

Alice Housing

Annual General Report

2006 - 2007

**Alice Housing Annual General Meeting 2007**  
**June 27<sup>th</sup>, 6:30 p.m.**  
**Christ Church**

1. Welcome. Approval of Agenda.
  2. Review and approval of minutes of 2006 Annual General Meeting.
  3. Reports:
    - a) Co-Chairs
    - b) Executive Director
    - c) Personnel
    - d) Fundraising
    - e) Finance
  4. Motion to approve auditors and accountant.
  5. Special Resolution to Change By-Laws.
  6. Nomination committee report and Board nomination for 2007-2008.
  7. Appreciations.
  8. Other
  9. Adjournment. Thank you.
-

**Alice Housing  
AGM 2006  
June 21, 2006  
6:00pm  
Christ Church, Ochterloney Dr. Dartmouth NS**

**1] Review of minutes of 2005 AGM**

**MOTION**

Motion to approve the minutes from the 2005 AGM by Penny Harding and Alison

MacDonald. Minutes approved by all, no dissenters or abstainers.

**MOTION CARRIED**

**2] Committee Reports (in brief)**

**a. Executive Director- Joanne Bernard**

This has been a year of rebuilding and transition for Alice Housing. We have excellent staff working as a team who brought Alice Housing forward. Alice Kids Resource library was launched. There was the renovation to include a drop-in center and program room. Program facilitation also occurs there. Annually, we fundraise approximately 1/3 of our operating budget. We are currently at a 90% occupancy rate and 91% of the women who complete the programming at Alice Housing do not return to their abusers, stopping the cycle of abuse.

**b. Co-chair report- Penny Harding**

There have been many changes to the board but they will be useful in the growth and health of Alice Housing. The board was extremely active in the changes and we were very hands on in the process of getting a new ED, staff, etc. Cathy Love has updates the job descriptions and the policy manual is being reviewed and updates and changes will be reviewed this fall. Elizabeth and I are at the end of our four-year term and are leaving Alice Housing in good hands with the 2006-2007 board members.

**c. Personnel Committee**

The personnel committee reviewed and updated all of the job descriptions, created a new format for staff performance appraisals and the policy manual was all reviewed and revised.

Alice Housing has had staff- turnovers with Marilyn Barry left on Long Term Disability, Susan MacPhee is the woman's counselor, and Julie Dingwell is on a one- year contract and is the child/ youth counselor. Susan Guidry is on an 8- month term as program coordinator. Thalia McRae completed a 6- month term as art auction coordinator.



**d. Fundraising- Alison MacDonald**

Joanne has been outstanding in submitting grant proposals and securing monies for Alice Housing. She has increased the number of new financial resources for Alice Housing.

In the past year, Alice Housing has experienced its most successful fundraising efforts with a 200% increase from the previous year, almost \$140,000.00 in 2005-2006 compared to \$36,000.00 in 2004-2005.

**Special Events- Alison MacDonald**

The art auction is the annual special event fundraiser for Alice Housing and we had a successful auction this year as well. Part of the auction's success is the art we receive for the silent auction and we are always looking for quality art to be donated for the annual event.

**Mother's Day Luncheon**

We have an annual mother's day luncheon that is also another fundraiser for Alice Housing and was successful again this year. It was held at the Holiday Inn Dartmouth and Deborah Norris was the keynote speaker for our event this year. Annually we launch a letter writing mail out so supporters and the general public can have the opportunity to buy a ticket to attend. .

**Third party fundraisers**

Alice Housing has many 3<sup>rd</sup> party fundraisers and they include the Vagina Monologues, The Aeolian Singers, Ricki's Retail store, Summit Spa, Zellers Mic Mac Mall, etc.

**e. Finance- Joanne Bernard**

Alice Housing has a monthly challenge in terms of finances. Heat and electric rates pose hardships because the rates continue to increase. The cost of oil has increased from \$11,000.00 to \$ 33,000.00 and this is a challenge as well. . We currently rent to our tenants below market value, losing money but we also cannot increase the rates because the rates are in line with income assistance rates in Nova Scotia. WE are currently running at a deficit with revenues of \$320,799.00 and expenses at \$349,931.00.

Alice Housing board of directors is still looking for a treasurer to replace Catherine Penny.

**f. Nominating Committee**

The following board members have confirmed their intention to continue their membership for the 2006-2007 year:

- Pamela Chisholm
- Anne Marie Coolen
- Denise Crowell
- Cathy Love
- Alison MacDonald



- Elycia MacLean
- Lynn Matheson
- Dolly Mosher
- Gillian Swaine

### **3) Nominating Committee motions for nominations**

#### **MOTION**

Motion to approve Alison MacDonald and Cathy Love as co-chairs for the 2006/2007 year approved by Penny Harding and Elycia MacLean. Approved by all no dissenters or abstainers.

**MOTION CARRIED**

### **4) Motion to approve auditors for 2006-2007**

#### **MOTION**

Motion to approve Lyle Tilley Davidson as auditors for Alice Housing for the 2006-2007 year. Motion approved by Penny Harding and Alison MacDonald. Approved by all, no dissenters or abstainers.

**MOTION CARRIED**

### **5) Appreciation to community members**

I would like to acknowledge long time supporters of Alice Housing, Susan Covert and Julie Carroll. I would also like to acknowledge Carolyn Ross, the manager of Ricki's for her endless dedication to help Alice Housing with fundraisers. We thank you for your dedication to Alice Housing.

### **6) Appreciation presentations to outgoing board members**

- a. Penny Harding, Co-chair. Penny has given so much support to me and to Alice Housing. She is a lawyer by trade and we needed her expertise and guidance. We will miss you and thank you for all your help and hard work.
- b. Erin Desmond, Secretary  
Erin has been a secretary with Alice Housing board of directors for several years. She is a source of information for how board proceedings have been conducted in the past. Alice Housing will miss her work and contribution as secretary. We will miss you and thank you for all your help and hard work. She has completed a five- year term with Alice Housing.
- c. Elizabeth Chard, Co-Chair. Elizabeth has contributed as co-chair for the last term with Alice Housing and her experience as a board member was well used and appreciated. We will miss you and thank you for all your help and hard work.

