



In Cap Haitien, at the C-NEW-C, smiles abound in this group of Nursery Program children who have recovered from malnutrition:



19,851 Pairs of prescription eyeglasses distributed in 9 countries



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Information about participating in an Eyeglass Trip, please [Contact us](#).

Rayjon Eyeglass Program Manager: Bob Topliffe



RAYJON'S IMPACT IN THE WORLD

For 30 years we have been making a difference in communities in Haiti, the Dominican Republic, and other developing countries. Here are some examples of the tangible **IMPACT** of your donations:

1,575 Malnourished children received life-saving treatment



38,000



Vaccinations for children & adults

19,851 Pairs of prescription eyeglasses distributed in 9 countries



6,125 Children educated (from pre-school to grade 13)



Adults learned to read and write **1,679**



Impoverished elementary and secondary students received tuition support to attend school **1,800**



Women received loans & training to start small businesses **150**



Wheels of Change



After much fundraising in Canada and dedication in Haiti, we are pleased to announce that we have purchased a 2011 Toyota Hilux for project use in rural Haiti! Without this vehicle much needed services would simply not reach those who need them most. **THANK YOU** to everyone who supported our "Wheels of Change" campaign.





Rayjon Share Care Sarnia Inc., Annual General Meeting

6:30 p.m., Wednesday, October 24, 2018

Sacred Heart Church (Meeting Room), Sarnia

A G E N D A

1. Opening Remarks and Welcome
2. Review of Minutes of 2017 Annual General Meeting.....Page 3
 - 2.1 Motion to approve minutes of the 2017 Annual General Meeting
3. Chairperson's Report
 - 3.1 Report by Rayjon Board Chair (Ann Tuplin).....Page 5
 - 3.2 Report by Eyeglass Program Manager (Bob Topliffe).....Page 6
 - 3.3 Report by Community Engagement Committee (Kim Wiley).....Page 8
 - 3.4 Report by Trips Director (Bryce McGarvey).....Page 9
 - 3.5 Report by Projects Director (Debbie Austin).....Page 11
 - 3.6 Report by Executive Director (Heather Smith).....Page 13
 - 3.7 Motion to approve the Chairperson's report
 - 3.8 Motion to approve actions taken by the Board since the 2017 AGM
4. **"Be Inspired."** Stories of transformation and inspiration
5. Financial Report
 - 5.1 Presentation of audited Financial StatementsPage 14
 - 5.2 Motion to approve Financial Statements
 - 5.3 Motion to appoint Hume, McDonough, Little, Taylor again as auditor for next fiscal year.
6. Nomination of 2018/2019 Board of Directors
 - 6.1 Nominating Committee ReportPage 26
 - 6.2 Election of Directors
7. **Video:** Message from Andre Jean-Pierre, Haiti Field Director (approx. 5 minutes)
8. New Business
9. Motion to adjourn
10. Closing Remarks



Rayjon Share Care of Sarnia Inc.
Annual General Meeting 2017
At the Sacred Heart Church
Wednesday, October 25, 2017 at 6:30pm

1. Opening Remarks and Welcome – Den S.

Opened with everyone reading Rayjon Vision, Missions and Values.

2. Review Minutes from 2016 Annual General Meeting,

2.1 Motion to approve the minutes of the 2016 AGM.

Moved: Kim Wiley **Seconded:** Bryce McGarvey

That the minutes of the 2016 AGM be approved.

Carried

3. Chairperson's Report.

Reports from the following areas were available for preview in Drop Box.

Refer to submitted reports for further details.

3.1 Report by Rayjon Chair – Den Shannon

3.2 Eyeglass Program - Bob Topliffe

3.3 Rayjon Board/Fund Development/Executive Director – Heather Smith

3.4 Trips Director – Bryce McGarvey

3.5 Projects Director – Debbie Austin

3.6 Community Engagement Committee (CEC) – Kim Wiley

3.6 Motion to approve the Chairperson's report.

Moved: Mary Weerdenburg **Seconded:** Debbie Austin

That the Chairperson's report be approved.

Carried

3.7 Motion to approve actions taken by Board since 2016 AGM

Moved: Sue Ashton **Seconded:** Bryce McGarvey

That the actions taken by the Board since the 2016 AGM be approved.

Carried

4. Financial report- John Spinozzi

4.1 Presentation of RSCS audited Financial Statements June 30, 2017

Refer to report for details.

4.2 Motion to approve the financial report.

Moved: Glen Maddison **Seconded:** Debbie Austin

That the Board approve the financial report

Carried

4.3 Motion to appoint Hume, McDonough, Little, Taylor again as auditor for next fiscal year.

Moved: Peter Westfall **Seconded:** Brian Rea
That Hume, McDonough Little, Taylor be approved as auditor for the next fiscal year.
Carried

5. Nomination of 2017/2018 Board of Directors

5.1 Nominating Committee report - Den Shannon

- See Nominating Committee report for details
- There were no nominations from the floor.
- It was noted by one of the members that there had been an omission of one of the Members at Large, Terry Demarco on the nominee list.

Motion by Peter Westfall **Seconded** by Brian Rea
That Terry Demarco's name be added to the Nominating Committee Report
Carried

5.2 Election of Directors

Motion by Kim Wiley **Seconded** by John Spinozzi
That the Board accept these nominees to the Board.
Carried

6. Video of Haiti Field Director (approx. 5 minutes)

Due to difficulties with technology, the video could not be viewed. Heather read a statement instead.

