



1961-62

# ANNUAL REPORT

*Lower Fraser Valley Cerebral Palsy Association*

## CHILDREN'S TREATMENT CENTRE

13666-96TH AVE.

NORTH SURREY, B.C.

PRESIDENT'S REPORT

to the Ninth Annual Meeting of the  
LOWER FRASER VALLEY CEREBRAL PALSY ASSOCIATION  
CHILDREN'S TREATMENT CENTRE

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Ladies and Gentlemen:

The Year 1961 saw a great advance in the practical affairs of our Association that may never in the history of this group be repeated, unless at some future time the need for a much more capacious Treatment Centre, together with adequate finances enables us to build in line with the original plans now stored away for such a contingency.

I place this thought in your minds because we must not, in the stress of meeting immediate problems lose sight of the continuous and expanding needs of the children we are privileged to help, which may, as far as we know continue indefinitely.

Since early September 1961 we have operated the Treatment Centre with a staff that has already demonstrated skill and ability to creditably serve the needs of the crippled children in the Lower Fraser Valley for education, Social adjustment and physio-therapy, to mention the main features only.

The increased responsibilities of all our members are imperative to match those of the professional staff we are so proud to have with us. We are determined that there shall be no turning back nor reduction of the high standards we have attained, at this present assessment of our position.

This is not to say that all is plain sailing at this time. You will hear reports from those who will present facts and figures in no uncertain terms, and which will give a true picture of our current problems.

Our immediate objective is to cultivate our expanded Ways and Means Committee to provide an insurance against such times of financial stringency as we are now facing. You will, I believe, recognize that the accomplishments of the past year are commendable, however, and that there need be no pessimism as to the eventual success of our efforts to provide maintenance for a treatment Centre comparable with other institutions of a similar purpose and size.

On this note we meet to assess our progress to date; our immediate problems, plans to consolidate our gains, and to reorganize for continued progress; while appreciating the generosity of those who have already donated their money, time and energy toward our project to date.

In this connection I would like to recognize by name those who have contributed toward the Treatment Centre; but time and space do not stretch to accommodate such lengthy records as would be necessary to do justice to them. I do, however, at this time, most sincerely thank them all, both on behalf of our Association and as a personal tribute.

Our records of events during the year will not be lost. A chronological record of these is being compiled and will be available shortly to any one who is interested. It is thought that such might be useful to any who plan to create a Treatment Centre elsewhere. I might here remind you that the B.C. Cerebral Palsy Association looks upon our Treatment Centre as a "pilot project."

A special feature of this report is worthy of special attention. I refer to the very satisfactory work performed by each member of our Treatment and Clerical Staff. Doctor E.G. Cook, Paediatrician, and Medical Director, will, I trust, spare a few minutes to address us on matters regarding his particular functions. I do not of course presume to assess the work of Doctor Cook; but knowing his intense interest in and kindly attitude toward everyone, including myself, I wish to welcome him here and to express the hope that he may long continue in the work he has chosen to do for our crippled children.

Our Executive Director, Miss Margery C. Hardy, who also occupies the position of Social Worker, will report to us on the more important matters with which she was entrusted. On her shoulders depended the vital matter of staff appointments as well as the hundred and one side issues which claimed her attention, and which were taken care of in her usual skillful manner to our entire satisfaction. It has been a pleasure to work with her. Much has been required of Miss Hardy in organization and administration, and it becomes evident that expansion in required services will call for a review of the office of Administration as well as Social Services in the near future.

Miss Hardy will report on the members of her staff and they in turn will present factual reports regarding their departments. Under this heading will be included our teacher Mrs. Morris, who has impressed us with her ability to keep her pupils so attentive and eager to learn. While on this subject I particularly wish to attest to the high degree of harmony prevailing at the Centre at all times.

Mrs. W. H. Perry, President of the Auxiliary set up since the last annual meeting will report on the progress of her group to date. Very commendable results have been achieved in spite of a limited membership and difficulties of enlisting others in a district where so many projects are seeking and competing for support.

Commendable also are the Volunteers under the leadership of Mrs. A. Dunn who have cheerfully cared for the physical needs of the children. As you will learn from her report this group has been invaluable in helping to keep the work of the Centre moving along smoothly. The children seem very happy at the Centre.