Respectfully submitted,

Erin Desmond

---

## *Co-Chairs Report 2006-2007*

---

On behalf of the Board of Directors (the Board) of Alice Housing we are pleased to provide a report on Board activities for the year.

The past year can be described as one of strategic activity. The Board recognizes that to be effective it needs to focus on a few key strategic activities. We held a Board planning session at the beginning of the year to prioritize the activities for the year. This session provided an opportunity to get to know one another, become better informed about Alice Housing from the staff and determine the priorities for the year. Here are some of the highlights from the year:

### **Strengthen the Board of Directors**

We saw the Board continue to grow and strengthen. A Board orientation binder was developed and distributed during the planning session and a skills profile was created to identify the skills required to strengthen the effectiveness on the board. During the year we also welcomed three lawyers to our membership: **Nicole Figueira, Michelle Kelly and Karin Taylor.**

### **Increased Board governance and more transparent reporting**

During the year the Board reviewed various policies and procedures including the personnel policies, updating the by-laws, and implementing a media policy. An investment strategy was also developed for Alice Housing and performance reviews were completed for all staff.

Under the leadership of Board treasurer, Tara Timms, changes were made to the monthly financial reports so they are clear and allow for quick and accurate comparisons to closely monitor the financial situation from month to month.

### **Improved the financial situation**

With sustainable funding a constant struggle for all non-profit organizations the Alice Housing Board is always looking for ways to increase its financial strength. Late in 2006 the board approved the sale of one of its housing units because it did not meet the needs of clients. The sale of the building resulted in a sum of money for Alice Housing which has been prudently invested under the guidance of an independent investment advisor.

A combination of close scrutiny of the monthly statements, a high success rate from writing funding proposals, fundraising events and close monitoring of expenses has resulted in a better than planned financial position.

### **Healing the Bruises**

This report would not be complete without mentioning the program, Healing the Bruises, which provides counseling for the children and youth of Alice Housing. The original funding was for one year and proved so successful that the Board was pleased to extend the program for at least one more year.

We say goodbye to two valuable board members. Pamela Chisholm participated on the Board for two years and stepped down only to assume the role as Alice Housing's investment advisor. Elycia MacLean has been a keen Board member for two years and acted as secretary this past year. We thank both of them for their commitment and know they will continue their involvement.

The Board and staff were sad to learn of the passing of past Board Chair, Elizabeth Chard and past board member Michelle Brigley. Both women were dedicated in their service to Alice Housing and to other organizations in their community.

We also recognize the outstanding efforts of the Alice Housing staff. What these five devoted women accomplish is the reason Alice Housing has had such accomplishments. Under Joanne Bernard's leadership as Executive Director, Alice Housing has matured and has increased profile and credibility in the community. She is a tireless advocate for the staff and more importantly, for the mandate of Alice Housing.

We will build on our successes and move to a new set of priorities which will include our continued focus on fundraising and educating existing funding organizations and others within the province about Alice Housing.

Respectfully submitted,

Cathy Love and Alison MacDonald  
Co-chairs, Board of Directors

---



## *Executive Director Report – 2006-2007*

---

As I listen to the laughter of women supporting each other in a craft workshop, I am reminded that in the past year Alice Housing has indeed hit its stride in terms of creating a safe community within our own organization while developing best practices in the area of second stage housing. In effect, we have become a leader in the field of second stage housing in the Atlantic Provinces. The standard of care offered by the organization continues to increase in its capacity both intrinsically and within the wider community. This growth translates into increased positive outcomes for women who take the leap of faith to come to Alice Housing in an effort to acquire safety, stability and healing for both themselves and their children. The organization stands alone with 83% of the women who leave Alice Housing after completing some or all of the program, **not returning to their abuser.**

Whether sharing internal policies with provincial counterparts, presenting our program findings to government and community agencies or offering strategic direction to a Second Stage development director in South Africa, Alice Housing clearly has reached a level of best practices and quality programming. Through the leadership, support and strategic direction provided by the Board of Directors, the staff of Alice Housing have been able to strengthen and grow core programs, re-evaluate outcomes and procedure and increase our capacity to serve women and children while participating on community research projects, committees and information sharing endeavors.

The implementation of the **Healing the Bruises** program during the last year has been a major and celebrated accomplishment for Alice Housing. The recognition and support the program has received in the community has been tremendous. The initial outcomes developed for this program have long been surpassed as the children and mothers have responded to the guidance and interventions of the youth development model as facilitated in this program. We have shared our findings and experiences by presenting at conferences, workshops, interagencies and local schools and continually receive requests from post secondary institutions for work placements in both this program and the women's counseling program.

The decision of the Board of Directors in April to make this a continued full time program of the organization demonstrates their commitment to providing quality and innovative programs to the families who reside at Alice Housing.

Like many non-profit organizations, the quest for funding and financial stability is ongoing. In an effort to strategize long term financial sustainability, the decision was made in the past year to sell one of our properties which had been acquired in 2003. Consistently low in occupancy due to various factors, the building was sold in January with proceeds of the sale invested back into the organization.

The year also witnessed an unprecedented rise in community partnerships as more workshops for both women and children were facilitated by experts from other organizations who graciously offered their time and talent for our benefit. Partnerships in the service and business community continue to grow as does our ever increasing base of volunteers dedicated to contributing in various ways to the women and children of Alice Housing.

As always, I am supported in my position by a tremendous slate of committed women who give their time, skills, guidance and support in their roles as Board Directors. Combined with the dedication, expertise and support of my staff, I look forward to the next year as we enter into 25<sup>th</sup> year in the community assisting women and children in crisis due to family violence.

As I finish this report, the women are singing.....