7. New Business - None

8. Motion to adjourn

Motion by Mary Weerdenburg **Seconded** by Debbie Austin
That the Board meeting be adjourned.
Carried

9. Closing Remarks - John Barnfield

October 12, 2018

Report by Rayjon Chair to the 2018 Rayjon AGM

This year's report to the AGM repeats the format of each Committee Chair submitting an annual report. This structure not only provides a very good picture of Rayjon's activities over the past year, but is also representative of the collaborative and hands-on nature of the Rayjon Board. The reports describe progress on specific strategic goals and objectives included in the 2016-2021 Strategic Plan, which was reviewed and updated in 2018.

This year the Rayjon Board has enjoyed the guidance and hard work of our skilled and dedicated Executive Director. After one year of monitoring the hours of the Executive Director in her combined role of Executive Director and Project Manager, in 2018 the Board increased the number of paid hours. The increased hours still do not exceed the number of combined hours when two people carried out these respective positions and do not fully capture the hours our Executive Director is actually working on Rayjon's behalf. The combined role is proving to be extremely effective for the Rayjon Board.

The Rayjon Board continues to function well with engaged, committed and qualified members, all of whom have agreed to continue to serve in for another year.

My first year as Chair of the Rayjon Board has been a learning experience and very rewarding. I am grateful to Den Shannon, Past Chair, who has continued to mentor me and to play an active and meaningful role.

Ann Tuplin

Rayjon Eyeglass Program

AGM Report October 2018 - Submitted by Bob Topliffe



1) How has the Eyeglass Program Facilitated Partnerships?

The eyeglass program establishes a partnering relationship with a host in the countries/communities where we hold clinics. The host has a set of responsibilities that they take care of before the Rayjon team arrives. They identify a community in need of vision care, then communicate to the community the dates we arrive and the location where the clinic will be held. In addition, the host obtains authorization from the local department of health, arranges a facility for the clinic, ensures there is a back-up generator, table, chairs, power cords, and a seating area for patients. The host also looks after ground transportation, meals and accommodations for the team. Our hosts are typically a charitable organization, service club or religious organization. The trip pre-planning process with the host begins 4 to 5 months before the clinic date.

2) How has the Eyeglass Program Engaged Volunteers?

During the eyeglass clinics, the host participates in the day-to-day activities at the clinic. They also try to arrange for volunteers to participate as translators and to assist with patient registration. We have experienced gracious gestures of support from community members. For example, a local baker in Belize brought our team lovely pastries everyday at the clinic and would not accept any remuneration.



Locally, in Sarnia, the eyeglass program functions through the support of a large contingent of volunteers that collect eyeglasses from donors. Volunteers wash and sort the glasses then read the prescriptions and package them in zip-lock bags with a label affixed. Another set of volunteers enters the glasses into a computer database and manages the inventory for future trips.

All the members of the eyeglass team pay for their own expenses that includes airfare, ground transportation, meals and accommodations.

3) How has the Eyeglass Program had Impact on Communities?



The eyeglass program specifically seeks out patients in communities that are unable to afford the cost of an eye examination and to purchase a pair of prescription eyeglasses. We leave it up to our host to decide if they will charge the patient a small token amount equivalent to \$2.00 US for the eye exam and glasses. The money collected is often used to pay for lunches for the volunteers at the clinic. No patients are turned away if they are unable to pay the fee. The patients benefit from restored vision. We have serviced police officers, truck drivers and office workers that were performing their jobs with extremely poor eyesight. They left the clinic with 20/20 vision when they wore their new glasses. We have established wonderful lasting relationships with our host organizations that seek to have us return to their communities periodically for future clinics.

In our Canadian communities we have developed relationships with Optometrist offices that collect donated eyeglasses for us. We also have Canadian Lions Clubs collecting eyeglasses for us. A relationship has been established with the Opticianry program at Georgian College in Barrie. The students in the program grind lenses and put them in frames so we can send them to patients that visited one of our clinics but didn't get a pair of glasses to match their prescription. The Opticianry program also provides us with specialty frames and lenses at no charge.

RAYJON EYEGLASS CLINIC STATISTICS

Trip No.	Year	Country	Size of Team	Number of Patients Seen	Prescription Glasses Dispensed	Glasses Made Up in Canada	Patients Referred for Surgery
Fall Clinics							
1	1993	Ixmiquilpan Mexico	17	725	512		60
2	1995	Ocoa, Dominican Republic	15	621	451		44
3	1996	El Cruce, D.R.	16	608	470	3	78
4	1997	Anahuac, Mexico	16	905	824	9	81
5	1998	Jinotega, Nicaragua	Cancelled 1 week before trip due to Hurricane Mitch				
6	1999	San Ignacio, Belize	20	1,391	603	27	72
8	2000	Corozal, Belize	19	1,244	746	13	83
10	2001	Ocoa, Dominican Republic	15	1,007	766	19	61
12	2002	Toyos, Honduras	20	1,033	895	6	114
14	2003	Punin, Ecuador	21	1,101	805	27	51
16	2004	Puerto Cabezas, Nicaragua	20	840	782	8	64
18	2005	Corozal, Belize	24	1,203	961	22	112
20	2006	San Marcos, Guatemala	23	719	518	77	48
22	2007	Mixco, Guatemala	23	869	671	76	54
24	2008	Usulután, El Salvador	20	762	689	35	50
26	2009	Toyos, Honduras	16	441	385	16	84
28	2010	Rabinal, Guatemala	24	802	665	33	78
30	2011	Corozal, Belize	20	562	490	25	61
32	2012	Consuelo, Dominican Republic	21	739	686	14	84
33	2013	Santa Isabel, Guatemala	21	600	419	69	18
35	2014	Mixco, Guatemala	21	650	361	60	6
36	2015	Ocoa, Dominican Republic	24	840	765	19	64
38	2016	Corozal, Belize	21	640	546	32	59
40	2017	Ocoa, Dominican Republic	23	611	557	35	45
Total			460	18,913	14,567	625	1,471

