



East Hants Family Resource Centre

“Supporting Families to Strengthen Communities”

ANNUAL GENERAL MEETING **June 09, 2022** **Executive Director’s Annual Report**

We gather today (via Zoom) to celebrate the 2021-2022 year of operation for the EHFRC.

It has been yet another challenging year. We are 2.5 years into the COVID-19 pandemic and we see clearly the effects on our families and our programs.

COVID restrictions and protocols meant we had to re-group and re-imagine how we support our families and our community again this year.

And COVID-19 meant there were many changes to the numbers of people we help, who we help, and how we help them.

Let’s look at this past year by the numbers.

***335**

That is the number of families we supported this year. It is an impressive number.

But, it is less than previous years, when we would be in contact via programs with double or even triple that many families on a consistent basis. And I cannot emphasize how different our support has looked in the past year.

What changed in 2021-2022? Our ‘soft’ programs – our summer play groups where 30-40 families come to play every week, our winter play groups like **Baby Time** and **Family Time**, which would add another 15-30 consistent families a week, could not happen due to COVID gathering restrictions.

Virtual programs were offered, but numbers are not the same. **Mommy2B** prenatal via Zoom and FB page would see 6-7 participants per 4-week program, not the 15 pregnant moms we would have meeting for supper and support for 7-weeks pre-COVID.

Breastfeeding Support and **Mom’s Wellness** group numbers dwindled – it’s just not the same connect via computer. Our ability to offer group parenting programs such as **Nobody’s Perfect**

or **How to Talk** were challenged by confidentiality concerns, and with restrictions to a parent's ability to speak freely in a ZOOM meeting held inside their home -- where their children were present and could hear the conversation.

So while the number of consistent families served is down, we must look at that number of interactions we had with the community this year to get a full picture.

2844 Family total attendance/contacts
5984 Individual contacts (including family)

The number of individual contacts **is almost triple** what we saw in 2018-2019, the last 'regular' year of EHFRC pre-COVID programming. Factored into the individual contacts number are people we may have only spoken to once, while others may have had a number of contacts.

What is happening to make those numbers jump? An big increase in the number of people needing help, and a drastic shift to what they need.

For the most part, we are getting calls, emails and FB messages from families and individuals who need quick support that involves day-to-day survival items: diapers, formula, food, grocery gift cards, gas gift cards, personal hygiene items, children's clothing

They are contacting us for guidance on how to assess affordable housing, mental health support for their children or themselves, legal support, and transportation. They need COVID support in the form of a grocery order, or even access to COVID rapid tests for themselves and their children.

And for the first time, we are seeing families who at one time would have been donating to us, but are now -- due to COVID job loss or marital change -- seeking support.

The numbers show us that our support is still very much needed, but it is in a very different way than pre-COVID. For example, we would given out items in the past, but not ever see the need for 5 grocery gift cards and 4 packages of diapers in one day. And we have never in the past dealt with families living in cars, or facing lack of service due to thousands of dollars in heating or electrical bills.

So to clarify, we saw fewer families consistently than in previous years but their needs were more intense and multi-layered. The majority of people consistently coming to us are people who really, really need help. And then we had those who needed reference or support only once to services or for challenges they never before encountered. How did some of that break down?

619

The number of **COVID test kits** we gave away in 2021-2022. Each kit box had 5 tests in it, making for over 3,000 tests given out to children and adults.

405

The number of meal kits we gave away via **Monday Meal Kits** – a program funded by an East Hants Community Health Board grant. Each week for 15 weeks registered families would receive on their doorstep the ingredients and a recipe for a healthy meal.

268

The number of individuals supported by gift card, diapers, food or other necessities. Some people we would have seen once, most we would see several times over the year.

170

That is the number of families we supported with a **School Supply Giveaway**, which saw pens, pencils, backpacks, lunch bags, feminine hygiene products, scribblers, binders etc. given away. In partnership with Schools Plus, were also able to give away \$10 Walmart gift certificates. We also received a very generous donation of goods from Sangster's Automotive, and many donations from members of the community.

158

The number of individuals who received **COVID Support** because a family member had tested positive and the whole family had to isolate. The impact of this, especially on those families with retail or casual jobs, was huge. Support came in the form of grocery and over the counter medicine orders to last a week. Larger families received larger orders.

90

This is the number of winter coats we gave away in conjunction with the local non-profit **C.O.A.T Association**. (We did not count hats, mitts, scarves, snow pants or boots.)

59

The number of **Food Boxes** we gave away to families needing food, via the 211 program.

43

The number of new babies who got a great start in life because their moms signed up for **Mommy2B** prenatal class!

It's important to note we did manage to offer fun programs this year – but of course there would always be a positive family outcome attached to these programs. We are after all a Family Resource Centre!

