Colchester Community Support Society

Minutes: Annual Meeting—March 18th, 2025

The Annual General Meeting of the Colchester Community Support Society was called to order by Chair Vera Faye Smith, who also read the land acknowledgement and welcomed Board members, staff, volunteers, and others in attendance. Shelly, our Executive Director, introduced the Food Network staff members to the group, and Farrah, Client Services Coordinator, introduced the volunteers.

Attending: Vera Faye Smith (out-going Chair), Aundrea Currie (in-coming Chair), Shelly DeViller, (Executive Director), Greg Routledge (Treasurer), Farrah Allen-McKay, (Client Services Coordinator), Leanne Roberts, Ziba Mashkuri-Najfi, (Financial Assistant), Gurpinder Loodu, Tammy de Graaf,(Food Literacy Coordinator), Paula Whittaker, Cathy Faulkner (Secretary), several volunteers and members of the public.

Regrets: Steve Dunne, Diane MacLean, and Steve Fultz.

Approval of the agenda was moved by Aundrea, seconded by Paula. Motion carried.

Approval of the minutes from the last annual meeting was moved by Greg, seconded by Leanne. Motion carried.

Vera Faye called our attention to the In Memoriam page of the Annual Meeting booklet, where Creighton Miller and John Heukshorst were recognized for their valuable service through many years.

Financial Report: Greg began his review of the Independent Practitioner's Review Engagement Report, done by MNP, by calling our attention to the Basis for the Qualified Conclusion. The report consisted of a Statement of Financial Position as at December 31, 2024, a Statement of Operations and Changes in Net Assets, a Statement of Cash Flows, and Notes to the Financial Statements. Greg moved approval of the report. Seconded by Aundrea. Motion carried.

Chairperson's Report: Vera Faye highlighted the fact that all three levels of government have supported our organization, which allowed not only for more food but also funded new staffing, and building improvements. Six new members joined our Board in January of 2024, and we also had three resignations. Marianne Clarke also retired after many years of service. Vera Faye thanked the dedicated Board members, staff, and volunteers she has worked with since her beginnings on Lorne St. She passes her title over to Vice Chair Aundrea Currie, who began her term as Chair following this meeting.

Executive Director's Report: During the past year our organization has become one of 7 Collaborative Food Networks across Nova Scotia. This led to a name change from Colchester

Food Bank to Colchester Food Network. Food Literacy Coordinator, a new position filled by Tammy DeGraaf, has led to programming such as “Cooking on a Shoestring Budget”, “Kid’s Kitchen Adventures”, and off-site programs as well. Food kits have been developed for programs and are also offered to our clients. We have supported seven community pantries. The Client Choice Market has expanded, and walk-in clients are able to choose what they take. New software will allow us to have all clients walk in and choose their food at the Client Choice Market in 2025. Grants have allowed us to extend delivery services, provide taxi rides, an improved website and Facebook site, and improving the reception area of our building with sound panels, colour, and a children’s play area. A new fridge and a new freezer were also purchased through grant money received. The number of volunteers has increased. Our Annual Radio Food Drive raised the largest amount of money ever donated.

Updates: Tammy de Graaf, our Food Literacy Coordinator, shared details of her programming, such as the 24-week cooking classes at Steps on Arthur. The participants in the classes receive food kits with recipes, and are given cooking equipment such as air fryers to take home.

Farrah MacKay, Client Services Coordinator, shared photos and thanked the many volunteers, including some groups such as the Wolf Pack, from CEC, and the Redcliff World Changers, all of whom contribute on a regular basis.

Nomination Committee Report: This report contained the names of the executive for 2025, with Aundrea Currie in the position of Chair, Vera Faye Smith as Past Chair, Steve Dunne as Vice Chair, and Greg Routledge returning as Treasurer and Cathy Faulkner as Secretary.

Further Business: Greg moved we adopt MMP LLP to do the Review Engagement Report for the fiscal year 2025. Seconded by Leanne. Motion carried.

It was noted that the financial statements are to be sent to Registry of Joint Stock Companies within two weeks of the Annual Meeting.

Respectfully submitted by:

Cathy Faulkner

Secretary