

2026 AGM: Directors' 2025 Committee Reports

FACILITY

I. Facilities

The Facilities Committee works in partnership with the Saanich Municipality to maintain the Goward House facility to a very high standard. The municipality is responsible for the building envelope, building services and internal painting and wall covering. The Society is responsible for furniture and equipment used for House programs. If the Society wishes to reconfigure space or upgrade the facility beyond regular maintenance, it is our responsibility.

Regular maintenance, upgrading and President's Appeal projects were completed this year.

In 2025 we were able to:

- Replace the patio furniture on the sundeck.
- Replace the bridge tables in the Lower Hall and Maple Room.
- Replace the HVAC heating system.
- Replace the washroom soap dispensers.
- Purchase a new microwave for the kitchen.
- Install a new photocopier/printer on lease.
- Have all exterior windows professionally washed.
- Have all sidewalks and the sundeck professionally power washed.
- Clean out all storage spaces and have old patio furniture and junk professionally removed.
- Repair the lock on the Lower Hall door.

In 2026 we hope to:

- Replace the floor in the Lower Hall.
- Replace the rest of the fluorescent lights in the Lower Hall and Crafts Room.
- Install chair rails in the Lower Hall.
- Repaint the Lower Hall and Crafts Room.
- Finish the lighting replacement in the Front Entrance.
- Repair a section of siding near the kitchen.

II. Grounds, Garden and Parking

The Saanich Municipality shares responsibility with the Goward House Society for the upgrading and maintenance of the grounds. As Everett and Merle Peterson have retired from their stewardship of the woodlands, the Saanich Parks staff now oversee the woodlands along with Society member volunteers. The lawns and garden beds around the House are overseen by the Board Facilities Committee with regular maintenance carried out by Jeff and Ray Moser of Moser Brothers Gardening. The irrigation system is maintained by Michael Isacson of Island Waterwise Irrigation.

In 2025 we were able to:

- Continue with the irrigation system upgrade.
- Top dress all garden beds with leaf mulch.
- Plant a dogwood tree donated by the Goward Family.
- Prune and reshape some of the older plantings.
- Provide seasonal displays for the entrance pots.

In 2026 we hope to:

- Upgrade the cobblestone path along the west side of the House.
- Complete stage two redevelopment of the garden bed across the driveway from the main entrance - including additional plantings.
- Have the arbutus tree stump ground.
- Complete additional plantings in the bed west of the cobblestone path.
- Complete additional plantings in the bed next to the south side ramp.
- Replace plantings removed for the Lower Hall window installation.
- Continue with the irrigation upgrade.
- Relevel the concrete patio off the Lower Hall.
- Purchase planting pots for the patio area.
- Grade the east parking lot to improve the surface.
- Improve the pavement surface where roots are heaving the asphalt.

*(Respectively submitted by **Allan Davies**, Lee Frank and Mary Collins)*

FINANCE

The Finance Committee monitors a revenue and expenditure model designed for tracking data over a calendar year. The committee establishes a twelve-month projection based on revenue and expenditure data from the previous year. This projection assumes the data will be the same for the following year. Throughout the year, data from each month is compared with projected data to establish trends. The Committee reviews the trends in order to establish if, and where, intervention is necessary. Recommendations are made to the Board to determine

ways to save or generate revenue if there is a deficit. Budgeting recommendations are made should there be a surplus.

Goward House financial records are audited annually. A copy of the audit is attached to the AGM package for your information.

In 2025 we were able to:

- Obtain grants from two charitable organizations totalling \$36,500.
- Increase the value of our Endowment Fund for Goward House to \$29, 940.
- Increase our membership 440.
- Increase our rental revenue by \$20,500.
- Continue to expand the number and variety of special events and activities.
- Further expand our kitchen and Special Lunch menus.
- Post a \$15,600 surplus as of December 31, 2025.

Board of Directors' 2025/26 Financial Action Plan (Feb/26 update of July/25 plan)

Preliminary data suggests new revenue in 2025 has increased substantially over 2024 levels. Unfortunately, operating revenue has not increased sufficiently to avoid a predicted deficit in the 2026 fiscal year without grants. The 2025/26 Financial Action Plan continues to support actions that will result in an increase in membership, activities, special events, rentals, available grants, donations and the Society's Endowment Fund. The actions include:

- a) Hold the line on expenses and look for cost efficiencies.
 - Current staff numbers are essential to support services.
 - All non-essential capital expenditures are on hold except those that assist in generating revenue.
 - Special capital projects will be limited to those funded by the President's Appeal.
 - Volunteer recruitment ads appear in the monthly newsletter.
- b) Implement activities that encourage an increase in membership.
 - Membership continues to hover around 426.
 - Facility upgrades are encouraging renters to become members.
 - 2025 publicity activities continue.
- c) Hold the line on fees for membership, activities and rentals.
 - Rental and activity fee models were restructured in 2024.
 - Data from the 2025 fiscal year shows an increase in program revenue.
 - The fees seem to be sufficient as long as membership and rental numbers continue to increase.
- d) Increase the number of revenue generating activities as well as rentals and special events.