Fun is an essential element to family bonding and growth, and we did our best to cover everything we did with enthusiasm and opportunity for fun! Once again, we were able to offer literacy and activity programs families could do at home in their leisure, and were able to provide a **Splash and Play program**. As much as possible, we concentrated on making sure our take home snacks were substantial, as food insecurity and food prices were a concern to all.

251

The number of visits to **Splash and Play**. We lost a few weeks of this program held at the East Hants Aquatic Centre, as COVID restrictions tightened, but this was one of our more successful programs. Each week families received a 'swag bag' of snacks, activity suggestions, and handouts on local groups and organizations such as Third Place Transition House and Caring and Sharing Food Bank.

140

Baby Time on Wheels visits. We took Baby Time outside, highlighting stroller-friendly local trails, and staying within COVID restrictions.

128

The number of individuals who took part in our annual **Shubenacadie Wildlife Park** visit. We pay the way for families to the park, and encourage them to stay for a picnic.

90

Number of families who were part of the **Catch The Reading Bug** program. This 5 -week literacy program gave families a bag with a book that focused on social skills—hard to learn during a pandemic – fun activities and hearty snack ingredients every week. This was funded by the Family Literacy Initiative Endowment Fund. (FLIEF)

48

Alphabet Soup in Motion families, who enjoyed a weekly book, could access a read along video done by our facilitators, and enjoy a healthy snack.

39

The number of **Daddy and Me Pumpkin Painting** sets that were distributed. Children receive a pumpkin and paints, so they can do this craft with their dad or any other father figure in their life.

35

The number of parent and children visits to the summertime **Dancing with Dorothy** Zumba classes held in our backyard. Music, dance and laughter!

PARTNERSHIPS

We have been very fortunate to have financial and resource support from our following largest stakeholders, some of whom may have been mentioned previously in this report:

Our partnership with **Department of Community Services (DCS)** provides a solid funding and professional foundation to deliver our core programs as well as providing for necessities such as rent, telephone, insurance, bookkeeping and other essentials.

The **East Hants Community Health Board** provided funding, as does the **Municipality of East Hants**. As well, the Municipality's **Recreation and Culture Department** is always supportive of our programs.

We continue our strong partnership with the **East Hants Community Learning Association** and its transportation arm **Community Rider**.

This year in particular we broadened our work and collaboration with **Caring and Sharing Food Bank**, **Shumilacke Food Bank**, and **Schools Plus**.

We partnered with **Cup of Soul** café and **Enfield Schoolifehouse.org**, a group where skills are shared/taught, to provide items to a **Giving Pantry** at the Cup of Soul for folks who might need extra food or supplies.

We are back partnering with the **Colchester East Hants Canadian Mental Health Association** to provide weekly space for a counselor, and in a new partnership we provide weekly space to **Third Place Transition House** staff.

And of course, we must say a firm and heartfelt **THANK YOU** as always to our daily partners: the moms, dads, parents and grandparents, caregivers, community members and friends who support the ones they love.

In closing, it is our hope that 2022-2023 brings us all bright futures, and the opportunity to learn and grow together in person.

Respectfully submitted,

Cathy MacDonald
Executive Director

AGM Board Meeting Minutes East Hants Family Resource Centre

Details			
DATE/TIME:	Jun 9 th , 2022 @ 7:00pm		
LOCATION:	via ZOOM		
PREPARED BY:	Katie Wootton		
CHAIR:	Mindy LeBlanc		
CO-CHAIR:	Melissa Murray		
Attendees			
Mindy LeBlanc	Attended		
Sheena MacAskill	Attended		
Tanya Hutchinson	Attended		
Katie Wootton	Attended		
Cathy MacDonald	Attended		
Rae Williams	Regrets		
Julia Matheson	Attended		
Denise McCleave	Attended		
Connie Nolan	Attended		
Melissa Murray	Attended		
Tanya Burke	Attended		
Gillian Morash	Attended		
#	Agenda Item (Current Meeting)	Discussion	Action Items & Responsibility
1	<i>Welcome/ Intro</i>	<p><i>Welcome by Mindy at 7:02pm.</i></p> <p>Welcome to Jo Swinemar the MEH Community Development Coordinator & Jessica Miller, potential new board member</p>	
2	<i>Appoint Recorder for meeting</i>		Katie - Secretary
3	<p><i>Review & approval of agenda</i></p> <p><i>Review & approval of June 2021 mins</i></p>	<p>Agenda reviewed & approved.</p> <p>June 2021 mins reviewed & approved.</p>	<ul style="list-style-type: none"> • Motion to approve Agenda -> Connie • 2nd -> Sheena • Motion Carried • Motion to approve Mins -> Tanya B • 2nd -> Julia • Motion Carried
4	<i>Executive Director Report</i>	<p>See attached ED Report.</p> <p>Special shout out to East Hants Community Learning & Community Rider, they are fantastic partners and we couldn't do what we do without them.</p> <p>Thank you Mindy for everything – you will be missed!</p>	<ul style="list-style-type: none"> • Motion to accept ED Report -> Julia • 2nd -> Melissa • Motion Carried
5	<i>Financial Statements Year End 2021-2022</i>	The Board has reviewed the Draft Statements – the organization has had a good year financial. Have ended in a strong cash position.	<ul style="list-style-type: none"> • Motion to accept the Year End 2021-2022 Financial Statements as presented -> Tanya B • 2nd -> Connie

