospitalization was necessary for many clients due to surgeries, illness and accidents. We continue to access external resources to meet the medical and support needs of those individuals who are aging.
- New wood products were introduced at Work Opportunities, providing increased skill development and also resulted in increased sales.
- Summer 2002 provided opportunities for clients in Residential Services to spend time with their families, go to camp or go on one of the trips offered. Clients visited the Strathcona Wilderness Lodge, Drumheller, William Watson Lodge in Kananaskis and Sicamouse, BC.
- Clients in the day programs also took advantage of the summer months to travel near and far to participate in community events. Groups went to Elk Island Park, Ukrainian Village, the big perogy in Vegreville to take in various sights and activities. A number of clients also received tickets for the Edmonton Folk Music Festival and were thrilled to attend.
- The Work Opportunities program donated products made by the clients to more than 15 fund raising events and organizations, helping others in the community.
- Clients were able to continue job training and paid employment at 39 community sites, including the Edmonton Garrison, where clients played an important role at the Family Resource Centre, preparing more than 10,000 pins to be sold as part of the Yellow Ribbon Campaign to support our troops who were active overseas.
- Clients continue to participate in Leadership Today- developing confidence in public speaking and self-advocacy. This is an important area for many of our clients and we were pleased when a client was invited to speak at a PDD meeting. A number of other clients were also active in advocating against proposed changes to funding by PDD.

● The Association achieved its three-year certification through the Alberta Association of Rehabilitation Centres *Creating Excellence Together* survey. The survey focused on 46 standards in three areas: quality of life, quality of service and organizational framework. The Association achieved a perfect score, one of the few in the province. This outcome attests to the fact that our attention to the needs of all of our clients is unsurpassed and that we do indeed ensure that the quality of life of all of our clients is our first priority.

● We were delighted to launch our 50th anniversary celebrations with the publication of our history book *Strength, Vision and Courage: The Story of the Winnifred Stewart Association*. Written by local author Wayne Arthurson, the book tells the story of the Association's early days, and brings our history to life. Copies of the book have been donated to libraries across the province.

The programs and services offered by the Winnifred Stewart Association continue to be proactive in identifying and meeting client's changing needs. The challenges of meeting the needs of both older and younger clients continue to require creativity, flexibility and a long-term vision. Much of what we can do in our programs is because of the support of the community to provide the "extras", such as vehicles for community access, and equipment to provide additional choices and opportunities for clients.

Our programs have identified goals to help meet program needs as well as those of our clients. Some of these goals include:

- Increase client involvement in the community by increasing the number of supported volunteer sites and competitive employment.
- Increase the number of contracts within the Work Opportunities facility to allow for more choices and learning opportunities.
- To increase business partnerships for contracts, volunteering and fund raising.

We will continue to work at improving and developing our programs to ensure they remain innovative, comprehensive and provide for both the present and future needs of our clients.

If you are interested in learning more about the Winnifred Stewart Association, please request a copy of the Association's full annual report by calling Roxanne at 453-6707.