Spring Clinics - Haiti **

7	2000	Dorval	5	255	249		
9	2001	Dorval	6	255	223	4	
11	2002	Dorval	8	350	256	1	24
13	2003	Barbe	7	350	275	3	30
15	2004	Barbe	6	350	271	3	17
17	2005	Barbe	6	350	256	7	40
19	2006	Barbe	8	381	342	6	20
21	2007	Barbe	8	372	223	1	5
23	2008	Barbe	7	416	370	3	5
25	2009	St. Marc	7	363	297	3	6
27	2010	St. Marc	7	437	355	1	27
29	2011	St. Marc	6	366	338	1	24
31	2012	St. Marc	7	368	378	0	12
34	2014	St. Marc	9	408	370	0	9
37	2016	Lagarene	9	367	288	0	1
39	2017	Bertrand	10	439	427	1	0
41	2018	Lagarene	9	397	366	0	0
Total Haiti			125	6,224	5,284	34	220

Total of all Clinics

585 25,137 19,851 659 1,691

Additional Notes:

Trip #	Comments
3	320 children were pre-screened prior to our arrival. Funds were left for glass eye for a child.
5	Trip cancelled one week before our scheduled departure due to Hurricane Mitch. A sum of \$23,532.37 was raised to build housing for victims.
6	360 patients were prescreened during our clinic.
8	Funds were left for 4 boys urgent medical needs and one scholarship to attend school
11	The eyeglass team was accompanied by CKCO personnel to prepare a documentary.
**	A total of \$22,530 has been left to-date in Haiti to cover referrals.

REPORT OF THE COMMUNITY ENGAGEMENT COMMITTEE 2017-18

The Community Engagement Committee has had another successful year in 2017-18 with several long term very profitable fundraising initiatives being mixed with some new events.

Historical events such as Pasta Fest, Fall Fair and the DeGroot's summer plant sale continue to raise significant funds as well as provide opportunities for volunteer participation and community awareness of Rayjon activities. New and very successful fundraising events this past year included the very popular Curling Event in November, a wine teaching and dinner event at the Giresi's in September and a golf tournament in Corunna, also in September of 2018. These new events have brought significant participation from new people and have provided further opportunities for Rayjon members to reach out to the Sarnia-Lambton community to tell our stories of our involvement in the organization and the projects supported in Haiti and the Dominican Republic. Other ongoing events such as the Pickle ball fundraiser, Yard Sale in Point Edward, Art Events, Atizani sales and Christmas community Atizani events augment fundraising throughout the year, providing further opportunities for participation for Rayjon members and others in the Sarnia area community.

As always, CEC could not raise these funds without the consistent and dedicated support of our many volunteers. In particular, I would like to specifically note the many, many hundreds of hours of work by Dianne McKillican and friends who organize and run the Fall Fair and DeGroot's fundraisers. Dianne provides ongoing, additional support through community outreach to the media and churches as well as monitoring and organizing storage at Essex Street and recruiting volunteers for events. CEC is greatly indebted to all our volunteers for their dedication to the organization and their support is always very much appreciated.

Respectfully submitted,
Kim Wiley, Chair of CEC



Rayjon Share Care Sarnia Annual General Meeting
October 24, 2018, Sacred Heart Church Meeting Room, Sarnia
Report by Chair of Rayjon Trips Committee

Summary of Completed Trips During the Period:

November 2017 #17-10-EGO Eyeglass Clinic to Ocoa, Dominican Republic (26 people)
Adult Awareness Trip to Haiti (8 people)

March 2018 #18-1-HA Awareness trip to Haiti (11 people)
#18-10-HFH Hope for Haiti Trip to Haiti (3 people)

April/May 2018 4 Georgian College multi-disciplinary trips to Ocoa & Consuelo, DR
(100+ people) [#18-4-HSIT, #18-5-GCPT, #18-6-QNS, #18-7-GCC]
#18-3-EGH Eyeglass trip to Lagarenne, Haiti (9 people)

In addition to the trips listed above, 2 regularly scheduled Project Monitoring Trips took place through the year.

April/May 2018 #18-9-MON1 Spring monitoring trip to Haiti (3 people)

August/Sept 2019 Monitoring trip to Haiti (interviews for new manager position) [3 people]

Facilitating Partnerships

Developing partnerships in Canada, and in Haiti, Dominican Republic, and other countries where Rayjon serves (specifically Eyeglass trip locations) through effective trips and trip planning is a key objective of the Trip Committee. To this end, trip planning is done with consideration of the following elements:

- Awareness trips and project monitoring team trips were planned in conjunction with local hosts
- Consideration is given to resource limitations of hosts and an assessment of the impact of visits on delivery of programs to the beneficiaries
- Eyeglass trips are planned with the local sponsor to ensure maximum impact of clinics. In addition, the eyeglass team from Sarnia continues to carry out discussions with the Georgian College optician program to determine prospects for adding a third eyeglass trip to the annual roster

Volunteer Engagement

As a volunteer-based organization, Rayjon depends on attracting people to actively participate in programs and activities. Trips offer a clear gateway for trip participants to become active volunteers with the organization by exposing people to the operation of programs (i.e. eyeglass clinics) and the opportunities that exist to contribute to projects in Haiti and Dominican Republic (awareness trips). Historically, the majority of awareness trips have been heavily attended by students and youth (high school and college students). The challenge has been retention of these participants in active roles in the organization, as many leave the Sarnia area to pursue education and employment opportunities.

