

# *Annual Report 2005*



## **Vision**

*To enhance the quality of life throughout Oxford County  
by fostering community philanthropy*

## **Mission**

*The Oxford Community Foundation is established to be  
a catalyst to attract community resources and direct funds  
in perpetuity throughout Oxford County.*

### **This is done by:**

- \* fostering the growth of community philanthropy*
- \* providing quality services to donors*
- \* building and prudently managing endowments*
- \* addressing needs through strategic grantmaking and organizational support*
- \* providing leadership on key community issues*



*Pat Smith receives the Foundation's first endowment  
from Matthew Alabastine, Marilyn, Karen and Janet Wilkinson*

## Chairperson's Message

The strength of a community is people helping people. Oxford County over time, has always responded to the challenge of meeting specific needs when they were required. In late 2001, a group of County residents began to discuss the possible formation of a Foundation that could serve the needs of the entire community.

A steering committee was formed in 2002 and through their dedication the Oxford Community Foundation was incorporated. Slowly and through the diligent efforts of more volunteers, the Foundation received its official Charitable Status in 2003. A vision and a mission statement were established that formed the basis to encourage the flow of available resources that could effectively meet the requirements of the entire community.

We are now a full-fledged and well-managed organization that is the catalyst to attract resources, manage permanent endowment funds and respond to the emerging needs of our County.

The Foundation received its first permanent endowment from the Alabastine- Wilkinson family. A "Fund Held for Others" in the name of the Children's Aid Society of Oxford County was established. Grants were also received from the County of Oxford and the Ontario Trillium Foundation to help support operations to get the foundation up and running. We made our first set of grants to five organizations and partnered with several others organizations to provide a Grant Writing Workshop and to explore environmental priorities within the County.

Highlights of the year include: the production of our brochure, completion of our first strategic plan, launch of the website and hiring of a part-time executive director.

The Foundation is indebted to the many volunteer hours of planning which have been so freely given by the board members and other community volunteers. Several 'in kind' donations of services have also been received.

There is great satisfaction in seeing a dream come together and know that this dream will continue to enrich Oxford County forever. Our successors will ensure that the legacy, which has begun, will continue to grow.

I invite you to join with us to help strengthen the legacy of the Oxford Community Foundation.



Sincerely, Earl Shea



## Stewardship

### *Alabastine-Wilkinson Fund*

*Matthew Alabastine has spent his working and volunteer career devoted to the community of Tillsonburg. He served many years as the principal of Tillson Avenue Public School. To ensure that his legacy will continue to support charitable causes, his daughter, Janet Wilkinson along with her family has established the Alabastine-Wilkinson Fund. This is an Unrestricted Fund within the Community Endowment Fund. The grants which will be made from this fund will ensure that the Alabastine name and influence will continue to support the community in perpetuity.*

### *Children's Aid Society of Oxford County*

*A "Fund Held for Others" has been established within the Oxford Community Foundation for the Children's Aid Society. The proceeds from this fund will be used by the CAS to support education, camping opportunities and other special projects.*

### **Awarding the Foundation's First Grants**

- *Norwich and District Museum and Archives - lens for microfiche \$665*
- *Big Sisters of Woodstock - booster seats \$500*
- *Big Brothers/Big Sisters Ingersoll, Tillsonburg and Area - booster seats \$600*
- *Craigwood Youth Services - scanner for digital media centre \$350*
- *Thomas Ingersoll Trails - production of brochure \$300*



*Craigwood Youth Services grant for scanner.*



## Partnership

### *Benjamin Moore Community Restoration Program*

*The Community Foundation of Canada has partnered with Benjamin Moore to administer their Community Restoration Program. As the local community foundation, we were pleased to promote and assist with the presentation of \$5,500 in grants and paint product to the Woodstock Public Library and the Beachville District Museum.*

### *County of Oxford*

*The County of Oxford has indicated a sincere and tangible commitment to ensure the Oxford Community Foundation becomes established to serve the people of Oxford County. A three year commitment of "seed money" to support the formation of the Foundation has provided the stability to move forward.*