- The revenue generated must be worth the effort required to offer the activity, rental or special event.
 - An additional weekly Tai Chi class has been added.
 - Weekly Chinese Brush Painting lessons are now available.
 - Singing Lessons for Men is a new program offered weekly.
 - A Puzzle Club has been formed.
 - A program of Special Presentations continues each month.
 - A Vintage Fashion Show was added to Special Events.
- e) Apply for grants for which Goward House is eligible.
- The grants will need to cover a potential \$34,000 deficit.
 - An application for a \$20,000 Gaming Grant was submitted by November 30, 2025.
 - Application for a \$16,500 Victoria Foundation Grant was submitted March 9, 2026.
- f) Encourage donations to the Goward House Society Endowment Fund.
- Continue to participate in donation matching with the Victoria Foundation.
 - Due to a matching grant offer from the Victoria Foundation the Endowment Fund balance increased by \$5000 in 2025.
 - Transfer Scotiabank common shares to the Endowment Fund.
- g) Apply President's Appeal Donations to a capital project that will support members activities and increase revenue.
- 2025 President's Appeal donations will support the upgrading of the Lower Hall and Patio area.
 - By December 31, 2025, \$21,780 was available in restricted funds to put towards a renovation of the Lower Hall.
 - A planning meeting was held with Saanich Facilities Dept. on January 23rd to establish the scope of work and the timelines for completing the Lower Hall renovation.

*(Respectfully submitted by **Mary Collins**, Allan Davies, Lee Frank and Heidi Hodgins)*

KITCHEN

It was a busy year in the Kitchen and Tea Room! We've been quite successful in finding ways to entice members to enjoy what the kitchen has to offer.

On Wednesdays, our busiest day, we continue to serve homemade hot lunches, which have become quite popular. Leftovers (when we have them!) are frozen, to support our Pantry.

Thursdays are often quiet (unless we have Bridge lessons or a speaker). To encourage more customers, especially during the cold winter months, we occasionally made a fresh pot of soup. The plan was to freeze the leftovers in individual containers to be available later, but we have yet to have any leftovers.

Recently, volunteers have started baking fresh muffins on Tuesday mornings. So far, we've enjoyed blueberry, bran with dates, orange with raisins, and banana chocolate chip muffins. These, too, are popular and the lovely aroma of fresh baking wafting through the House encourages members to stay for coffee after their classes.

As directed by VIHA, **Heidi** drafted thorough plans for food services sanitation and for food safety. Thank you, Heidi, for all that work.

Thank you, too, to **David Collins** and **Brandi Ennis**, for the gift of good kitchen knives! They are very much appreciated.

Finally, a big thank you to all the volunteers who make it all possible. We have a full schedule of volunteers at this moment, but we always welcome more to go on our spare list or help out at events.

*(Respectfully submitted by **Barbara Sawyer** and **Joy Olesky**)*

PERSONNEL

In 2025 we were able to provide a cost-of-living increase for all staff. An additional custodian was hired to supervise events outside of regular house hours and this has been very successful. The custodians have also been very helpful at special events, such as the Craft Fair, the Christmas Lunch and recently the Vintage Fashion Show and Tea.

In 2026 we hope to review job descriptions for Goward House employees, complete staff evaluations and review pay grades.

*(Respectfully submitted by **Gail Branton**)*

PROGRAM

A wide variety of ongoing programs were offered throughout 2025, with Duplicate Bridge continuing to attract the largest number of participants. Social Bridge, Portrait Painters, Book Club, Strength & Balance, Line Dancing, Gentle Yoga, French, Spanish, Choir and Tai Chi were also popular programs. Lawn games were available in the summer.

Monthly, Deborah Dickson continued to host guided Tours of Haro Woods, and Pam Katunar presented Money Matters sessions. Allan Davies, then Mary Collins, offered a monthly President's Corner drop-in session, for members to chat with the Board President about Goward House.