The report of the Chairman of the expanded Ways and Means Committee, Mr. Norman Sherritt will, I am sure, bring home to us all the increasing necessity to evaluate and take advantage of every potential resource available. On these depend the future maintenance of the Treatment Centre. So much so, indeed, that the Board recently appointed a Finance Chairman who has formed his own Committee to revise operating costs such as transportation, treatments etc., and this Committee will recommend for endorsement a scale of fees decided on.

On behalf of the Directors and Members of the Lower Fraser Valley Cerebral Palsy Association I heartily thank all who have contributed to the support and expansion of this service to those in need of treatment. My hearty thanks also is due to those who have so wholeheartedly supported me in my capacity as President for 1961 - 1962.

Frank B. Pearson,  
President

February 28th 1962.

## EXECUTIVE DIRECTOR'S REPORT 1961

My report this year shows the following achievements since our last Annual Meeting - The appointments of:-

1. A Medical Advisory Board who in turn appointed our Medical Director, Dr. E. G. Cook.
2. A Physiotherapist, Mrs. Linda Pellatt and her department was organized and fully equipped.
3. An Occupational Therapist, Mrs. H. N. Watson volunteered her services on a part time basis and is an active member of the team.
4. A School Teacher Mrs. A. Morris who meets with our requirements, was appointed by the Surrey School Board.
5. A Nursery Therapist, Miss Ann Bullen was appointed in charge of pre-school department. This too is now equipped and operating to capacity.
6. Bunny Bus Transportation was arranged through the B.C. Society for Crippled Children. The two bus drivers contribute greatly to the Children's comfort and security.
7. An Auxiliary was formed in April 1961 under the Chairmanship of Mrs. W. H. Perry.
8. An efficient group of Volunteers was organized and is under the chairmanship of Mrs. A. Dunn.

In addition to the formation of the aforementioned staff and Volunteer helpers a great deal of time was of necessity spent in co-ordinating the various groups responsible for erecting and equipping the building.

Time and effort was spent by Mrs. R. Hougen, our able secretary and bookkeeper and myself in implementing the Fund Raising Drive for Capital Funds which was under the chairmanship of Mr. N.A. Sherritt.

An active part was taken in establishing Public Relations and the Publicity Committee aided in interpreting our needs to the Public.

The Opening of the Centre on September 30th involved a great deal of preparation but was rewarding to all the staff.

With the opening of the Centre the setting up of an accounting system and medical charts and records was also accomplished with the cooperation of our auditor, Mr. Frank Radbourne and Mrs. R. Hougen.

Executive Director's Report Cont'd.

The Organizational and Administrative duties have left too little time for the all important social services so vital to a full home management program which is the key-stone to the building of a successful program. It is now possible for me to leave the daily administration in the capable hands of our Secretary Mrs. Hougen and I will be able to visit the children and their parents in their own homes.

February, 28th 1962.

(Miss) Margery C. Hardy,  
Executive Director

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6  
30  
26

MEDICAL DIRECTOR'S REPORT 1961

You will have already heard in the previous reports about the general trend of policy and something about the work accomplished.

My main preoccupation up to the present time has been to review the children which have been referred to us by the G.F. Strong Centre and a number who have been referred from local organizations. While some are still outstanding the majority of those requiring active treatment have been absorbed into this Centre's programme.

Our main difficulty has been the loss of Mrs. Pellatt who was doing excellent work in starting a clinic and treatment programme. However we are continuing with part time help in the physical therapy department.

The educational aspects of the programme in the form of pre-school, kindergarten and regular school teaching have dovetailed very well with the medical programme.

Pre-school, kindergarten and school children were able to receive treatment with a minimum disruption of the various facets of the overall programme and the main objects of the Centre were fulfilled.

From the beginning the educational and medical work ran smoothly which is a tribute to the organization carried out by a great many people long before I joined the Centre staff.

In connection with the medical work I would like to mention Dr. W.M. Gibson of the G.F. Strong Centre who has been of the greatest help to me personally and to this Centre with his advise and time.

One of the main objects of the Centre apart from treatment and education is the institution of a home programme in which parents will play a large part in treatment and in which parents will be helped with the social and emotional problems which Cerebral Palsy brings about. This aspect of the Center's work must have a marked influence on medical activity and visa versa. The gradual expansion of this side of the Center's activity is the fond hope of all of us.