Respectfully submitted,

Joanne Bernard, Executive Director  
Alice Housing

## ***Personnel Report – 2006-2007***

---

***Committee comprised of Joanne Bernard, Cathy Love, Anne Marie Coolen***

*The overall purpose of this committee is to recommend policies to the Board regarding employee relations and other related matters. It develops reviews and ensures the implementation of sound personnel policies, procedures and practices appropriate to Alice Housing. (Alice Housing Board of Directors Manual)*

### **Current Staffing Compliment:**

|                      |   |
|----------------------|---|
| Joanne Bernard       | Executive Director                                  |
| Frances Blair Harper | Housing Coordinator (until June 29, 2007)           |
| Susan MacPhee        | Women's Counselor                                   |
| Tina Riley           | Administrative Assistant                            |
| Julie Dingwell       | Child/Youth Counselor (Healing the Bruises Program) |

The personnel committee is both a formal and informal support to the Executive Director regarding staffing issues. This year the decision was made to have the committee meet on an "as needed" basis if/when personnel issues arose that required discussion. Given the fact that we have professional, experienced and committed staff, who works well together as a team, the personnel committee was not required to meet. However, this does not mean that work was not completed.

This year we finished the work started last year on the personnel policy manual for Alice Housing. An in-depth review and discussion of the policy manual was done with the Board, and additional revisions were completed by Joanne Bernard, prior to its final approval. This was an important task as the policies set out both terms of employment with Alice Housing as well as guiding how staffing issues will be addressed in the future.

In addition, all staff had their annual performance appraisals completed using the new format developed last year.

In terms of staff changes, the Board of Directors Julie Dingwell's contract to indefinite (based on funding) and changing her work hours from part-time to full-time. Frances Blair Harper will be leaving the organization after 6 years of service to Alice Housing and the Board of Directors and staff wish her well in her future endeavors.

Without the staff that provides the services and support to the women and children Alice Housing is just a name and buildings. I would like to thank the staff for their hard work and their commitment in the past year. A special thank you to Joanne Bernard for her leadership and her dedication to both the staff and the organization.

Respectfully submitted by Cathy Love



## *Fundraising Report – 2006-2007*

---

During the past year, Alice Housing was the grateful beneficiary from proceeds of local businesses, foundations and individuals. As always we thank the supporters of the United Way Halifax Region campaign who have been provided us with many forms of support over the years.

In the area of local foundations, we thank the Flemming Family Foundation Edward Family Charitable Foundation, the HBC Foundation (Zellers and HBC stores in Mic Mac Mall and Cole Harbor) and the Charity Alive Fund (Sisters of Charity) for their ongoing support particularly to our children's program. New local Foundation partners this year included the Protestant Infants Fund and the Gordon Foundation for Children and Youth.

Alice Housing was the beneficiary to various third party events this past year including two events sponsored by the Rodeo Lounge and Daisy's Waffles, Dalhousie University's production of the Vagina Monologues, and the Futura Club. Laurie Davis graciously opened her home to host and Christmas Tea and Sale all organized by her PEP team.

The Zonta Club provided a generous donation from Staples which kicked off our Back To School Project.

The Christmas Angels program is always a special time for staff at Alice Housing as we witness the wonderful spirit and generosity of the many individuals and families who sponsor each woman and child of Alice Housing. As always the INVIS Angels in the Night program is amazing as these employees volunteer their time and resources to meet the needs of our families.

Special thanks to Board Members who continually support these events with special mention to Dolly Mosher who in the past year has ferreted out new opportunities for Alice Housing in the community.

For the coming year, after an already successful Artworks Auction held in May, we are planning for a larger event next year and a corporate campaign in the coming months as we welcome new volunteers to the organization with fundraising expertise. Our focus in the next year will also be celebrating our 25<sup>th</sup> year in the community.

Respectfully submitted,

Joanne Bernard

**Alice Housing would like to thank the following friends  
for their generosity and continued support.**

Feed Nova Scotia  
Sisters of Charity  
Christ Church  
Grace Chapel  
Service Canada  
Sobey's Queen Street  
TD Canada Trust, Portland St  
Wickwire Holm Barristers and Solicitors  
Summit Spa and Wellness Clinic  
Futura Club  
Mom to Moms  
Clearwater Seafood's Ltd  
Atlantic Lottery Commission  
Alice Housing Christmas Angels  
Lyle Tilley Davidson  
Kwik Kopy Burnside  
Canadian Women's Foundation  
Capital District Health Authority  
Mental Health Foundation of Nova Scotia  
Halifax Regional Municipality  
The Edwards Family Charitable Foundation  
Zonta Club of Halifax  
Laurie Davis and her PEP Team

Nova Scotia Department of Community Services  
Canada Mortgage & Housing Corporation  
The Gordon Foundation for Children and Youth  
Zellers Inc – Mic Mac Mall and Cole Harbor  
The Protestant Infant Fund  
BMO Foundation of Hope  
Flemming Foundation  
Derek Cowie Design  
Dalhousie University  
Dorlene  
Beta Sigma Phi  
Lindor  
United Way of Halifax Region  
Herbal Magic  
NSGEU  
Molson's Donations Fund  
Invis Inc  
Dartmouth Community Health Board  
Superstore Atlantic Braemar Dr  
The McLean Foundation  
RBC  
NS Advisory Council on the Status of Women

*To protect privacy, we do not list donations made by individuals. If we have excluded anyone from this list, please know that your kindness has not been forgotten and is greatly appreciated.*



## *Financial Report 2006-2007*

---

*This committee is comprised of Tara Timms, Joanne Bernard and investment advisor Pamela Chisholm.*

During the year ended March 31, 2007, the Society had revenue of \$559,686 and expenses of \$371,148 which resulted in an excess of revenue over expenditures of \$188,538. At first glance, this appears to be a significant improvement from the prior year when the society had an excess of expenditures over revenue of \$28,535. However, it is important to note that the normal operations of the society continue to face significant financial challenges. As the society continues to meet the needs of its clients, it must make operating decisions to fund such needs. After careful consideration, it was determined that one of the society's properties was not meeting the society's mandate as a result of its location and available accommodations. As a result, the property was sold for a gain of \$234,869. If we exclude the property sale revenue, the society's expenditures exceeded its revenues by \$47,713.