Several new activities were launched in 2025, including Somatic Movements which proved very popular. A new instructor for Tai Chi was introduced and the activity has continued to be well received.

Jim Brackenbury taught three sets of Bridge lessons, and Barb Mekelburg offered a set of "Introduction to Chinese Brush Painting" lessons.

Eighteen presentations with speakers were held as follows:

- January – Joan Wallace (Driving for Seniors)
- February – Cliff and Diana Cunningham (China and SE Asia), Leah Hollins (Island Health Authority), Dan Levitt (BC Seniors Advocate), Maureen McTeer (current state of Human Reproduction in Canada)
- March – Elizabeth May (MP Saanich – Gulf Islands)
- April – Candidates for the Federal Election (Will Greaves, Laurel Collins, Michael Doherty), Linda Petch (Ikebana demo)
- May -- Dwight Owens (Ocean Networks Canada)
- June – Jonathan Manthorpe (author)
- September – Linda Schaumleffel (Pole Walking), Kim Cummins (Shelbourne Community Kitchen), Diana Gibson (MLA Oak Bay – Gordon Head)
- October – Bonnie Yarish and Laurie Wilson (Grandmothers for Africa), Dying with Dignity (MAID: Moving Forward)
- November – Tanya Clarmont (Victoria Native Friendship Centre), Tim and Diana Schaffter (Living in North Korea)
- December – Tricia Baldwin (Dean, Victoria Conservatory of Music)

*(Respectfully submitted by **Mary Collins**, with Barb Turner, Barb Sawyer & Joy Olesky)*

PUBLICITY

- As of December, our membership stands at 426. To get our membership back to the pre-COVID number of 500, our focus remains at retaining members & attracting new members. (The good news is that as of March 6, 2026 our membership stands at 441)
- To retain members, staff send out several reminders when memberships came due with mail-outs for those who do not have email.

- Members whose memberships have lapsed still receive the monthly Gazette newsletter via email.
- Professional grade brochures for and about Goward House are displayed in the brochure rack in the front entrance. The Activities & Rentals brochures are constantly being replenished in the display racks at the various Recreation Centers.
- We have a presence on various forms of Social media – Facebook, Instagram & the NextDoor App. We are getting a lot of exposure on the NextDoor app.
- Hello Gordon Head, The Cadboro Bay Residents Association and St Georges Anglican Church advertise our upcoming speakers within their membership.
- Brochures were made available for distribution at Music in the Park which took place at the House in July. We also collected email addresses of those non-members interested in receiving our monthly Gazette newsletter.
- In August, three Board members hosted a table at the Cadboro Bay Festival. Colourful candies attracted children, who brought their accompanying adults to the table. This provided a great opportunity to distribute brochures, collect email addresses, and promote Goward House.
- Brochures were made available during the Craft Fair in November.

*(Respectfully submitted by **Barbara Turner**)*

VOLUNTEERS, MEMBERSHIP & FRONT DESK

The Volunteer program at Goward House is an integral part of the Goward House operations. Apart from the Administration, the Volunteers are at the heart of the House. The Volunteers help make all the programs, activities and Tea Room work. They in turn receive a chance to make new friends and to make a difference in their community. Volunteers will always be made welcome and their expertise valued.

The Front Desk is the welcoming entrance to Goward House. The Front Desk volunteer sells food tickets for the Tea Room, blue tickets for activities, and yellow tickets for courses. They also direct members and visitors to the Art Show and the Tea Room and answer any questions the person might have about upcoming events and what Goward House is about. For financial transactions at the Front Desk there is now a new POS (Point of Sale) system which has streamlined our service and helped the Administrations with the bookkeeping. A comprehensive information folder is available at the Front Desk to hand out to new members so they can get as much information as possible about the House and how it operates. Volunteers for the Front Desk are always welcome and mentoring and assistance is always available.

The Membership of Goward House had reached about 426 by the end of 2025, and by the end of April is close to 450. This is the result of a great deal of work on the part of the Board of

Directors. The Program Directors, the Publicity Directors and the Administration continue the excellent work of making Goward House more well known. Many things have contributed to this success, including the Bridge Lessons of Jim Brackenbury, the special lunches in the Tea Room (with take-out options), Line Dancing, Somatics, lessons in Chinese Brush Painting and the excellent lectures that occur often each month. The regular exercise classes are also of value to our members. We look forward to attracting more visitors and members to Goward House this year.

*(Respectfully submitted by **Gail Branton**)*