Dr. E.G. Cook,  
Medical Director.

## PHYSIOTHERAPY REPORT - 1961 - 1962

### STATISTICS

Total Active Physiotherapy caseload as of December 31st, 1961 was 36 children. This number includes those being seen at regular intervals, that is, bi-weekly, weekly, bi-monthly and monthly. Cases on review quarterly or yearly etc. are included in Clinic statistics.

The number of treatments per month as of September 6th - December 31st are shown as follows:

September	37
October	88
November	108
December	69 (6 working days Staff Xmas holidays during December)

Treatment times vary in length from a half-hour to one hour. The Physiotherapist is in attendance at 2 morning Clinics per week, thus eliminating some treatment time.

### CLINICS:

A total of 20 assessment Clinics have been held between September 15th and December 19th, with a total of 52 children having been seen with their parents. Not all of these cases have required physical instruction, but have required the benefit of a pre-school or school program. There are still over 30 cases pending and being processed which include mainly ones to be reviewed quarterly, bi-annually or annually. In addition, it will be necessary to review shortly some of the cases already seen.

### HOME MANAGEMENT PROGRAM:

I feel that the home management program as a part of the Physiotherapy program has been successful thus far, although illness and lack of transportation have played quite a part in reducing attendance at times. I hope that the attendance of the parents will increase in the New Year as the program of the whole Centre is enlarged. It is absolutely essential that the parents are instructed and understand their role and responsibilities in carrying out the home management of their child, and that they have a realistic approach to the problems that arise. It is only with the full co-operation and relationship of the Staff and parents that a home management program can be entirely successful.

(Mrs) L. Pellatt  
Physiotherapist



PRE-SCHOOL REPORT 1961 - 62

On September 4th six children were enrolled in the Pre-school program to attend five half days a week. Four children were enrolled in an afternoon class on October 16th and these numbers increased to a total of 14 by the end of October. In January two children were transferred, one to a program for the retarded and one to a regular Kindergarten. Replacements were made and the total number of children involved in the pre-school program remains at 14.

On that first day equipment consisted of a table, six chairs and a box of used toys. Parents and many interested individuals have since donated the remainder of equipment and materials that have provided for an adequately equipped pre-school department. Volunteer carpenters are now working on a standing table and two play tables that will assist the efficiency of the program. It is hoped that plans for an outdoor playground will be possible in the near future.

Besides those children enrolled in the program seven other pre-school age children have been seen, with parents, for assessment - Home Management also being a function of the pre-school department. Parents are encouraged to visit regularly to observe their child in the pre-school group setting. Parents as well as professional staff exchange ideas and observations vital to the planning of the handicapped child's future.

(Miss) Ann Bullen,  
Nursery therapist.

SCHOOLROOM REPORT 1961-62

I am pleased to report that the school program is progressing well. We have received full co-operation from the Surrey Schoolboard, supervisors, and our principal, as well as the auxiliary and many other generous individuals, in providing all the necessary furniture, supplies, and equipment for all our special needs. It is a good teaching situation. The children arrive punctually and in good spirits via the Bunny Buses. Their happy attitude is maintained throughout the school day by our devoted volunteers.

We have eleven pupils attending regularly:

3 taking a "readiness" program, mornings only,  
(kindergarten in the afternoon)

5 taking regular Grade One.

1 taking advanced Grade One.

2 taking Grade Three.

It would be valuable to our school program if we could obtain a children's encyclopedia and a microscope suitable for classroom use.

(Mrs.) Alice Morris,  
Teacher.

## WAYS AND MEANS COMMITTEE REPORT 1961 - 1962

In March 1961 the Ways and Means Committee was set up and given the responsibility, primarily, of raising the necessary cash required to build the Children's Treatment Centre.

At the Annual Meeting in April 1960, it was reported that \$5,239. had been raised. Since that time an additional \$5,151. has been raised, bringing the total to \$10,390. This years total includes the second \$1,250. instalment from Surrey Municipal Council, and \$750. from the Van Zor Grotto, and other industrial and organizational donations.

At the moment there is \$1,500. still owing on the building; \$1,000. to Valley Lumber (interest being charged), and \$500. to Jack Cewe (blacktopping).

Letters have been written to all adjacent cities and municipalities asking for donations to the building fund from their 1962 budgets.