The society worked hard during the year to increase revenues and decrease expenses. Revenue from operations (i.e. rental revenue) decreased during the year due to lower than full occupancy due to mitigating factors with one of our buildings. But donations and fundraising revenue increased. The society also managed its administrative and other expenditures well to obtain a decrease of \$16,720 (excluding the impact of salaries and benefits). Salaries and benefits increased during the year due to the addition of a children's counselor for the society's "Healing the Bruises" program which was funded by a Community Mobilization Grant and individual donor grants.

In closing, the society continues to diligently manage its financial resources while meeting the needs of its clients. Funds from the sale of the property have been invested and will be drawn upon to fund future operating deficits of the society if such deficits cannot be funded through rental and fundraising revenue sources.

Respectfully submitted,

Tara Timms, treasurer  
Alice Housing



*By Law amendment – Special Resolution*

---

Board of Director selection is based on position availability and adherence to the Board of Directors Application Policy .

## *Nominations Committee -2006- 2007*

---

The Nominations Committee, which comprised Joanne Bernard and myself, was active on three fronts this past year:

- recruiting board members with legal expertise for the current year,
- revising the board recruitment processes,
- recruiting to fill board vacancies for next year 2007-08.

Last fall when the Board identified a need for legal expertise among its members, the Executive Director (ED) ran a notice in a barrister society newsletter that generated seven applications of which the nominations committee recommended three for board membership. All three members accepted positions on the 2006-07 board.

In May, the entire board recruitment process was reviewed by the committee which resulted in the development of several key documents including:

- Board Application Process Policy
- An Overview to Recruiting Board Members
- Board Application Process
- Board Member Job Description
- Board Reference Check Questions
- Board Recruitment Script
- Board Recruitment Advertisement

The Committee is also compiling a board profile that describes the skills required on the Board to support AH operations, the skills currently on hand and the gaps that we desire to fill. The Committee will report its findings to the Board in September and will seek to keep the profile current as board membership turns over.

The committee ended the year by identifying four vacancies that need to be filled for next year and commencing the recruitment process. To date we have filled two vacancies and anticipate filling two more over the next two months.

Thank you Joanne for the opportunity to work with you on these activities, your professionalism, patience and amazingly quick responses and turnaround times made my role very easy.

Respectfully submitted,

Anne Marie Coolen

The following persons have re-submitted their names for nomination to serve on the 2007-2008 Board of Director for Alice Housing

Cathy Love – Co-Chair  
Alison MacDonald – Co-Chair  
Tara Timms – Treasurer  
Karin Taylor – Secretary  
Anne Marie Coolen  
Nicole Figueira  
Michelle Kelly  
Lynn Matheson  
Gillian Swaine  
Dolly Mosher

The following persons have submitted their names to be nominated to serve on the 2007-2008 Board of Directors for Alice Housing.

Karen Hudson  
Rosemary Bulley



# *Programs*

---

## **Counseling**

As women make the decision to leave abusive situations, individual and group counseling is provided by the Women's Counsellor of Alice Housing. Each woman with the support of our counselor develops short term and long term goals concerning recovery, education, housing and career plans. Counseling and workshop attendance is mandatory for women accepted into the Alice Housing Program.

Counseling issues include,

- One on one counseling
- Grief counseling
- Sexual assault counseling
- Defining healthy boundaries
- Identifying potential abusers
- Self care

## **Healing the Bruises – Counseling and Support for Child Witnesses of Family Violence**

Started in April, 2006, Healing the Bruises addresses a long standing gap in services to the children and youth of Alice Housing. Over the years, most children of Alice Housing families have witnessed some form of abuse directed to their mothers. With a long waiting list for mental health interventions in our community, Healing the Bruises was developed to assist children with their transition into second stage housing and support them as they explored their feelings towards their experiences and familial relationships.

Since its inception, program outcomes have far exceeded expectations. Children have reported better coping skills at home and in school, self harm behaviors have ceased in older children and mothers are pro-active in their parenting techniques.

The Healing the Bruises program employs a dynamic children's counselor who provides modified play and art therapy, toddler check ins, one on one counseling with teens, workshops for the youth and their mothers and on-going parent support. In addition, our counselor advocates in schools and other agencies involved with each family to ensure the right service is being provided to the right child at the right time.

## **Goals of Healing the Bruises Project**

- to increase positive coping skills in children who have witnessed violence within their families
- to decrease destructive behaviors and attitudes in children who have witnessed violence within their families
- To positively enhance the relationship between mothers and their children

## **Support Services**

Women are encouraged to attend weekly group programs in an effort for them to share openly their experiences in a women centered and supported environment. This process also encourages the establishment of their network of support both within Alice Housing and the community. Program modules include,

- Learning about the cycle of abuse
- Developing healthy coping skills
- Anger management
- Recapturing self esteem
- Holistic therapies
- Career development
- Budgeting

## **Housing/Homelessness**

Women and children entering the 2<sup>nd</sup> stage housing component of Alice Housing are in a transition from either an emergency shelter or from other temporary shelter. Most have left the abusive household leaving everything behind. These families are in crisis and homeless when they enter the Alice Housing program.

### **Activities**

- Interview with Women's counselor and Housing Coordinator
- Viewing of available unit
- Development of leasing agreement
- Coordination of transition into unit
- Coordination of donations of furniture, food and other goods

## **Third Stage Housing**

Opened in May, 2005, Alice Housing offers supportive and affordable housing to women who have successfully completed their two year second stage program. Alice Housing owns a set of flats consisting of 3- 2bedroom units. These units are available to women working full time or entering post secondary education and provides stable affordable housing for an additional 4 years. The units are not alarmed and women are not required to attend Alice Housing programs. It is believed that this program is the only third stage housing program offered in Canada.

## **Developmental Programs**

Personal and professional development programs are available to women as they begin their recovery from family violence. These programs are crucial to women as they learn new skills and strategies for independent living in the community.

- Workshops on parenting, budgeting, credit counseling, personality and temperament types, self defense and self care.
- Continuing education counseling.
- Career and resume counseling.

### **Outreach**

As women leave Alice Housing to live independently in the community, their need for our support services are often increased. With the exception of housing all program services including the Drop-In centre and food bank are still available to ex-tenants. Advocacy, financial management and assistance with legal procedures are high in demand.