The Trip Committee has discussed this situation at length, and a relatively recent change has been to offer adult-focused awareness trips to small groups, with the objective of volunteer engagement and retention. To date, the focus has been on adult trips to Haiti, and trip participants have been directly linked into new fundraising activities (curling event).

Sharing Our Stories

A key mechanism through which people are made aware of Rayjon and the goals and objectives of the organization is when trip participants share their stories. Story sharing takes many forms including the Rayjon website, Facebook page and newsletter, interviews with media, presentations to schools, faith communities, and service groups, as well sharing the experience with family, friends and coworkers. The challenges regarding effective story sharing are many, and include hesitancy of trip participants to engage groups of people, difficulty in effectively engaging media contacts, and participants becoming busy in their day-to-day activities following a trip.

Generally, there is good sharing through Rayjon-led outlets, but the messages tend to be more limited to people who already have a level of engagement with the organization. In order to encourage trip participants to share broadly, the premise and strategies for story sharing can be part of trip preparation meetings, so that there is no surprise regarding the expectation following the trip.

Other Trip Committee Activities

The Trip Coordination Committee met on an *ad hoc* basis throughout the year. A key activity, led by John Barnfield, was the development of a two-year, forward-looking roster of trips. The objective of this activity was to articulate plans for trips and to ensure that no avoidable issues arise for our project leaders and beneficiaries because of excessive visitor traffic in a short period of time. Additionally, trip leaders were asked to consider which of the following are relevant to their trips:

1. Relationship building with people / communities (spending time with - getting to know, having fun, face time)
2. Motivation, moral support for hosts and beneficiaries (show we care)
3. Exchange / transfer knowledge & skills (2-way) – education & training
4. Provide goods, materials, funding, services
5. Raise awareness of participants about situation in Haiti, Dominican Republic, and other developing countries – perhaps get involved in Rayjon after the trip
6. Raise the awareness of Sarnia (and other) community members about situation in developing countries
7. Fund raising to support projects in Rayjon projects in Haiti and Dominican Republic

The time spent away from home on a trip is only a small part of the overall trip execution.

1. An important feature of a successful trip is management of trip documents, financial statements and trip reports. Bob Topliffe continued to be the overseer and manager of the trip-related documents and procedures. This work is invaluable to trip leaders in all parts of Rayjon as they organize and execute their trip preparation and travel.
2. Effectively managing the income and expenses related to a trip is ongoing throughout the preparation and while travelling. There have been transitions in the financial group that supports trips and receipting, all involved have done an excellent job, with the transitions essentially transparent to trip leaders.
3. Following the completion of a trip, trip leaders are required to issue a report that captures highlights and important learnings from the trip. Timeliness is a key to ensuring that the impact of the trip can be shared broadly with others in the organization.

Rayjon Projects Committee Report

To the Annual General Meeting, October 2018



This report answers 3 important questions:

1. How have Rayjon projects facilitated partnerships?

Consistent with our Strategic Plan and work plan for projects, in the past year, the following partnerships have been successfully facilitated and are ongoing:

- a. At C- NEW-C (former Sacred Heart Centre) in Cap Haitian, Andre Jean Pierre has been building relationships with other potential donors and supporting organizations. His efforts brought about a new and **important partnership** for the Centre in January of 2018 with a new American organization called Learn Love Grow Haiti, founded by the McBride family. This development is important for the longer term sustainability of the Centre and reduces its dependency on Rayjon.
- b. At the St Marc project, three important partnerships were maintained in the past year
 - i. Hope for Haiti has been a **key partner** in the construction of the Pinson school and in supporting its operating costs to provide quality education for students from Preschool to grade 8. Hope for Haiti's patience has been greatly appreciated, as many hurdles delayed progress with this construction project. The walls are finally in place (as of October 2018), and Hope for Haiti is now considering financial support to complete this addition to the school.
 - ii. The Sarnia Rotary After Hours Club and the St. Marc Rotary Club are **partners** with Rayjon Canada and Haiti in a project to provide improved educational resources, training and support in agronomy as part of key vocational training, engaging families and students.
 - iii. The Women's Federations in 6 zones of the Haut de St Marc area are **important partners** with Rayjon Haiti in the delivery of the Microfinance program and the Alpha Literacy program. Both of these programs meet priorities identified by the Women's Federation members and leadership in their communities.
- c. In the DR, the project has had longstanding **informal partnerships** with Rayjon Awareness Trip programs. Although an Awareness Trip did not visit the project in 2018, a Georgian College Trip did attend and provided a medical clinic, some supplies and encouragement.