As the building debt is being liquidated, the Ways and Means Committee is turning to the problem of funds for Maintenance.

At the General Meeting on December 11th it was decided to enlarge the "WAYS AND MEANS COMMITTEE" to include parents and others interested to act as Area Public Relations Chairmen in each locality. The two-fold purpose of these Chairmen would be to supervise money-raising endeavours in their localities, and to spread Treatment Centre and Cerebral Palsy information. At the same meeting the Ways and Means Committee was instructed to publish a NEWSLETTER explaining the details of the new plan and asking for members to become Area Public Relations Chairmen.

The Newsletter was published in January, with a meeting called for January 31st. The response to the plea for volunteers was not overwhelming, but plans were made to continue with the idea of the Area Public Relations Committees.

One development from these meetings is that the Ways and Means Committee will continue to publish from time to time the "Children's Treatment Centre Newsletter."

The purpose of this Newsletter will be twofold. First, to give the members information about the Treatment Centre and the crippling conditions it treats, so that they will have information to use if they are asked to speak before organizations. Second, to give suggestions to the members as to methods of raising money.

Finally, if any parent or member could act as an Area Public Relations Chairman in his or her locality the Ways & Means Committee would appreciate hearing from them.

Mrs. D. Slater,  
Mr. A. M. Schmand,  
Mr. W. Greveling,  
Mr. T. Menanzio,

N.A. Sherritt (Chairman)

EASTER SEAL REPORT 1961

This association had the franchise for handling Easter Seals in Langley and Delta. At one time we had the Surrey franchise too, but gave it up with the advent of the United Good Neighbor Fund.

In 1961 we sent out 1700 mailings in Langley and 1450 in Ladner.

The collections from Langley amounted to \$765. and in Ladner \$589. for a total of \$1354. Under the terms of our original contract, this was divided with \$677. going to the B.C. Society of Crippled Children, and \$677. to the Lower Fraser Valley Cerebral Palsy Association.

Our Association was the last group operating under the old agreement which saw the profits split to both Associations. All other Easter Seal agencies are required to turn over the whole sum collected to the B.C. Society for Crippled Children.

Pressure was applied to our Association to come under a similar arrangement. A delegation consisting of our President, Executive Director, and Easter Seal Chairman visited the B.C. Society of Crippled Children, but no satisfactory alternative could be worked.

The situation was fully discussed by the Board of Directors of the Lower Fraser Valley Cerebral Palsy Association, and it was decided to relinquish the Easter Seal franchise for the two areas of Langley and Delta.

For the first time in many many years, the Lower Fraser Valley Cerebral Palsy Association will not be sending out Easter Seals.

Mrs. R. Reichelt,

N.A. Sherritt (Chairman)

## WOMEN'S AUXILIARY REPORT 1961

Organizations in New Westminster and the Lower Fraser Valley were contacted and asked to send representatives to a meeting called April 11th 1961 in the temporary Offices of the Treatment Centre, with a view to forming an Auxiliary to the Lower Fraser Valley Cerebral Palsy Association.

Twenty-one ladies were present representing nine organizations together with several individuals.

An Auxiliary was formed, and since has accomplished much that was hoped for, except that distance and transportation have posed a problem.

Eight meetings were held during the year.

Volunteers to assist at the Centre when it was opened, being one of the major responsibilities of the Auxiliary, a very able Convenor was found in Mrs. A. Dunn who has prepared her own report of the work of Volunteers.

Members of the Auxiliary have helped with Match Box Project, also in procuring and providing equipment at the Centre and wherever there was a need.

A very successful garden Party was held on July 15th at the home of Mrs. C.G. Brown and great interest and assistance from many sources was much appreciated.

Refreshments were served by the Auxiliary at the formal opening of the Centre.

A tea and cake sale also held at Mrs. C.G. Brown's home was very well attended showing a gratifying interest in the work at the Centre.

Members also assisted with the Xmas Party for the Children and are always ready to give assistance whenever and wherever needed and provide milk and cookies daily.

After nearly a year of operation, the Auxiliary is now, in the light of experience gained, adopting a constitution and deciding on future operating format.

Our thanks are extended to all who have assisted the Auxiliary in any way and especially to Mrs. Brown, without whose unfailing interest, work and generosity it would have been much more difficult for the Auxiliary to function.

