

# Memo

To: All Staff  
From: Peter Rozeluk, Executive Director  
Date: April 14, 2014  
Re: Birthday Cards/Gift Cards

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When I started at Mission Services of London approximately 4 years ago, I thought one way of connecting with staff was to send to each of you a birthday card, including all permanent, part time and casual staff. I sign each card and write a personal note. I know that many, if not all, staff appreciate the gesture.

In addition to the birthday card itself, I began a practice of including a gift card with the birthday cards, as a voluntary thank you from Mission Services of London and me. Over the years, this practice appears to have become an anticipated or expected event on your birthdays. I initially hand wrote in each card a comment about the card being a taxable benefit from Canada Revenue Agency's (CRA) perspective, and then had a pre-printed label affixed to the cards, to make sure all staff understood the tax implications.

As most of you are aware, a couple of years ago Mission Services of London encountered some significant financial challenges, and you are aware that our audited financial statements showed an operating deficit of approximately \$800,000. You were also aware through the town hall meetings that our Board authorized a budget deficit for the year just ended (March 31, 2014) and that we continue to review our activities and programs as we journey toward financial stability and our strategic direction of financial sustainability.

Difficult decisions were made across the organization during the budget deliberations, and it is with a great deal of sadness that I decided to end the gift of the Walmart cards effective March 31, 2014. To any one individual it may not have seemed like much, but collectively for 150 employees at a cost of \$40 each (card and income tax), this is a non service cost that at this time requires a pause.

I very much value the contributions that each of you make, and I hope that you will not see the end of this practice as an end or a decrease in the amount that I value your individual contributions.