### *Ontario Trillium Foundation*

*The Oxford Community Foundation was successful in gaining support from the Ontario Trillium Foundation to assist with operational start up of the Foundation. This support will allow the foundation to reach all communities within the County and to provide leadership to the broad spectrum of registered charities.*

### *Kick-Start Program*

*Oxford was one of twelve community foundations in Canada to receive from Community Foundations of Canada, a J.W. McConnell Family Foundation grant of \$15,000 to assist in launching an environmental program and establishing an environmental endowment.*



## Leadership

### *Oxford Community Forum 2006*

The Foundation partnered with the Ontario Trillium Foundation, Oxford Small Business Support Centre Inc., Industry Canada, OMAFRA and United Way of Oxford to conduct "An Oxford County Community Forum 2006", to assist charities in Oxford County in providing an educational opportunity to learn where to access funds and how to write effective funding proposals.

### *Environmental Forums 2006*

Public environmental forums were held in Woodstock and Tillsonburg to hear concerns, recognize priorities and identify criteria which will be considered in the development of an environmental granting stream.

### *Cultural Community*

Initial discussions have occurred with the Oxford Cultural Task Force regarding the potential of establishing a cultural council and a 'Field of Interest' granting stream.



*Booster seats for Big Sisters -Woodstock*



*Norwich Museum & Achieves grant for microfiche lens.*

## **Board of Directors 2005-2006**

*Pat Smith - Chairperson*

*(resigned February 2006)*

*Earl Shea - Vice Chairperson*

*(Acting Chair effective February 2006)*

*Rosemary George - Secretary*

*Douglas Eckel - Treasurer*

*Kelly Cole - Director*

*Barry Hunt - Director*

*George Klosler - Director*

*Diane Stuart - Director*

*Len Reeves - Director*

*(resigned October 2005)*

*Kelly Gilson - Ex-Officio Director,*

*Executive Director, United Way of Oxford*

## **Committees**

*Nominating Committee:*

*\* Warden of Oxford County -*

*Don Woolcott*

*\* President of Oxford Law Association-*

*Fred Porter*

*\* Principal Fanshawe College-*

*Sheri Knott*

*\* President of United Way Oxford -*

*Jill McCaffrey*

*\* President of Oxford Labour Council -*

*Broderick Carey*

*Grants Committee*

*\* Barry Hunt - Chair*

*\* Diane Stuart*

*\* Joan Bartlett*

*Investment Committee*

*\* Douglas Eckel - Chair*

*\* Len Reeves*

*\* Gene Lawrence*

*Marketing/Awareness Committee*

*\* Earl Shea- Chair*

*\* Bill Ebel*

*\* Rosemary George*

*\* Pat Smith*



## **2005 Donors**

- Alabastine-Wilkinson Family
- County of Oxford
- J.W. McConnell Family Foundation
- Len Reeves
- Magnolia Galleries
- Ontario Trillium Foundation
- Pat Smith In memorium for Janet Jull
- Pat Smith In memorium for Muriel Buckrell

## **"In Kind"**

*The Foundation appreciates the generous "in kind" support of so many businesses, organizations and individuals. We have attempted to list all and apologize in advance for any we may have omitted. We wouldn't be where we are today without your help.*

*Bill Ebel - tech support, graphics and brochure*

*Frank Cowan Company Limited - insurance*

*Oxford Golf and Country Club - Craigowan - annual meeting*

*Bill Paquette - Logo design and Annual Report brochure artwork*

*Reliable Networks - Website design and support*

*Vanparys, Micacchi, Shippey, Warnick LLP - Auditing*

*Woodstock and District Developmental Services - WDDS - office space*

*Dru Zeldon - "40 hours" web support*



*Warden Don Woolcott presenting  
Douglas Eckel with the County of Oxford grant.*



## Retiring Board Members

*Len Reeves - Len has been dedicated to the formation and development of the Foundation from the very first meeting to discuss the 'idea.' He served on the Steering Committee and provided the push for incorporation, charitable status and establishment of the first Board. Len was always there with the financial support as required as we moved to the Oxford Community Foundation. Len resigned from the board in October 2005 after 4 years of involvement. He remains a member of the investment committee. Len was part of the original vision and instrumental to the establishment of the "foundation."*