New classrooms, Pinson School

2. How have Rayjon projects built capacity?

- a. At C-NEW-C, the staff have implemented assessment recommendations to greatly **increase their capacity** to independently manage and deliver the core programs of the Centre—providing nutritional recovery for

malnourished children, as well as tuition support for school aged children of beneficiaries. The focus of programs for parents is upon **building capacity** through life skills programming, a peer support group, nutrition education, sewing classes and longer term Alpha Literacy programming

- b. In St Marc **capacity building** has been the focus of the project activities. In particular, education for students at Pinson school and Alpha Literacy has been offered to beneficiaries, children and adults. Training has been provided to staff including to teachers and the RSCH leadership team. Efforts were made to recruit and hire a competent leader for RSCH in St Marc. At the end of August, Renaud was hired and although it is early, his performance has been strong to date and his role will continue to build capacity within RSCH to plan, manage and evaluate their activities and to engage with beneficiaries in a meaningful and effective way.
- c. In CCDP, sewing classes have **built capacity** and confidence in the adult participants who are developing and using these skills for personal and income generating purposes.



*Renaud Thomas, RSCH Manager/
Community Coordinator*

3. How have Rayjon projects had impact on communities?

- a. C-NEW-C in Cap Haitian remains the only intensive outpatient weekday program for treatment of malnourished children between 9 and 59 months and continues to meet a critical need. It provides frontline services to parents of malnourished children to support them with training and mentoring to gain life skills and Alpha Literacy. The Red Zone support for families facing life and death issues has continued. The **impact** is literally lifesaving for vulnerable children and families and training and education provided to adults and students leaves **lasting impact**.
- b. 95 school aged children of beneficiary families were given tuition support to attend school. Three of these students graduated from Philo (highest level of high school) in June 2018! 60% of the students entering the 2018-2019 school year are in grades 9 to 13. In a country where only 29% of adults over the age 25 have attended high school, this is a major feat, with incredible **impact**.
- c. In St Marc, the **impact** of Alpha Literacy training has been described by many adult participants as **life changing**. As of June 2018, Rayjon has provided literacy training to 1,679 adults.
- d. The Pinson School continued to provide the only **access to education in a remote location** for nearly 200 students from preschool to Grade 8.
- e. The impact of the Microfinance program has had the impact of **increasing the capacity** of primarily female heads of households **to support their families**. Another 25 adults received loans in 2017-2018, with a repayment rate of 100%.
- f. In the DR, the project is a **key resource engaging community members** in this impoverished barrio and continues to provide preschool education and nutrition to children and adult skills training through sewing classes and a start-up gardening project. After the graduation of last year's sewing students in Consuelo, this year the program started fresh on a nearby Batey, Doña Lila.
- g. In **Canada**, the Rayjon community is also **impacted through volunteerism, solidarity, and engagement** in relationships, activities and objectives of the organization.

This report is submitted with **much gratitude** for the hard work of Rayjon's many committed Board and committee members, volunteers, Executive Director, its generous partners and Haitian staff in the communities where we work.

Debbie Austin, Rayjon Projects Director

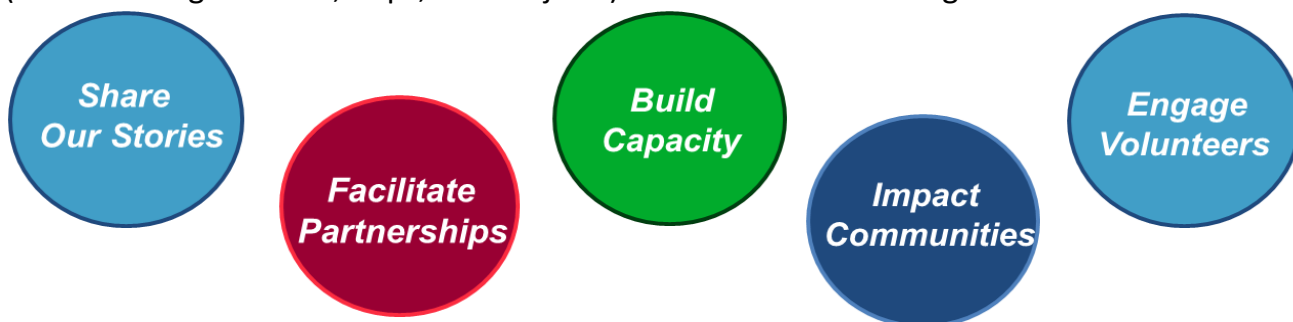


Rayjon Share Care of Sarnia Inc.
Box 2482 Sarnia, ON, N7T 7T1
Tel: (519) 381-5929 www.rayjon.org
Reg. Canadian Charity # 11910 9460RR0001

October 17, 2018

Report by the Executive Director to the 2018 Rayjon AGM

In 2017-2018 we have seen many positive developments in each of the three key branches of Rayjon (Canadian Organization, Trips, and Projects). Our 2016-2021 Strategic Plan identified five key goals:



In the reports submitted by committee chairs you will read about the many activities and initiatives that supported each goal this past year. As we enter 2018-2019 we have much to look forward to, and a strong foundation from which to build. I continue to be impressed and inspired by our volunteers, many of whom have shared with me unique reasons for their strong personal connection to Rayjon, and who all share a common desire to support Rayjon's mission and vision.

I would like to extend thanks to each and every one of our Board Members, Committee Members, and amazing Volunteers for their dedication and passion. Behind every event and Rayjon project is a strong group of selfless volunteers. 32 years and going strong!

In Haiti and the Dominican Republic we have seen renewed dedication and the development of new skills among staff and partners. We have welcomed new faces to the Rayjon team.

In addition to the positive developments at **Project** sites in Haiti and the D.R., the many exciting **Trips**, and the success of so many **Community Engagement/Fundraising** activities, there are also positive things happening behind the scenes with the **Rayjon Board** and **Fund Development** as we begin to focus more and more on sustainability and fostering the long-term growth of Rayjon.

