



Colchester Community Support Society
Colchester Food Bank
ANNUAL MEETING

April 25, 2023



Thank You

Thank you to our Colchester community for your continued support of the Colchester Food Bank, even as prices continue to rise for everyone. The generous donations from businesses, service groups, faith communities, and countless individuals have enabled us to provide “Hope Not Hunger” to our neighbours in need.



COLCHESTER COMMUNITY SUPPORT SOCIETY

Annual Meeting, April 25, 2023

The mission of the Colchester Food Bank is to provide and support, with dignity and respect, programs and services that feed the hungry, promote long-term food security, and improve the social well-being of people in our community.

AGENDA

1. Call to order
2. Welcome and introductions
3. Approval of Agenda
4. Minutes of the 2022 Annual Meeting
5. Business arising from 2022 minutes
6. Financial Report
7. Additional Reports:
 - * Chairperson
 - * Executive Director
 - * North Shore Clothing Bank
 - * Public Relations/Fundraising
 - * Grants
 - * Board of Directors
8. Appointment of Auditor
9. Further Business
10. Adjournment

Colchester Community Support Society Minutes - Annual Meeting - April 19, 2022

Attending: Debbie Carroll, Marianne Clark, Aundrea Currie, Cathy Faulkner, Tammy Fox, Laurie McClellan, Don Reid, Leanne Roberts, Vera Faye Smith, plus Executive Director Darlene Deadder.

Regrets: Brenda Chisholm, Mark Mason

Chair Vera Faye Smith called the meeting to order, welcomed all those in attendance and introduced those volunteers present.

A few minutes were taken to allow those attending to review the annual report that was compiled by Ted Dykeman. Thanks Ted for doing this again for the Board.

Moved by Aundrea, seconded by Tammy that the minutes of the Annual Meeting held April 20, 2021 be approved as presented. Motion carried.

Business arising:

The minutes of the 2020 meeting were added to the 2020 report as an addendum

An effort has been made for more uniform formatting in the 2021 report.

Due to time restraints it was not possible to have more diverse pictures in the 2021 report however this will be done for next years report.

ACTION: Next year's annual report will include pictures that better represent a cross section of people in our community.

Vera Faye gave the opportunity for those who had prepared the reports to provide any additional comments.

Moved by Leanne seconded by Aundrea that the reports from the Board Chairperson to the report from Policy and Procedure Committee be approved as a block. Motion Carried.

Nominating Report:

Moved by Don, seconded by Maryanne that the nominating committee report be approved. Motion Carried.

Vera Faye welcomed Dianne MacLean, a new Board member.

Appointment of Auditor:

It was agreed that an auditor not be appointed at this time due to the fact that the Board continues to examine the possibility of having financial reviews carried out in the future.

ACTION: The Board will decide what type of future financial examinations they wish to have carried out and engage an appropriate person to conduct this examination.

New Business:

There was no new business.

Adjournment:

Aundrea moved that the meeting be adjourned.

Respectfully submitted,

Don Reid, Acting Secretary

Date this minutes were approved: _____

Scott D. Campbell Incorporated

Professional Accountant

109 NASH DRIVE
CHARLOTTETOWN, PEI
C1E 3H7

TELEPHONE: (902) 957-0209
EMAIL: SDCAMPBELL@EASTLINK.CA

COMPILATION ENGAGEMENT REPORT

To Management of the Colchester Community Support Society:

On the basis of information provided by management, we have compiled the statement of financial position of the Management of the Colchester Community Support Society as at December 31, 2022 the statement of in revenue, expenses and net assets for the year then ended.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Truro, Nova Scotia
April 13, 2023

Professional Accountant

COLCHESTER COMMUNITY SUPPORT SOCIETY
STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2022

(Unaudited - See Compilation Engagement Report)

	2022	2021
Assets		
Current		
Cash and short term investments	\$ 769,386	\$ 492,620
Receivables	<u>2,730</u>	<u>11,545</u>
	772,116	504,165
Capital assets	<u>543,560</u>	<u>580,436</u>
	<u>\$ 1,315,676</u>	<u>\$ 1,084,601</u>
 Liabilities		
Current		
Payables and accruals	\$ 3,348	\$ 7,836
Current portion of long term debt	16,002	16,002
Deferred revenue	0	56,408
Government remittances	<u>1,844</u>	<u>5,997</u>
	21,194	86,243
Long term debt	<u>241,322</u>	<u>257,324</u>
	262,516	343,567
Net assets		
Net assets	<u>1,053,160</u>	<u>741,034</u>
	<u>\$ 1,315,676</u>	<u>\$ 1,084,601</u>