Hoping for increased membership in 1962.

Helena M. Perry, President  
Women's Auxiliary

WOMEN'S AUXILIARY - TREASURER'S REPORT 1961 - 1962

TOTAL AMOUNT OF MONIES TAKEN IN BY THE  
WOMEN'S AUXILIARY SINCE APRIL 1961 is ..... \$414.59

Accounts Payable amounted to ..... 231.60  
(for refreshments at Opening and  
other meetings, equipment and  
Milk and cookies provided for  
the children etc.)

BALANCE on hand and in Bank as of  
February 28th 1962 ..... \$182.99

Mrs. Alice Brown, Treasurer  
Women's Auxiliary.

REPORT OF VOLUNTEER HELPERS 1961-62

With the opening of the Lower Fraser Valley Cerebral Palsy Association, Children's Treatment Centre there were 21 ladies offered their services for Volunteer Help.

Ten Volunteers are needed every week and I am pleased to report that there are seven Helpers who volunteer their services every week and with 27 names now on this list we are doing very nicely. All Volunteer Helpers enjoy their hours spent at the Centre during 9:30 A.M. until after lunch period. They have also given assistance at the Opening of the Centre and the Tea and Bazaar.

We are always open to receive more help especially to acquaint more interest in what is being done there.

Mrs A. Dunn,  
Chairman Volunteer Committee.



LOWER FRASER VALLEY CEREBRAL PALSY ASSOCIATION

BALANCE SHEET  
DECEMBER 31, 1961

ASSETS

Current Assets

Cash on hand and in bank		\$ 254.03	
Accounts receivable	\$ 415.64		
<u>Less - allowance for doubtful accounts</u>	<u>88.91</u>	326.73	
Prepaid expenses		<u>47.46</u>	\$ 628.22

Fixed Assets - at cost

Building	\$9502.24		
<u>Less - accumulated depreciation</u>	<u>356.33</u>	9145.91	
Ground improvements		908.76	
Office equipment	\$ 933.55		
<u>Less - accumulated depreciation</u>	<u>226.67</u>	706.88	
General equipment	\$ 747.25		
<u>Less - accumulated depreciation</u>	<u>56.04</u>	<u>691.21</u>	<u>11452.76</u>
			<u>\$12,080.98</u>

LIABILITIES AND SURPLUS

Current Liabilities

Accounts payable		\$2060.96	
Construction accounts payable		<u>2778.89</u>	\$ 4,839.85

Surplus

Balance March 31, 1961		\$6105.51	
Excess of revenue over expense for the nine months ended December 31, 1961		<u>1135.62</u>	<u>7,241.13</u>
			<u>\$12,080.98</u>

AUDITOR'S REPORT

I have examined the Balance Sheet of Lower Fraser Valley Cerebral Palsy Association as at December 31, 1961, and the Statement of Revenue and Expense for the nine months ended on that date. My examination included a general review of accounting procedures and such tests of accounting records and other evidence as I considered necessary.

In my opinion the above Balance Sheet and Statement of Revenue and Expense present fairly the financial position of the Association as at December 31, 1961, and the results of its operations for the nine months ended on that date in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

(Signed) A.F. (Frank) Radbourne  
Public Accountant

LOWER FRASER VALLEY CEREBRAL PALSY ASSOCIATION

STATEMENT OF REVENUE AND EXPENSE  
FOR THE NINE MONTHS ENDED DECEMBER 31, 1961

REVENUE

Membership fees	\$178.00	
Donations	557.32	
Treatment fees	407.88	
Miscellaneous income	243.60	
Easter Seals	677.00	
U.G.N. allotment	3402.75	
Provincial Association Assistance	2500.00	
Government assistance	2625.00	
Building Fund donations	<u>4785.50</u>	\$15,377.05

EXPENSE

Bank charges	\$ .49	
Membership fees	5.00	
Insurance	153.18	
Miscellaneous expense	147.84	
Depreciation	469.69	
Match boxes expense - net	236.07	
Travel expense	422.56	
Rent	160.00	
Heat Light and water	232.23	
Telephone	338.92	
Office supplies	501.81	
Treatment fees absorbed	112.91	
Salaries	9990.53	
Transportation expense	<u>1470.20</u>	<u>\$14,241.43</u>

Excess of Revenue over Expense \$ 1,135.62