"Be Inspired"!

Heather Smith

RAYJON SHARE CARE OF SARNIA INC.

FINANCIAL STATEMENTS

JUNE 30, 2018

HUME MCDONOUGH LITTLE TAYLOR LLP
Chartered Professional Accountants
194 George Street
Sarnia, Ontario
N7T 4N7

RAYJON SHARE CARE OF SARNIA INC.

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INDEPENDENT AUDITOR'S REPORT

To The Board of Directors of Rayjon Share Care of Sarnia Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Rayjon Share Care of Sarnia Inc., which comprise of the statement of financial position as of June 30, 2018 and the statements of operations and fund balance, reserve operations and fund balance and cash flows for the period ended June 30, 2018, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

In common with many other charitable organizations, the organization derives revenue from donations and fund raising events, the completeness of which is not susceptible to audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to revenue, and thus the statement of operations.

Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue from donations and fund raising events referred to in the above paragraph, the financial statements present fairly, in all material respects, the financial position of Rayjon Share Care of Sarnia Inc. as at June 30, 2018 and the results of its operations and cash flow for the period ended June 30, 2018 in accordance with Canadian accounting standards for not-for-profit organizations.

Hume McDonough Little Taylor LLP

Sarnia, Ontario
 October 24, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS
 Licensed Public Accountants

RAYJON SHARE CARE OF SARNIA INC.

STATEMENT OF FINANCIAL POSITION

AS AT JUNE 30, 2018

	<u>ASSETS</u>	<u>2018</u>	<u>2017</u>
CURRENT ASSETS			
Cash (Note 3)		\$ 245,217	\$ 291,121
Investments (Note 4)		4,909	8,779
Sales taxes receivable		<u>3,062</u>	<u>1,644</u>
		253,188	301,544
CAPITAL ASSETS - NET (Note 5)		<u>23,112</u>	<u>-</u>
		<u>\$ 276,300</u>	<u>\$ 301,544</u>
	<u>LIABILITIES</u>		
CURRENT LIABILITIES			
Accounts payable and accrued liabilities		\$ 3,503	\$ 3,508
Deferred contributions held for designated projects (Note 6)		<u>57,159</u>	<u>79,081</u>
		<u>60,662</u>	<u>82,589</u>
	<u>FUND BALANCES</u>		
UNRESTRICTED FUND BALANCE		155,638	158,955
INTERNALLY DESIGNATED FUND BALANCE (Note 7)		<u>60,000</u>	<u>60,000</u>
		<u>215,638</u>	<u>218,955</u>
		<u>\$ 276,300</u>	<u>\$ 301,544</u>

APPROVED ON BEHALF OF THE BOARD:

_____ Director

_____ Director

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

RAYJON SHARE CARE OF SARNIA INC.

STATEMENT OF OPERATIONS AND FUND BALANCE

YEAR ENDED JUNE 30, 2018

	<u>2018</u>	<u>2017</u>
REVENUE		
Donations	\$ 278,900	\$ 351,718
Eye Glass program	17,771	5,560
Fundraising events	69,177	62,151
Hope for Haiti program	15,990	40,880
Investment/exchange (loss)/income	2,354	(331)
Save a family plan	-	32,607
	<u>384,192</u>	<u>492,585</u>
OTHER REVENUE		
Awareness Trip Revenue	232,834	252,835
Trip Admin Fee	7,246	-
	<u>240,080</u>	<u>252,835</u>
TOTAL REVENUE	<u>624,272</u>	<u>745,420</u>
CANADIAN EXPENDITURES		
Canadian administration	33,289	20,696
Public engagement	2,155	3,865
	<u>35,444</u>	<u>24,561</u>
OUT OF COUNTRY PROJECTS & PROGRAMS		
C-NEW-C project	102,815	135,814
Consuelo project (CCDP Consuelo community development project)	17,518	20,656
Eye Glass program	17,771	5,560
Hope for Haiti program	15,990	40,880
IRCDP project (RSCH)	78,127	73,273
Project support expense	94,834	79,834
Save a family plan	-	23,903
	<u>327,055</u>	<u>379,920</u>
OTHER EXPENDITURES		
Awareness trip expenditures	230,302	257,803
Amortization	4,078	-
Fundraising events expense	30,711	28,744
	<u>265,091</u>	<u>286,547</u>
TOTAL EXPENDITURES	<u>627,590</u>	<u>691,028</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>(3,318)</u>	<u>54,392</u>
BALANCE, BEGINNING OF YEAR	<u>158,956</u>	<u>104,564</u>
BALANCE, END OF YEAR	<u>\$ 155,638</u>	<u>\$ 158,956</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

RAYJON SHARE CARE OF SARNIA INC.

STATEMENT OF RESERVE OPERATIONS AND FUND BALANCE

YEAR ENDED JUNE 30, 2018

	<u>2018</u>	<u>2017</u>
BALANCE, BEGINNING OF YEAR	<u>(60,000)</u>	<u>(60,000)</u>
BALANCE, END OF YEAR	<u>\$ (60,000)</u>	<u>\$ (60,000)</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

RAYJON SHARE CARE OF SARNIA INC.