ON BEHALF OF THE BOARD:

_____ Director

_____ Director

COLCHESTER COMMUNITY SUPPORT SOCIETY
STATEMENT OF REVENUE, EXPENSES AND NET ASSETS
DECEMBER 31, 2022
(Unaudited - See Compilation Engagement Report)

	2022	2021
Revenue:		
Donations	\$ 453,835	\$ 222,200
Food drive	37,668	23,078
Fund raising	1,216	3,245
Grants	254,176	95,307
Interest	2,383	209
Miscellaneous	13,871	0
Tatamagouche clothing bank	<u>5,810</u>	<u>4,980</u>
	<u>768,959</u>	<u>349,019</u>
Expenses:		
Amortization	36,876	38,129
Dues and fees	300	181
Communications	2,618	2,914
Food bank garden	1,822	0
Food purchases	228,394	115,183
Furniture and equipment	5,377	396
Healthy community grant	22,043	7,459
Insurance	3,149	2,828
Interest and bank charges	2,266	20
Kitchen supplies	7,202	6,284
Miscellaneous	2,982	2,952
Office supplies and expenses	8,394	5,287
Professional fees	2,817	2,273
Repairs and maintenance	3,834	19,377
School food program	0	27,000
Sharing kitchen program	1,569	1,870
Transportation	13,198	7,194
Utilities	19,947	11,621
Wages and benefits	<u>94,045</u>	<u>71,902</u>
	<u>456,833</u>	<u>322,870</u>
Excess of revenue over expenditure	312,126	26,149
Net assets, beginning of year	<u>741,034</u>	<u>714,885</u>
Net assets, end of year	<u>\$1,053,160</u>	<u>\$ 741,034</u>

COLCHSTER COMMUNITY SUPPORT SOCIETY

Board Chairperson's Report: 2022

It seems that every passing year ends more quickly than the one before. Some people are convinced that the Earth is spinning faster. I am convinced that the calendar is constantly rushing to get to the next month. At the Food Bank we were always amazed at the challenges that arose month to month throughout 2022.

The new year brought the first major challenge to our Food Bank family as our staff, volunteers and Board members “took turns” battling COVID. Fortunately, all recovered quickly, for which we were very grateful.

In February the war in Ukraine began. As many Ukrainian families came to Nova Scotia, Truro began to welcome them to our town. We were pleased to be able to assist them as they settled in, realizing how difficult it must be to leave family and homeland behind.

Staff changes were an integral part of 2022.

In May, our Executive Director, Darlene DeAdder, resigned from the Food Bank to follow another career path. Although she was greatly missed, the Board, staff, and volunteers all wished her well in her new endeavours.

In July, our Warehouse Coordinator, Farrah Allen-McKay, accepted the position of Client Services Coordinator – an expansion of her original position. Her many years volunteering and working at the Food Bank made this transition a smooth one.

In October we welcomed Shelly DeViller as our new Executive Director. Her energy and enthusiasm were soon in “full gear” as our busy Christmas season was fast approaching.

The rising costs of food, fuel, and housing continued to be of grave concern to both our clients and the Board. Fortunately, our Annual Food Drive, sponsored by Iheartradio, was very successful, enabling us to provide over 600 Christmas hampers in December.

A sincere thank you to our Board of Directors, our staff, and volunteers in 2022. Once again, your dedication let us provide “Hope Not Hunger” to our many neighbours in need.

Vera Faye Smith

Chair

Colchester Community Support Society – Colchester Food Bank

Executive Director Report

The Colchester Community Support Society-Colchester Food Bank went through staffing changes in 2022. A Client Services Coordinator was hired in June. This Executive Director began October 18th, 2022 with a new job description that includes public relations, fundraising initiatives, developing and nurturing community relationships, budget and financial responsibilities, management of personnel, guidance and development of programs with the guidance of the board that is working on strategic planning and moving in the direction of a governance board.