			<ul style="list-style-type: none"> • Motion Carried
6	<i>Election of Directors</i>	<p>Board of Directors of EHFRC for the 2022-2023 year:</p> <p>Tanya Burke Tanya Hutchinson Sheena MacAskill Julia Matheson Denise McCleave Gillian Morash Melissa Murray Connie Nolan Raebeka Williams Katie Wootton</p>	<ul style="list-style-type: none"> • Motion to accept -> Melissa • 2nd -> Sheena • Motion Carried
7	<i>Election of Officers</i>	<p>Officers of EHFRC for 2022-2023</p> <p>Connie Nolan for Chairperson Julia Matheson for Vice Chairperson Tanya Burke for Treasurer Katie Wootton for Secretary</p> <p>We would also like to declare our Executive Director, Cathy MacDonald, an Officer and Director of EHFRC and as a signing officer. We would also like to declare Connie Nolan, Tanya Burke and Sheena MacAskill as signing officers for the EHFRC.</p>	<ul style="list-style-type: none"> • Motion to accept -> Melissa • 2nd -> Sheena • Motion Carried
8	<i>Appointment of Auditor for 2022-2023 Tax Year</i>	Peverill & Associates	<p>Motion to continue to use Peverill & Associates for 2022-2023 Audits -> Tanya B.</p> <p>2nd -> Gillian</p> <p>Motion Carried</p>
9	<i>Motion to Adjourn</i>	Meeting adjourned at 7:32pm	Motion to adjourn: Katie

Peverill & Associates Incorporated

**East Hants Family Resource
Centre**

FINANCIAL STATEMENTS

(Unaudited)

MARCH 31, 2022

East Hants Family Resource Centre

MARCH 31, 2022

CONTENTS

	<u>Page</u>
REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operations and Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5-6

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REVIEW ENGAGEMENT REPORT

To the Directors of East Hants Family Resource Centre

We have reviewed the accompanying financial statements of East Hants Family Resource Centre that comprise the statement of financial position as at March 31, 2022 and the statements of operations and net assets and cash flows for the year then ended, 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 private enterprises, 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.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of East Hants Family Resource Centre as at March 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

June 7, 2022

Lower Sackville, Nova Scotia

CHARTERED PROFESSIONAL ACCOUNTANTS

LICENSED PUBLIC ACCOUNTANTS



~ Founded in 1988 ~

5 Florence Street, Lower Sackville, Nova Scotia B4C 1J5
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East Hants Family Resource Centre

STATEMENT OF FINANCIAL POSITION

(Unaudited)

AS AT MARCH 31, 2022

	<u>2022</u>	<u>2021</u>
ASSETS		
CURRENT		
Cash	\$ 159,237	\$ 105,673
Guaranteed Investment Certificate	31,602	31,568
Accounts receivable	1,674	6,138
Prepaid Expenses	<u>1,541</u>	<u>1,182</u>
	<u>\$ 194,054</u>	<u>\$ 144,561</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 6,327	\$ 4,002
Deferred grants (Note 3)	49,167	28,939
Due to Canada Revenue Agency	<u>3,236</u>	<u>3,508</u>
	<u>58,730</u>	<u>36,449</u>
NET ASSETS		
NET ASSETS	<u>135,324</u>	<u>108,112</u>
	<u>\$ 194,054</u>	<u>\$ 144,561</u>

APPROVED ON BEHALF OF THE ASSOCIATION:

_____ CHAIRPERSON

_____ SECRETARY

East Hants Family Resource Centre

STATEMENT OF OPERATIONS AND NET ASSETS

(Unaudited)