STATEMENT OF CASH FLOWS

JUNE 30, 2018

	<u>2018</u>	<u>2017</u>
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ (3,318)	\$ 54,392
Amorization on capital assets	4,078	-
Changes in non-cash working capital balances related to operations		
Accounts receivable	(1,417)	1,381
Accounts payable and accrued liabilities	(5)	4
Funds held for designated projects	<u>(21,922)</u>	<u>(13,476)</u>
	<u>(22,584)</u>	<u>42,301</u>
INVESTING ACTIVITIES		
Purchase of capital assets	<u>(27,190)</u>	<u>-</u>
CHANGES IN CASH AND INVESTMENTS	(49,774)	42,301
CASH AND INVESTMENTS, beginning of year	<u>299,900</u>	<u>257,599</u>
CASH AND INVESTMENTS, end of year	\$ <u>250,126</u>	\$ <u>299,900</u>
Cash and equivalents represented by:		
Cash	\$ 245,217	\$ 291,121
Short term investment	<u>4,909</u>	<u>8,779</u>
	\$ <u>250,126</u>	\$ <u>299,900</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS.

RAYJON SHARE CARE OF SARNIA INC.

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2018

PURPOSE OF THE ORGANIZATION

The organization, incorporated as a not-for-profit corporation without share capital under the laws of Ontario, is a charitable organization which provides community development support, such as health care and education in Haiti and the Dominican Republic, conducts eyeglass clinics in the Caribbean and Latin America, organizes work groups to participate in work projects in developing countries and to raise awareness of the situation in these countries.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Investments

Stocks and mutual fund investments are recorded at market value.

Capital Assets - Net

Capital assets, including expenditures which improve or prolong the useful lives of the assets, are stated at cost. Amortization is computed on a declining balance at the following rates:

Computers and audio visual	30%	declining balance
Vehicles	30%	declining balance

Donated Materials and Services

A number of unpaid volunteers have made significant contributions of their time in the furtherance of Rayjon Share Care of Sarnia Inc.'s programs. The value of this contributed time is not included in the financial statements.

Revenue Recognition

RAYJON Share Care of Sarnia Inc. follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

RAYJON SHARE CARE OF SARNIA INC.

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. Estimates include accrued liabilities. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

2. FINANCIAL INSTRUMENTS

The organization has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments as follows:

Credit risk exposure

The organization is not exposed to any significant credit risks.

Interest rate risk

The organization is subject to risk of interest rate fluctuations. As a result, the profitability and cash flow of the company are affected by interest rate fluctuations.

Market risk

The organization's investments are subject to the risk of market price changes. As a result, profitability and cash flow of the company are affected by market price fluctuations.

Foreign currency risk

The organization maintains its accounts in Canadian dollars. However transfers to designated projects in foreign countries, previously through MEDA trade company, who sold their rights to INTL FCStone Commodities Global Payments Foreign Exchange Securities and a second company AFEX Global Payment and Risk Management Solutions are in United States dollars and therefore the company is subject to foreign currency fluctuations which may, from time to time, affect its excess (deficiency) of revenue over expenditures and cash flow.

Liquidity risk

The organization's exposure to liquidity risk is dependant on receipt of donations.

RAYJON SHARE CARE OF SARNIA INC.

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2018

3. CASH

	<u>2018</u>	<u>2017</u>
Cash is held for the following purposes:		
General operations	\$ 128,058	\$ 152,040
Eye Glass and Hope for Haiti programs	47,159	59,081
Scholarship fund	10,000	20,000
Internally designated funds	60,000	60,000
	<u>\$ 245,217</u>	<u>\$ 291,121</u>

4. INVESTMENTS

	<u>2018</u> <u>COST</u>	<u>2018</u> <u>MARKET</u> <u>VALUE</u>	<u>2017</u> <u>COST</u>	<u>2017</u> <u>MARKET</u> <u>VALUE</u>
Investments consists of the following:				
Common Shares	\$ 2,741	\$ 757	\$ 2,741	\$ 822
Mutual Funds	5,000	4,152	8,485	7,957
	<u>\$ 7,741</u>	<u>\$ 4,909</u>	<u>\$ 11,226</u>	<u>\$ 8,779</u>

5. CAPITAL ASSETS - NET

	<u>Cost</u>	<u>2018</u> <u>Accumulated</u> <u>Amortization</u>	<u>Net Book</u> <u>Value</u>	<u>2017</u> <u>Net Book</u> <u>Value</u>
Computers and audio visual	\$ 1,694	\$ (254)	\$ 1,440	\$ -
Vehicle	25,496	(3,824)	21,672	-
	<u>\$ 27,190</u>	<u>\$ (4,078)</u>	<u>\$ 23,112</u>	<u>\$ -</u>

6. DEFERRED CONTRIBUTIONS HELD FOR DESIGNATED PROJECTS

Funding for operating activities:

	<u>2018</u>	<u>2017</u>
HOPE FOR HAITI:		
BALANCE, BEGINNING OF YEAR	\$ 28,947	\$ 42,340
ADD: amounts received in the year	15,974	27,488
LESS: amounts expensed in the year	(15,990)	(40,881)
BALANCE, END OF YEAR	<u>\$ 28,931</u>	<u>\$ 28,947</u>
EYEGLOSS PROGRAM:		
BALANCE, BEGINNING OF YEAR	\$ 30,134	\$ 30,217
ADD: amounts received in the year	5,865	5,477
LESS: amounts expensed in the year	(17,771)	(5,560)
BALANCE, END OF YEAR	<u>\$ 18,228</u>	<u>\$ 30,134</u>
SCHOLARSHIP FUND:		
BALANCE, BEGINNING OF YEAR	\$ 20,000	\$ 20,000
ADD: amounts received in the year	-	200
LESS: amounts expensed in the year	(10,000)	(200)
BALANCE, END OF YEAR	<u>\$ 10,000</u>	<u>\$ 20,000</u>

RAYJON SHARE CARE OF SARNIA INC.