*Barry Hunt - Barry was recruited early in the development of the Foundation in 2002 to serve on the Steering Committee and eventually the first Board. Barry brought a thorough knowledge of the County and of governance processes. Barry served as chair of the Grants Committee and devoted much work to policy development. He was instrumental to the success of the first round of grants which were presented in 2005. As he retires from the Board, his caring, patience and dedication will serve as a model to those who follow.*

*Pat Smith - Pat organized the first meeting to investigate the possibility of creating a community foundation in Oxford. She served as chair of the Steering Committee and chair of the Board until February 2006, when she resigned to apply for the Executive Director's position. She will carry her understanding and passion into her new role with the Foundation.*

**HIGHLIGHTS OF AUDITED STATEMENT - OXFORD COMMUNITY FOUNDATION STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN FUND BALANCES**    Year ended December 31, 2005

	Endowment Funds				Operating Fund		Total	
	Funds held for others		Non Designated Funds					
	2005	2004	2005	2004	2005	2004	2005	2004
<b>Revenues</b>								
Contributions	\$20,000		\$25,000		\$45,000	\$3,000	\$90,000	\$3,000
Investment & Income-net	165		3,477		119		3,761	-
Services and other					2,451		2,451	
	20,165		28,477		47,570	3,000	96,212	3,000
<b>Expenditures</b>								
Grants made					2,415		2,415	
Office costs					14,558	3,341	14,558	3,341
					16,973	3,341	16,973	3,341
<b>Excess (deficiency) of</b>	20,165		28,477		30,597	(341)	79,239	(341)
Revenues to Expenditures								
<b>Fund Balances</b>	-		-		1,032	1,373	1,032	1,373
Beginning of year								
<b>Funding Balances</b>	<b>\$20,165</b>		<b>\$28,477</b>		<b>\$31,629</b>	<b>\$1,032</b>	<b>\$80,271</b>	<b>\$1,032</b>
End of year								

The above statement of revenues, expenses and changes in fund balances has been excerpted from, and should be read in conjunction with, the audited financial statements of Oxford Community Foundation for the year ended December 31, 2005.

## Treasurer's Report

After relying on Len Reeves and his company for financial support through 2003, 2004 and 2005, the Foundation gained financial stability in 2005 when it received a three year commitment of \$25,000 per year in the form "seed money" from the County of Oxford.

In addition, we are receiving a Grant from the Ontario Trillium Foundation over 2005, 2006, 2007. This enables the Foundation to hire an Executive Director to help us reach the necessary fund development goals in order to be self-sufficient. Our initial projections to be self-sustaining mean we can leave no stone unturned in developing our Endowment Funds. We are looking forward to 2006 and 2007 with anticipation with Pat at the helm.

We have the internal systems in place now to support our efforts.

As chair of the Investment Committee, I am pleased to report that a 20.8% return on investment was achieved on the \$25,000 Alabastine-Wilkinson which was received in April 2005.

RBC Dominion Securities, our investment manager, are not charging any fees at the present time. The Foundation charges 1.5% as its administrative fee. In addition, a capital preservation percentage is added to the capital each year from earnings to preserve the purchasing power of the investment. It essentially coincides with the increase in the cost-of-living index. For income tax purposes we are required to grant out 3.5% of the capital.

The Oxford Community Foundation and its Investment Committee are very prudent with the investment manager when it comes to investing. Extremely sound policies have been established which the Committee monitors.

Douglas K Eckel, FCA





*For further information about the Foundation, including how you can become involved or support the Foundation, please contact:*

*Pat Smith, Executive Director  
Oxford Community Foundation  
212 Bysham Park Drive,  
Woodstock, Ontario , N4T 1R2  
519-539-7447 ext 229  
ocf@execulink.com  
[www.oxfordcommunityfoundation.org](http://www.oxfordcommunityfoundation.org)  
Registered Charities Number 89481 8103 RR0001*

THE ONTARIO  
TRILLIUM FOUNDATION



LA FONDATION  
TRILLIUM DE L'ONTARIO

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*Design and artwork  
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