**Administrator’s Report Annual General Meeting –**

**March 19, 2020 respectively submitted by Heidi Hodgins**

**Goward House has enjoyed a very successful and productive 2019. Goward House is a unique facility in Victoria and could not function in its current format without its dedicated volunteers. We had 534 members at year end and of that number 92 are active volunteers. In 2019 we recorded over 7500 volunteer hours which is the equivalent of almost 4 full time employees. We also recorded 19,000 visits to Goward House, including 3,000 renters during 149 individual rentals.**

**We applied for a number of grants in 2019 and were successful in receiving a $12,500 B.C. Gov’t Gaming Grant, and a Saanich grant for $20,000. We received $3,000 from Thrifty Foods smile cards and received a Federal New Horizons Senior grant for $22,500 which was used to install new handicap-access push-button doors on our four main washrooms, as well as our front door. This grant money is also being used to upgrade our washrooms. During the past 10 years we have received almost $150,000 from the New Horizons Federal Grant program. These funds have made significant upgrades to Goward House as well as provided much needed replacement furnishings and supplies for our programs.**

**Our rental revenue is again contributing significantly to the operating revenue of the house. We try to maximize our space and have been successful in renting out some of our rooms during the weekdays when there is no cost to us to do so. We have rented space to art classes, small luncheons or parties and group meetings. We have regular renters who brought in over $15,000 last year.**

**A member who is a retired Italian chef joined our kitchen volunteers in 2019. Gianfranco regularly offered once a week Italian lunch specials in the Spring and Summer, which were incredibly popular. When Gianfranco was away, our Wednesday kitchen volunteers offered Italian grilled paninis, which also sold out every time. The only menu to rival these features were the summer BBQs which so many of our members love to participate in. We are grateful to Dean Sawyer for purchasing a much needed new BBQ before the season started!**

**We had a very varied art show roster for 2019. As well as hosting Goward House’ own Chinese Brush Painters, Portrait painters and Wednesday morning painters, we also hosted 3 other group shows and held art receptions for all of them. Our art shows sold almost $6,400 in art for a net total to Goward House of over $1,600.**

**Our fitness classes remain popular. Unfortunately, our Tuesday morning instructor retired, and we are still looking for a replacement. Participation in our other fitness classes, and yoga, have steadily increased, however. We purchased new exercise balls for the fitness classes, in the Spring. Qi Jong was cancelled, but Yang Style Tai taught by Master Gordon Muir is very well attended. He offers two levels and is considering adding a third. Line Dancing also continues to grow in numbers. In all we have 9 fitness classes running on a weekly basis.**

**We added a new weekly Meditation class late in 2019. This class is scheduled after Tai Chi, and has a modest but dedicated attendance. We offered Mah Jong lessons, a watercolour class and 3 sets of bridge lessons in 2019, including Jim Brackenbury’s much anticipated sequential series of bridge lessons.**

**What a year we had with special events. We held 28 special events during 2019. We had 4 BBQ lunches, a Bridge luncheon, a BBQ in conjunction with our Music in the Park evening, a Christmas luncheon, Volunteer Appreciation tea and a Strawberry tea with 80 in attendance to hear our choir sing. We hosted 12 educational presenters, a flu clinic, 2 new members’ teas, and 3 sets of bridge lessons, including 1 session of beginner bridge. Goward House participated in a brand new Older Adults Health and Well-Being Forum in 2019, at Cedar Hill Rec Centre. Our thanks go to Mary Homer who donated several hundred dollars she generated from portrait photography for members. We also sold Purdy’s chocolates again this year.**

**Our craft fair was our largest single fundraiser again this year. We had 22 exhibitors, 50 volunteers and over 500 people attending the craft fair. We continued with the white elephant table at our craft fair this year and total revenue received for the 2 day event was about $6,000.**

**Our revenue breakdown for all activities in 2019 was as follows:**

**Rentals 26%**

**Programs 25%**

**Grants 15%**

**Kitchen 14%**

**Dues 13%**

**Special Events 4%**

**Other (art, display cabinet, interest, gst) 3%**

**We have a wonderful and well-used lending library. I would like to thank Mary Jackson and Trish Brooke for all the effort they put into the library to organize and shelve the books.**

**Lavaterra Landscaping was our gardening contractor again for 2019, taking over the property in late 2017. Lester Easton is the owner of the company and we look forward to many years working with him.**

**Everett and Meryl Peterson continue to look after the Goward House Woodlands. Everett is in constant contact with Saanich arranging deliveries of woodchips, mulch and the removal of any hazards within the property. Last year he re-contoured the old ash pile, and has been working on reseeding it with native plants, assisted by contributions from Saanich Parks.**

**I would like to thank Peter Bruce for his time and effort spent on the website for Goward House. The website is our window to the world, and for most people it is the first impression that they have of Goward House. Peter and Ron Crabtree are working with Suzanne, Marlene and me to keep the site updated and current.**

**We raised close to $14,000 in the President’s Appeal in 2019. These funds were used for our current extensive bathroom renovations.**

**There were a few staffing changes in 2019. Mary completed 12 years of valuable work for Goward House, while Lyle entered his 11th year. Elaine retired in June, after 10 years of shaping Goward House into the vibrant community that it is. We hosted a Mad Hatter’s Tea Party for her, in recognition of her 10 valuable years here, and it was an afternoon of much merriment and heartfelt good wishes. I started my job as full-time Administrator at the beginning of July, and I am grateful to have had Elaine’s excellent training and insight into this community. We hired Marlene in October, to start training as Mary’s replacement in 2020, and she is both a welcome addition to our staffing and a great fit for Goward House. Suzanne is in her second year here, and is now the most senior office staff member. Lyle continues to maintain the house inside and out as well as working as the custodian for all rentals. I would like to thank Lyle, Mary, Suzanne and Marlene for their tremendous help and support this last year, as we transitioned through so many staff changes. Your staff truly does care about the members and the facility.**

**I would like to thank the Board of Directors for their support in 2019, especially through the staffing changes. I sincerely appreciate and have enjoyed working with the Board and the members of Goward House.**

**Goward House has now been serving seniors in the Cadboro Bay area successfully for the past 29 years. The founding members had the vision and foresight to establish a sustainable model for the future and for the growth of the centre. We are doing our very best to follow the course laid out by them. Goward House is a hidden jewel in Saanich, and a great place to work and to play!!**