- Assist women with finding safe and affordable housing.
- Provide housing and/or work references if applicable
- Accompany women to legal and social assistance appointments
- Provide referrals to relevant community resources
- Assistance with child care services

### **Meals Programs/Services**

For many women entering Alice Housing, the crisis they are experiencing includes financial strain and the provision of food through our Food Bank and Community Kitchen is essential to many families. Our program also includes instructional session on nutrition and cooking on a budget.

- Women access food stuffs as provided by the Feed Nova Scotia
- Women participate in and benefit from community kitchen meals on program nights.
- Women are able to access food gift certificates from Alice Housing staff.
- Women learn healthy cooking choices and nutritional values.

### **Advocacy Services**

For many women leaving domestic abuse situations, everyday tasks small and large are viewed as overwhelming and some cases hopeless. At Alice Housing, staff routinely accompanies women to legal appointments, Community Service meetings, court appearances and school meetings. In some cases, Alice Housing staff is involved with the local policing authorities, healthcare providers and Victim Services. The Housing Coordinator will also advocate on behalf of clients leaving Alice Housing in an effort to obtain affordable and safe housing. The staff actively advocate on behalf of the client both current and past on issues regarding Family benefits, mental health services, utilities, referrals to other community agencies, employment and continuing educational opportunities.

### **Activities**

- Accompany clients on appointments when requested.
- Liaison with community resources
- Provide housing and employment references when relevant
- Advocate for financial assistance from relevant government department.

**Structured groups are held each year with the goal of providing a safe space for women, children and youth to learn new information, change behaviors develop skills and learn from each other. Here is a sample of the issues and groups we have explored in the past year:**

### **Women's Groups and Workshops**

- 3-Part series on self esteem
- Addiction- "Could This Be You"
- Toxic Parents
- Bi-polar workshop
- Anxiety workshop
- Eating disorders workshop
- Women and Violence
- Women and the Court Process
- What is stress
- Asserting yourself

### **StraightTAlk for Teens**

- Bullying Hurts
- Safe Internet Use and Solicitation
- Creative Expression
- We are Talking Sex (divided by gender)
- Creating Your Own Legacy: Not Letting the Past Dictate your Future
- Healthy Relationships

### **Parenting Groups**

- How to talk to your kids about sex.
- Anger in the Home
- Take time for You
- Parenting styles
- You and your toddler
- Interacting Positively with your Child
- Top 10 Things Parents Should Know to Keep their Kids Healthy
- Substance Abuse, Misuse and What Kids are Being Exposed To



## Our Work...

|   |      |
|---|------|
| Number of visits to Drop in Centre      | 802  |
| Phone support                           | 1539 |
| Women counseling sessions               | 366  |
| Mothers counseling sessions/assessments | 83   |
| Childrens counseling sessions           | 94   |
| Youth Outings                           | 32   |
| Women's Workshops                       | 55   |
| Group Participants                      | 372  |
| Child/Youth/Parent groups               | 30   |
| Group Participants                      | 81   |
| Intakes                                 | 96   |
| Women Housed                            | 37   |
| Children Housed                         | 45   |

## Look what else we did...

- ❖ **Provided 20 knapsacks filled with school supplies to kids in September**
- ❖ **Arranged the sponsorship of 15 women and 22 children at Christmas**
- ❖ **Distributed 2,834 KGs of food through our daily food bank**
- ❖ **Provided dinner to over 50 women and children at Thanksgiving and Easter holidays**

---

**ALICE HOUSING  
(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**

**FINANCIAL STATEMENTS**  
*for the year ended March 31, 2007*

---

## CONTENTS

|                                       | <u>Page</u> |
|---------------------------------------|-------------|
| Auditors' Report                      | 1           |
| Balance Sheet                         | 2           |
| Statement of Revenue and Expenditures | 3           |
| Statement of Changes in Net Assets    | 4           |
| Statement of Cash Flow                | 5           |
| Notes to Financial Statements         | 6 - 9       |
| Schedule of Earnings from Operations  | 10          |



---

## **AUDITOR'S REPORT**

### **To the Members of Alice Housing (W. Williams Non-Profit Housing Association)**

We have audited the balance sheet of **Alice Housing (W. Williams Non-Profit Housing Association)** as at March 31, 2007 and the statements of revenue and expenditures, changes in net assets and cash flow for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as noted in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many non-profit organizations, not all sources of revenue, by their nature, are susceptible to complete verification by audit procedures. Accordingly, our examination of revenue was restricted to accounting for the amounts recorded in the books of the association and we were not able to determine whether any adjustments might be necessary to revenue, excess of expenditures over revenue for the year, assets and net assets.

In our opinion, except for the effects of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves with respect to revenue as described in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2007 and the results of its operations and changes in its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

## **CHARTERED ACCOUNTANTS**

Halifax, Nova Scotia

May 24, 2007

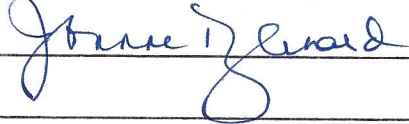
**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**