Tasks to date have included:

- learning about the current day to day operations.
- the annual radio food drive brought in over 12,700 lbs of food and over \$38,000 donated.
- the Christmas season included 615 hampers going out to residents of the Town of Truro and Colchester County
- interviews with the newspaper, radio and television to talk about food insecurity and food banks in general.
- revitalizing the building since its closure due to Covid-19 by offering tours and starting in house programming with clients and community members.
- making physical changes to warehouse to get ready for a client choice market.
- making small changes to give clients more choice with the current warehouse style serving.

The Portipique Market has been supported by Colchester Community Support Society-Colchester Food Bank by accessing grants and providing food support on market days. The Market Green Project has formed their own board after being accepted by Farmers Markets of Nova Scotia. The Colchester Community Support Society-Colchester Food Bank will no longer be the board over seeing The Portipique Market as of July, 2023. The Market Green Project is entering into its second year with its completion to be March 31st,2024.

Thanks to the support of the very generous community of Truro and Colchester which includes church groups, businesses, individuals and other service groups the Colchester Community Support Society-Colchester Food Bank continues to offer emergency food to those who need it, educational programming to help fight food insecurity, outreach programs to our rural communities and support to partnered agencies in the way of food product and other resources.

The Colchester Food Bank has also revitalized our volunteer support. Covid-19 limited the number of volunteers and halted school groups from participating as volunteers. School groups, at risk youth groups and work education groups have filled our calendar to the point of having to turn some away. Currently there are approximately fourteen consistent volunteers. The Colchester Community Support Society-Colchester Food Bank relies heavily on volunteers to do the day-to-day work. There are two full time staff the Executive Director and Client Services Coordinator, as well as a part time Food Program Facilitator.

In 2022 Colchester Food Bank served 14,757 individuals with food service which is 1,601 households. 29% of the individuals served had never used the food bank before. 32% of the individuals served were under the age of 19.

In 2022 Colchester Food Bank received approximately 333,724lbs of food.

I look forward to leading the team of staff, volunteers and community supporters in providing emergency food, making growth in public policy, developing educational programming on site and in the community, all the while putting clients and participants at the center of every aspect of what the society does. I am grateful to the selection committee for choosing me to be the leader of such a fantastic society that provides one of the basic needs of human life to people, who for various reasons, do not have access to food. It has been inspiring to work at the root level, where vulnerable people ask for assistance to receiving generous donations from community members who just want to help. It takes a whole community to make a difference, and while it is essential that the society continues to provide emergency food service, it is essential to understand that emergency food service is not the cure to food insecurity, but rather change to public policy and programming that teaches back to basic food production that has been lost through generational change.

Respectfully submitted,
Shelly DeViller
Executive Director

Colchester Community Support Society
Colchester Food Bank
Statistical Report

Households Served	1448
Individuals Served	6269
Individuals under age 18 served	24%
Individuals over age 55 served	45%
Brand New (never used the food bank before) households	31%
Household size served	
Individual	41%
Two Individuals	27%
Three or more individuals	32%
Household Types	
Private Renters	78%
Home Owners	10%
Other	12%
Income Types	
Income Assistance	27%
Disability Related Benefit	12%
Employment Income	24%
Employment Insurance	
Public Pension	12%
Individual Racial Identity	
Indigenous	5%
Black	3%
Multi-racial	4%
White	66%
Other	10%
Preferred not to disclose	12%

Respectfully Submitted,

Shelly DeViller
Executive Director

North Shore Clothing Bank

Annual Report 2022

The North Shore Clothing Bank is a non-profit organization that has been operating in the village of Tatamagouche for over thirty years now.

The Clothing Bank is a small thrift store selling quality used clothing and general housewares to the residents of Tatamagouche and its outlying communities. The shop is run by volunteers and is open every Tuesdays and Fridays from 9am – 3pm. The store operates by the generous donations made by the public. In turn, all proceeds from the Clothing Bank go directly to the Colchester Food Bank to help with their ongoing efforts to help feed those in need throughout Colchester County.