FOR THE YEAR ENDED MARCH 31, 2022

	<u>2022</u>	<u>2021</u>
RECEIPTS		
Government Funding		
Department of Community Services	\$ 157,500	\$ 125,000
Municipality of East Hants	11,500	11,750
Other Provincial	14,171	-
Other Grants	19,408	15,951
Donations	14,818	34,721
Other Income	21,263	11,782
CEWS - Wage Subsidies	<u>26,915</u>	<u>41,661</u>
	265,575	240,865
DISBURSEMENTS		
Advertising	8,563	9,518
Bookkeeping and Professional Fees	5,568	6,207
Honorariums	525	2,275
Insurance	3,340	3,247
Interest and Bank Charges	289	271
Office, Administrative, and Other	31,815	15,231
Rent net of subsidies	13,678	16,213
Salaries and Benefits net of subsidies	168,653	165,150
Telephone	2,707	2,443
Travel	2,533	3,665
Training	692	50
Supplies	<u>-</u>	<u>501</u>
	<u>238,363</u>	<u>224,771</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	<u>27,212</u>	<u>16,094</u>
NET ASSETS BEGINNING OF YEAR	<u>108,112</u>	<u>92,018</u>
NET ASSETS, end of year	<u>\$ 135,324</u>	<u>\$ 108,112</u>

East Hants Family Resource Centre

STATEMENT OF CASH FLOWS

(Unaudited)

MARCH 31, 2022

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received	\$ 290,233	\$ 262,233
Cash Paid to Suppliers and employees	<u>(236,669)</u>	<u>(226,493)</u>
INCREASE IN CASH	53,564	35,740
CASH, beginning of year	<u>105,673</u>	<u>69,933</u>
CASH, end of year	<u>\$ 159,237</u>	<u>\$ 105,673</u>

East Hants Family Resource Centre

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

MARCH 31, 2022

1. PURPOSE OF THE ORGANIZATION

The East Hants Family Resource Centre is dedicated to nurturing and supporting healthy family life through quality child and family development programs. The centre is exempt from paying income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit organizations.

(b) Cash

Cash represents funds on deposit with a Canadian bank.

(c) Financial Instruments

The Centre's financial instruments consists of cash, guaranteed investment certificates, accounts receivable, accounts payable, and accrued liabilities. These financial instruments are initially recorded at fair value and then carried at amortized cost. The fair values of these financial instruments approximate their carrying values, unless otherwise stated.

(d) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from these estimates.

East Hants Family Resource Centre

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

MARCH 31, 2022

(e) Revenue recognition:

Government funding is recognized as revenue based on the terms of the funding, generally to fund operations for a period of time. Other revenue is recognized using the accrual basis of accounting.

(f) Capital assets

The Centre does not record equipment as assets. In common with many non profit organizations equipment is expensed when purchased.

3. DEFERRED REVENUE

Deferred revenue includes the amount of specific grants received in the year that have not been spent as of the year end date.

4. ECONOMIC DEPENDENCE

The organization is economically dependent upon government. Loss of these funding sources would have a major impact upon the organization.

The organization is dependent on volunteers, the loss of which would have a significant impact upon the organization.

EHFRC Budget 2022-2023

Projected Expenses	Amount (Exp)	Funding Source (Rev)
Salaries: ED 35 hrs/wk; PC 35 hrs/wk; PA 30+hrs/wk; PA 35 hrs + 12 % MERC Plus health benefits	\$176,430 total (\$170,320 salary and \$6110)	DCS 2022-2023 \$115,000 Specific grants; \$61,430
Staff Training	\$ 3500	DCS \$3000; MEH \$500
Rent (\$500/mthx3)	\$18,000	DCS (12,000) Room rental MEH \$6,000
Phones (office lines/internet and cell)	\$3000	DCS \$2250 + MEH \$750
Staff Mileage 6000 km @51 cents	\$3060	DCS
Office Supplies/Equipment	\$4000	DCS
Advertising	\$1000	DCS
Bookkeeping (\$35/hr x 13hr/mth + HST)	\$6000	DCS \$4000 specific grants \$2000
Insurance (General & Board Liability)	\$4000	DCS
Audit/Bank/Direct Deposit & Reg. Fees	\$2,750	DCS
Prg. Supplies (i.e. paper towel, soap, etc.) Program Materials (long term items, i.e. tables, toys, crafts)	\$10,000	DCS \$8000, specific grants \$3000
Prg food supplies/gift card/family support items/car seats, etc	\$20,000	
Prg. Space	\$3,000	DCS \$2,000 MEH \$1,000
Advertising/PR	\$5000	DCS \$5000
Postage	\$350	DCS
Board expenses	\$2,000	DCS \$2000
Transportation (clients via Community Rider)	\$2000	
Total	\$262090	
Projected Revenue		
Dept. Community Services		\$190,000 (\$188,410 assigned)
Mun. East Hants		\$ 10,000 (\$8,750 assigned)
Grants ROE, CHB, EIO, FLIEF and others		\$43,000 (\$4,000 assigned)
Fundraising		\$ 10,000
Donations		\$ 10,000
Total		\$263,000
Projected Surplus	\$910	