BALANCE SHEET

as at March 31, 2007

|  | 2007       | 2006       |
|--|------------|------------|
| <b>ASSETS</b>                                |            |            |
| <b>CURRENT ASSETS</b>                        |            |            |
| Cash - unrestricted                          | \$ 50,826  | \$ 10,778  |
| Short-term investments                       | 150,000    | -          |
| Accounts receivable                          | 36,550     | 15,074     |
| Prepaid expenses                             | 947        | 2,245      |
|  | 238,323    | 28,097     |
| <b>CASH - RESTRICTED</b>                     |            |            |
| Replacement reserve                          | 1,834      | 20,121     |
| Capital reserve                              | 954        | 1,114      |
| Security deposits                            | 4,400      | 3,969      |
| Community Mobilization Grant                 | 7,377      | 14,335     |
|  | 14,565     | 39,539     |
| <b>CAPITAL ASSETS (note 4)</b>               | 552,857    | 815,066    |
|  | \$ 805,745 | \$ 882,702 |
| <b>LIABILITIES</b>                           |            |            |
| <b>CURRENT LIABILITIES</b>                   |            |            |
| Accounts payable and accrued liabilities     | \$ 19,709  | \$ 17,453  |
| Deferred revenue - grants                    | -          | 14,323     |
| Deferred revenue - other                     | 11,109     | 5,832      |
| Security deposits                            | 3,709      | 3,954      |
| Current portion of long-term debt (note 5)   | 19,842     | 18,037     |
|  | 54,369     | 59,599     |
| <b>LONG-TERM DEBT (note 5)</b>               | 149,819    | 170,291    |
| <b>LONG-TERM DEFERRED GOVERNMENT GRANT</b>   | 414,554    | 654,560    |
|  | 618,742    | 884,450    |
| <b>NET ASSETS</b>                            |            |            |
| <b>NET ASSETS FOR REPLACEMENT RESERVE</b>    | 1,834      | 20,121     |
| <b>NET ASSETS FOR CAPITAL RESERVE</b>        | 954        | 1,114      |
| <b>UNRESTRICTED NET ASSETS</b>               | 215,578    | 4,842      |
| <b>NET ASSETS INVESTED IN CAPITAL ASSETS</b> | (31,363)   | (27,825)   |
|  | 187,003    | (1,748)    |
|  | \$ 805,745 | \$ 882,702 |

Signed on behalf of the Board


Director  
Director

**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
*for the year ended March 31, 2007*

|   | <b>2007</b> | <b>2006</b> |
|---|-------------|-------------|
| <b>REVENUE</b> (schedule A)   | \$ 117,313  | \$ 137,986  |
| <b>EXPENDITURES</b> (schedule A)  | 115,931     | 117,703     |
|   | 1,382       | 20,283      |
| <b>OTHER INCOME</b>   |             |             |
| Province of Nova Scotia   | 48,741      | 45,652      |
| United Way  | 35,967      | 41,591      |
| Donations and fundraising (net of related expenses)                                 | 93,348      | 80,668      |
| Community Mobilization Program  | 27,796      | 3,000       |
| Washers and dryers  | 1,549       | 1,733       |
| Interest and other  | 103         | 168         |
| HRM grant   | -           | 10,000      |
| Gain on sale of building  | 234,869     | -           |
|   | 442,373     | 182,812     |
| <b>INCOME BEFORE ADMINISTRATIVE AND OTHER EXPENDITURES</b>                          | 443,755     | 203,095     |
| <b>ADMINISTRATIVE AND OTHER EXPENDITURES</b>  |             |             |
| Administration  | 21,275      | 25,566      |
| Professional fees   | 4,826       | 4,766       |
| Program   | 10,575      | 10,473      |
| Promotional   | 1,157       | 1,717       |
| Repairs and maintenance   | 2,654       | 15,446      |
| Salaries and benefits   | 198,485     | 158,178     |
| Telephone   | 5,711       | 6,447       |
| Travel  | 5,127       | 4,809       |
| Utilities   | 5,407       | 4,228       |
|   | 255,217     | 231,630     |
| <b>EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE) FOR THE YEAR</b> | \$ 188,538  | \$ (28,535) |

**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
**STATEMENT OF CHANGES IN NET ASSETS**  
*for the year ended March 31, 2007*

|   | Unrestricted<br>Net Assets | Net Assets for<br>Operation<br>Reserve | Net Assets for<br>Replacement<br>Reserve<br>Net Assets | Capital<br>Reserve<br>Net Assets | Net Assets<br>Invested in<br>Capital Assets | Total<br>2007 | Total<br>2006 |
|---|----------------------------|--|--|----------------------------------|---|---------------|---------------|
| Balance - beginning of year                                 | \$ 4,842                   | \$ -                                   | \$ 20,121  | \$ 1,114                         | \$ (27,825)                                 | \$ (1,747)    | \$ 20,893     |
| Excess (deficiency) of revenue<br>over expenditures         | 188,538                    | -                                      | -  | -                                | -   | 188,538       | (28,535)      |
| Amortization of capital assets                              | 22,203                     | -                                      | -  | -                                | (22,203)                                    | -             | -             |
| Interest income   | -                          | -                                      | 213  | -                                | -   | 213           | 405           |
| Repayment of mortgages                                      | (18,665)                   | -                                      | -  | -                                | 18,665                                      | -             | -             |
| Interfund appropriations                                    | -                          | -                                      | -  | -                                | -   | -             | -             |
| Rental properties funding of<br>capital reserve             | -                          | -                                      | -  | -                                | -   | -             | 2,670         |
| Rental properties funding of<br>replacement reserve         | -                          | -                                      | -  | -                                | -   | -             | 2,820         |
| Cash transfer to<br>operation reserve                       | 18,500                     | -                                      | (18,500)   | -                                | -   | -             | -             |
| Transfer from unrestricted net<br>assets to capital reserve | (3,240)                    | -                                      | -  | 3,240                            | -   | -             | -             |
| Transfer from capital reserve<br>to unrestricted net assets | 3,400                      | -                                      | -  | (3,400)                          | -   | -             | -             |
| Balance - end of year                                       | \$ 215,578                 | \$ -                                   | \$ 1,834   | \$ 954                           | \$ (31,363)                                 | \$ 187,004    | \$ (1,747)    |