While the store serves the purpose of selling items to make money - there are many more advantages to the shop. It serves as a place for community members to seek out advice on connecting with various other community or government agencies. It provides a place for people to get to know one another. New residents find it a welcoming place to connect with residents and learn about resources within the village that may be useful to them. Through these newly established or already rooted friendships – often peer to peer counseling takes place. The safety the shop provides, coupled with a non-judgmental ear to listen - allows regulars to reach out for help to problems that may be facing them.

The Clothing Bank would like to take this time to thank the many people that have helped make it the success it has become. To the residents of Tatamagouche and the surrounding communities of Pugwash, Wallace, Wentworth and River John. While many in these communities make the Clothing Bank a frequent stop on their shopping excursions, many more make donations that help to keep its doors open. We extend our thanks to the Board of the Colchester Community Support Society. We appreciate that you see the value in having our doors open to the community.

Respectfully submitted,
Leanne Roberts, Manager

Public Relations/ Fundraising Committee Annual Report 2022

Public relations is defined as the state of the relationship between the public and a company or organization. As a helping organization, we realize the need for P.R. for a number of reasons. To make the public aware of the ways in which we can assist those struggling in our community. The most obvious being the immediate need for food security. To educate the public on our organizations current needs and programming. To network with other community helping agencies and build relationships with volunteers. Raise funds to keep our food shelves stocked and help support our programming.

Our organization has been successful in acquiring grants from the private sector - as well as, from the municipal, provincial and federal levels of government. With that being said, our organization relies mainly on the generosity of the public to keep our doors open.

Our annual food drive – held each November – continues to astound us. Even during a recession, the public lived our motto – ‘neighbours helping neighbours’ and surpassed the previous years’ donations. Volunteers lost count the number of times donors apologized. Many explained they could not give as much as they did in previous years because they too found themselves struggling. Even facing those adversities, they made a point of coming out to help others who are faced with those same struggles. That right there shows what a caring community we are part of. This year’s total from the food drive was: 11,801 pounds of food donations and \$36,583.00 in cash donations.

And while our annual fundraiser Gala has not been able to happen since Covid, our committee is looking at exploring the ability to bring it back in 2023 or at the creation of a new fundraiser to help raise much needed funds.

We do not have enough words to express our heartfelt gratitude to everyone who aided in the Colchester Food Bank’s success this past year – Thank you!

Respectfully submitted,
Leanne Roberts, Chair



Colchester Food Bank Grants Committee Report

The Colchester Food Bank was successful in receiving the following grants during the 2022 year.

Grant Committee Annual Report

Organization	Funding	Project Description
Community Food Centre Canada (CFCC) Markets Greens Grant	\$ 35,000.00	Establish Non-Profit Produce Market in Rural Community (\$35,000 annually for 2 years)
Community Literacy Fund	\$ 5,000.00	Healthy Meals on a Budget (Food Programming)
Community Access-Ability Program	\$ 2,287.74	Accessible External Door
Feed NS Capacity Grant	\$ 1,105.00	Laptop and Printer
United Way Impact Grant	\$ 3,000.00	Garden Supplies & Produce
Food Banks Canada Capacity Boost Grant	\$ 22,000.00	Portapique Market Supplies
Food Banks Canada Emergency Food Security Fund #4	\$ 33,000.00	Food & Meal Distribution
Community Links Micro Grant	\$ 1,000.00	Seniors Hygiene
School's Plus Program	\$ 2,505.00	Food, Transportation & Programming
Municipality of the County of Colchester	\$ 6,000.00	Food Programming & Insurance
Town of Truro	\$ 29,685.18	Property Tax Exemption and Operational Funding
Total Grant Funding	<u>\$ 140,582.92</u>	

Respectfully submitted,

Aundrea Currie

COLCHESTER COMMUNITY SUPPORT SOCIETY
BOARD OF DIRECTORS 2022

The Executive Committee:

Chair: Vera Faye Smith

Vice-Chair: Deborah Carroll

Acting Secretary: Don Reid

Treasurer: Marianne Clark

All Directors:

Deborah Carroll Mark Mason

Brenda Chisholm Laurie McClellan

Marianne Clark Don Reid

Aundrea Currie Leanne Roberts

Cathy Faulkner Vera Faye Smith

Tammy Fox Diane MacLean

Justin fox