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2018

7. INTERNALLY DESIGNATED FUNDS

Effective June 2014, the Board of Rayjon Share Care Sarnia Inc. created an Emergency Reserve Fund and contributions will be made to the Reserve Fund annually as approved by the Rayjon Board. The intent of the emergency Reserve Fund is to provide long term stability to the organization's finances, to demonstrate confidence to our partners in Haiti and Dominican Republic that we have the capacity to honor all financial commitments made to them and to respond to emergency situations of our partners. Funds may only be spent from this Reserve by resolution of the Board.

8. COMMITMENT

As part of the organization's mandate, trips to Haiti and Dominican Republic are organized and carried out. Each individual pays their costs of such trips and the organization records these amounts as revenue. Expenses associated with the trips are recorded and any excess refunded to the individuals. Timing difference between the recording of the revenue and the incurrence of the expense and refunds to the individuals can cause the revenue not to equal the expense in the fiscal year.

9. COMPARATIVE FIGURES

Certain of the prior year's comparative figures have been reclassified to conform with the current year's financial statement presentation.



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Tel: (519) 381-5929 www.rayjon.org
Reg. Canadian Charity # 11910 9460RR0001

October 12, 2018

Report by the Nominating Committee for 2018

Members of the 2018 Nominating Committee are: Den Shannon, Joanna Catterson, Peter Westfall and Ann Tuplin. Executive Director Heather Smith is an ex officio member of the Committee.

Board member consultations were completed by Den Shannon for the purpose of determining interest in Board positions as well as to gather input about potential improvements in Board function, if any.

Board Membership

All current Members of the Rayjon Board expressed a willingness and desire to continue to serve over the next year.

None of the Board members contacted indicated that they would like a change in role.

Board Effectiveness

No significant changes are recommended for the purpose of Board effectiveness. Balance must also be sought to ensure efficient use of time as well as sufficient time provided for discussion.

Positive comments about the current make-up of the Board were received with recognition of a combination of newer members and experienced members. In particular, it is valued that there is a comfort level among members to express alternate views and to debate in a healthy way, issues where there is a divergence of opinion.

An issue of common interest, raised during discussions/input with Den, is fund development. There is recognition that the Executive Director has been successful in working with the Committee to create and implement a fund development plan (results have demonstrated more donors, better communication with donors etc.) however (trying to summarize the various views), there is a vulnerability associated with Rayjon's dependence, from year to year, on the annual donations. Efforts to create a reserve have been negatively impacted by crises in Haitian operations in the last couple of years. Although there remains a reserve, it has been reduced rather than grown, and there is a need for a way to create a reserve or fund which would provide a plan for sustainability for Rayjon and its beneficiaries in Haiti and the Dominican Republic.

There are also various Committees handling different roles, all associated with fundraising, fund development, donations, investments of donations etc, and it is the recommendation of the Nomination Committee that a small, ad hoc Committee be charged to look at the issue of fund development and fund raising for the purpose of

- 1) Clarifying roles and responsibility for various functions associated with fund development, fun raising etc. (who is responsible for what?)
- 2) Determining how we can expand our fund development role to encourage contribution to an endowment fund for the purpose of ensuring Rayjon's sustainability. Such an endowment fund could be invested with the Sarnia Community Foundation
- 3) Considering investment strategies
- 4) Look at banking practices
- 5) Any other matters identified by the Board

Successors

A perpetual concern of Rayjon, as a working Board, is to ensure that we have a way of continuing vital functions performed by volunteer Board members such as the Finance Director, Project Director, Trips Director, Medical Director, Secretary and Chair should any of the members currently holding those positions leave without notice. There have been attempts made in the past to identify successors without significant success.

It is the view of the Nomination Committee that, as a result of the skills and experience of various members of the Board that, in the unlikely event any of these members should need to leave their positions without notice, that there are collections of people who could somehow ensure the function is continued. That is, even though there may not be any one person who could fill in for these vital volunteers, that the collective experience and skill of various Board members could be called into action to carry on until another qualified individual could be identified and trained.

The Nomination Committee recognized that the CEC liaison function carried out by Board Member Joanna Catterson, introduced last year, has worked well and should continue.

Although no vacancies were created on the Board, discussion took place on a number of extremely well qualified individuals who would be excellent Board members in future. These individuals will be invited to become more involved with Rayjon (or to continue to be involved with Rayjon), with a goal to future Board appointment.

Recommendation for Rayjon Board Positions – 2017-2018

Name	Position	Comment
Den Shannon	Past-Chair/Eyeglass Liaison	Back up for Chair, Back-up Finance role, Orientation of new members etc.
John Barnfield	President	Continues non-voting
Mary Weerdenburg	Secretary/Eyeglass Liaison	
Deb Austin	Projects Director	
Bryce McGarvey	Trips Director	
John Spinozzi	Finance Director	
Glenn Maddison	Medical Director	
Joanna Catterson	Member at Large - CEC Liaison	
Brian Rea	Member at Large	Responsible for Trip Accounting.
Terry DeMarco	Member at Large	
Cheryl DeGroot	Member at Large	
Ann Tuplin	Chair	

Respectfully submitted on behalf of Nomination Committee Members,

Den Shannon
Peter Westfall
Joanna Catterson
Ann Tuplin

Assisted by Executive Director Heather Smith

www.rayjon.org