**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
**STATEMENT OF CASH FLOW**  
*for the year ended March 31, 2007*

|   | <b>2007</b>      | <b>2006</b>      |
|---|------------------|------------------|
| <b>OPERATING ACTIVITIES</b>   |                  |                  |
| Excess of revenue over expenditures<br>(expenditures over revenue) for the year | \$ 188,538       | \$ (28,535)      |
| Items not affecting cash -  |                  |                  |
| Amortization - property & equipment   | 39,476           | 49,885           |
| Gain on disposal of capital assets  | (234,869)        | -                |
| Amortization - long-term deferred government grant                              | (17,273)         | (28,685)         |
|   | <u>(24,128)</u>  | <u>(7,335)</u>   |
| Changes in non-cash working capital:  |                  |                  |
| Accounts receivable   | (21,476)         | 3,451            |
| Change in restricted cash   | 24,974           | (29,986)         |
| Prepaid expenses  | 1,298            | 1,029            |
| Deferred revenue - grants   | (14,323)         | 14,323           |
| Deferred revenue - auction  | 5,278            | 5,832            |
| Accounts payable and accrued liabilities  | 2,252            | (12,201)         |
| Security deposits   | (245)            | (225)            |
|   | <u>(26,370)</u>  | <u>(25,112)</u>  |
| <b>FINANCING ACTIVITIES</b>   |                  |                  |
| Repayment of long-term debt   | (18,665)         | (16,986)         |
| Proceeds from long-term deferred government grant                               | (222,732)        | -                |
| Purchase of short-term investments  | (150,000)        | -                |
|   | <u>(391,397)</u> | <u>(16,986)</u>  |
| <b>INVESTING ACTIVITIES</b>   |                  |                  |
| Purchase of capital assets  | -                | (1,668)          |
| Proceeds from sale of capital assets  | 457,602          | -                |
|   | <u>457,602</u>   | <u>(1,668)</u>   |
| <b>RESERVE ACTIVITIES</b>   |                  |                  |
| Unrestricted net assets   | (5)              | (27,878)         |
| Replacement reserve   | (18,287)         | 20,054           |
| Operations reserve  | -                | (3,124)          |
| Capital reserve   | (160)            | (1,809)          |
| Net assets invested in capital assets   | 18,665           | 18,653           |
|   | <u>213</u>       | <u>5,896</u>     |
| <b>INCREASE (DECREASE) IN UNRESTRICTED CASH<br/>FOR THE YEAR</b>                | 40,048           | (37,870)         |
| <b>UNRESTRICTED CASH - BEGINNING OF YEAR</b>                                    | <u>10,778</u>    | <u>48,648</u>    |
| <b>UNRESTRICTED CASH - END OF YEAR</b>  | <u>\$ 50,826</u> | <u>\$ 10,778</u> |

**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
NOTES TO FINANCIAL STATEMENTS  
*for the year ended March 31, 2007*

**1. STATUS OF ORGANIZATION AND NATURE OF ACTIVITIES**

Alice Housing (W. William Non-Profit Housing Association) was incorporated in November of 1982 to provide appropriate and affordable temporary second stage housing accommodations for women and children leaving abuse.

**2. ACCOUNTING POLICIES**

**Financial instruments**

Unless otherwise indicated, it is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from their various financial instruments. The fair value of these financial instruments approximates their carrying value, unless otherwise noted.

**Use of estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires the Association's management to make estimates and assumptions that affect the amounts reported in the financial statements and related notes to the financial statements. Actual results may differ from these estimates.

**Revenue recognition**

Alice Housing follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Capital Assets**

**(a) Units A and B and Duplexes 1 and 2**

Property, buildings and equipment are stated at cost. Amortization on the property and buildings is provided at an amount equal to the principal retirement on long-term debt. Amortization on equipment is at an annual rate of 20% starting in 2004.

**(b) Unit C, D and Drop-in Centre/Office**

Property, building and equipment are stated at cost. Amortization on the property and building is at an annual rate of 4%. Equipment is amortized at an annual rate of 20%.

Amortization is calculated at one-half of the normal annual rate in the year of acquisition; no amortization is recorded in the year of disposal.

**(c) Office furniture and equipment**

Office furniture and equipment is expensed in the year it is purchased.

**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
NOTES TO FINANCIAL STATEMENTS  
*for the year ended March 31, 2007*

**2. ACCOUNTING POLICIES** (continued)

**Long-term deferred government grant**

The long-term deferred government grants are recorded at the cost of the Unit C, D, and Drop-in Centre / Office, building and equipment, which were fully funded by an HRDC grant. Amortization is recorded at an amount equal to amortization of the related capital assets.

**Contributed services and materials**

Volunteers contribute many hours per year to assist the association in carrying out its activities. As well, the association accepts various household items, clothes and food as donations that the women are able to take. Due to the difficulty in determining their fair value, contributed services and materials are not recognized in the financial statements.

**3. RESERVE DESCRIPTIONS**

**Replacement Reserve**

The replacement reserve is an annual allocation of funds to be used to cover repairs and capital cost replacements for Unit A and Unit B. This reserve is required under the terms of a financing agreement with Canada Mortgage and Housing Corporation, the Minister of Housing of the Province of Nova Scotia and the Halifax Regional Municipality. In March 2004, the Board decided to maintain this at 10% to 15% of the value of the properties determined by the property tax assessments. As of March 31, 2007, the balance should be between \$52,000 and \$79,000. As of March 31, 2007, the balance is \$1,834 (2006 - \$20,121).

**Capital Reserve**

The capital reserve (previously named the renovation/emergency reserve) is an annual allocation of funds to be used to cover repairs and capital cost replacements for Unit C, Unit D, Duplex's 1 & 2 and the office / drop-in centre. In March 2004, the Board decided at its discretion to maintain this at 10% to 15% of the value of the properties determined by the property tax assessments when operating cash flow allows. As of March 31, 2007, the balance should be between \$75,000 and \$112,000. As of March 31, 2007, the balance is \$954 (2006 - \$1,114).

**Operations Reserve**

The operations reserve was established in March 2004 and is to be used to cover any emergencies in the operations of Alice Housing such as a loss of core funding. The Board has decided at its discretion to accumulate up to 3-5 months of operating expenses, from \$97,000 to \$162,000, when operating cash flow allows. Funds will be allocated to this reserve as they become available each year. As at March 31, 2007, the balance is nil.

**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
NOTES TO FINANCIAL STATEMENTS  
*for the year ended March 31, 2007*

**4. CAPITAL ASSETS**

|                         | <u>2007</u>       |                             | <u>2006</u>       |                   |
|-------------------------|-------------------|-----------------------------|-------------------|-------------------|
|                         | Cost              | Accumulated<br>amortization | Net               | Net               |
| Unit A                  | \$ 181,678        | \$ 101,725                  | \$ 79,953         | \$ 90,902         |
| Unit B                  | 97,528            | 64,802                      | 32,726            | 38,069            |
| Unit C                  | -                 | -                           | -                 | 222,733           |
| Unit D                  | 225,668           | 22,157                      | 203,511           | 212,240           |
| Duplex 1                | 37,853            | 26,306                      | 11,547            | 14,611            |
| Duplex 2                | 35,450            | 22,574                      | 12,876            | 15,423            |
| Office / Drop-in Centre | 235,000           | 22,756                      | 212,244           | 221,088           |
|                         | <u>\$ 813,177</u> | <u>\$ 260,320</u>           | <u>\$ 552,857</u> | <u>\$ 815,066</u> |

The units and duplexes are held for rental purposes.

**5. LONG-TERM DEBT**

|   | <u>2007</u>       | <u>2006</u>       |
|---|-------------------|-------------------|
| 4.45% mortgage payable, repayable in blended monthly installments of \$1,241, renewable in June 2011, secured by land and building to which it relates with a net book value of _____   | \$ 98,522         | \$ 108,665        |
| 4.45% mortgage payable, repayable in blended monthly installments of \$504, renewable in June 2011, secured by land and building to which it relates with a net book value of _____     | 40,029            | 44,150            |
| 7.25% mortgage payable, repayable in blended monthly installments of \$299, renewable in October 2009, secured by land and building to which it relates with a net book value of _____  | 15,867            | 18,248            |
| 6.96% mortgage payable, repayable in blended monthly installments of \$262, renewable in December 2008, secured by land and building to which it relates with a net book value of _____ | 15,243            | 17,265            |
|   | <u>169,661</u>    | <u>188,328</u>    |
| Less: current portion   | 19,842            | 18,037            |
|   | <u>\$ 149,819</u> | <u>\$ 170,291</u> |



**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
**NOTES TO FINANCIAL STATEMENTS**  
*for the year ended March 31, 2007*

**5. LONG TERM DEBT** (continued)

The aggregate amount of principal payments required in each of the next five years to meet retirement provisions, assuming renewal of the mortgages on identical terms, is as follows:

|                            |           |
|----------------------------|-----------|
| Year ending March 31, 2008 | \$ 19,842 |
| 2009                       | 20,864    |
| 2010                       | 21,941    |
| 2011                       | 23,077    |
| 2012                       | 24,274    |

**6. COMMITMENTS**

The aggregate annual payments under a equipment leases expiring in 2008 and 2010:

|                            |          |
|----------------------------|----------|
| Year ending March 31, 2008 | \$ 1,510 |
| 2009                       | 718      |
| 2010                       | 160      |

**7. GOVERNMENT ASSISTANCE**

Alice Housing receives shelter enhancement funding to cover the cost of the repairs on the rental properties. This funding is recorded in the year it is received and is offset against repairs expense. During the year \$27,585 was received (2006 - \$54,056).

Schedule A

**ALICE HOUSING**  
**(W. WILLIAMS NON-PROFIT HOUSING ASSOCIATION)**  
**SCHEDULE OF EARNINGS FROM OPERATIONS**  
*for the year ended March 31, 2007*

|  | Unit A     | Unit B    | Unit C     | Unit D    | Duplex<br>1 & 2 | 2007       | 2006       |
|--|------------|-----------|------------|-----------|-----------------|------------|------------|
| <b>REVENUE</b>                             |            |           |            |           |                 |            |            |
| Rent                                       | \$ 52,260  | \$ 26,900 | \$ 27,400  | \$ 20,520 | \$ 28,950       | \$ 156,030 | \$ 166,550 |
| Vacancies                                  | (21,356)   | (3,996)   | (12,840)   | (600)     | (2,734)         | (41,526)   | (28,584)   |
| Subsidized                                 | (905)      | (1,425)   | (274)      | (620)     | (1,304)         | (4,528)    | (6,654)    |
| Bad debts                                  | (550)      | -         | -          | -         | (1,417)         | (1,967)    | (5,914)    |
| Net rentals                                | 29,449     | 21,479    | 14,286     | 19,300    | 23,495          | 108,009    | 125,398    |
| <b>CMHC RENT SUBSIDY</b>                   | 4,001      | 5,303     | -          | -         | -               | 9,304      | 12,588     |
|  | 33,450     | 26,782    | 14,286     | 19,300    | 23,495          | 117,313    | 137,986    |
| <b>EXPENDITURES</b>                        |            |           |            |           |                 |            |            |
| Amortization                               | 10,949     | 5,344     | -          | 300       | 5,610           | 22,203     | 21,199     |
| Heat                                       | 5,777      | 4,315     | 2,364      | 5,660     | 7,406           | 25,522     | 32,356     |
| Insurance                                  | 1,942      | 933       | 467        | 525       | 936             | 4,803      | 4,298      |
| Miscellaneous                              | 430        | 813       | 338        | 6         | 228             | 1,815      | 735        |
| Mortgage interest                          | 4,775      | 1,940     | -          | -         | 2,283           | 8,998      | 11,420     |
| Power                                      | 2,420      | 1,576     | 1,332      | 857       | 2,155           | 8,340      | 11,377     |
| Property taxes                             | 807        | 777       | 214        | 754       | 882             | 3,434      | 3,586      |
| Renovation reserve                         | -          | -         | -          | -         | -               | -          | 2,670      |
| Repairs, net of shelter enhancement grants | 9,857      | 6,974     | 9,367      | 1,492     | 6,660           | 34,350     | 21,526     |
| Replacement reserve                        | -          | -         | -          | -         | -               | -          | 2,820      |
| Security                                   | 284        | -         | 1,322      | -         | -               | 1,606      | 376        |
| Water                                      | 806        | 831       | 568        | 535       | 2,120           | 4,860      | 5,340      |
|  | 38,047     | 23,503    | 15,972     | 10,129    | 28,280          | 115,931    | 117,703    |
| <b>EXCESS REVENUE OVER EXPENDITURES</b>    | \$ (4,597) | \$ 3,279  | \$ (1,686) | \$ 9,171  | \$ (4,785)      | \$ 1,382   | \$ 20,283  |
| <b>(EXPENDITURES OVER REVENUE)</b>         |            |           |            |           |                 |            |            |