

# AFRICAN DIASPORA ASSOCIATION OF THE MARITIMES

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*UNITED WE STAND IN DIVERSITY, DEMOCRACY, PROSPERITY AND PEACE*

## **Our Vision**

ADAM envisions a society in which all individuals, including those of African descent, have equitable opportunities to realize their full potentials, and to participate meaningfully in the building of the Maritime Provinces.

**Board of Directors  
Annual Business Report  
January 1, 2011 – December 31, 2011**

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## **Message from the Chair:**

Dear Members and Friends,

It is my great delight to present this report on behalf of the Board of Directors. I want to thank the whole team for the hard work. It was a very tough year since we are very thin on human power, and to add to that our secretary, Jonathan Roberts, resigned at year end to focus on work and family duties. We thank Jon for his work which was critical to our progress. Congratulations to the Roberts family on the birth of a new baby.

The first part of the year focused on streamlining operations to rebuild both image and connection to the funding agencies. The second part was to begin actual programming. The Board is pleased to report great progress on both components. We will like to express a huge debt of gratitude to the Office of African Nova Scotia Affairs for the great support all year long. Their commitment is exemplified by the presence today of Mr. Wayn Hamilton, the CEO, and Program Officer Mr. John Young. We are also grateful for the support of Julie Harrington at the IWK, Doug Wyse at Citizenship and Immigration Canada, and Alana Baxter at the Nova Scotia Office of Immigration.

## **Programs Launched**

The African Women's Wellness program launched last July with monthly forums on a variety of health topics made possible by a \$29,000 grant from the IWK Community fund. This funding created the first part time job which was given to Ms. Keira Carey who is originally from the Bahamas. Later in the year, we had the absolute delight to receive approval of our Youth Mentorship program with funding from Citizenship and Immigration Canada. This three year commitment of \$60,000 per year created the first full time job and Keira moved into this position. This project has given us a very deep reach into our own community and excellent publicity for the wider community. Ms. Eunice Adekola from Nigeria came in to take over the part time position in the African Women's Wellness program ending March 31, 2012.

By the end of 2011, we were able to conclude negotiations with the Nova Scotia Office of Immigration for a Settlement program. We were approved for a six month trial funding of \$25,000 and this allowed us to begin the settlement services programs under the leadership of

Ms. Huwaida Medani from Sudan whose position includes office management duties. We are now waiting for new funding for 2012 - 2013. Last but not least, Monica Mutale from Zambia came in to assist with the Mentorship program. Details of all these projects are available in the specific project reports. The Board was extremely pleased to formally adopt Soccafrique (men's soccer team) and Soccachique (women's soccer team) as ADAM sponsored teams. The two teams combined to bring together more than fifty community members per week to cheer for the teams. Soccafrique moved into a higher league and finished fourth on the table out of eighteen teams while Soccachique enjoyed a basement position in their inaugural season. We were very grateful for funding of \$875 from the Halifax Capital Health Board towards the start of our women soccer team. The second men's team has not yet materialized.

### **Community Networking**

The work of reconnecting the Association to the community has continued to gain momentum. A very successful end of year gathering combined Christmas party elements with Cultural Sensitization work and drew just over one hundred and fifty people.

### **The Last Three Months**

Although January – March 2012 is not a part of this report, I do want to give you a brief peak into some of what took place so you can see the kind of momentum ADAM has gained. The Youth Mentorship pilot project was launched in January 2012 and was featured in both the Chronicle Herald and Snap newspapers.

Our partnership with Pier 21 resulted in a beautiful high profile event which put ADAM on the African heritage Calendar. The filming of the “Mirror Boy” was a great highlight. Our programs have been appreciated enough that CIC also connected us to a playwright from Toronto who performed in New Glasgow, and I had the privilege to attend that play with Keira and Monica. The ADAM African heritage week concluded with a soccer tournament at the Soccer Nova Scotia facility in Clayton Park.

Our progress is also demonstrated in that we have professionally audited financial statements for the year ending December 31, 2011.

## **Future Endeavors**

There are several areas and opportunities for growth including:

**Board growth and development:** We need both numbers and new skills on the Board. We need high level secretarial capacity, more accounting skills to share the immense financial workload, more grant/proposal writing capacity, and networking. It is our hope that we will leave this meeting today with a full complement of Board Members.

**Program Strength:** We are looking forward to strengthening current programs as well as developing new ones. This being the two hundredth anniversary of the War of 1812, we are working on a project proposal that will help teach our children about this war and the way it shaped Canada. We are convinced that in order to bring up truly patriotic Canadians, our children need to understand the forces, positive and negative, that shaped what is now the great Dominion.

**Exchange Programs:** Last year we assisted a sister agency when they hosted youth from Ontario. This year, we hope to hold our own exchange program with YMCA Toronto. The tentative plan is to have their kids here in July and our kids there in August during Caribanza Week. This is a great opportunity.

**Business Opportunities:** We announced at the last AGM the dream of assisting with Diaspora businesses. The Board is very pleased to announce the tender of several catering opportunities. These are listed on the "Invitation to Tender" list as one of several other attachments.

I am excited about the future and hope you are too.

Sincerely,

Rev Elias M. Mutale

*For: The ADAM Board of Directors*

## **Program Reports:**

### **1) Settlement Services Program**

The Partnership Intervention Program for the Integration and Retention of African Canadian Immigrants in Nova Scotia has two major goals:

1. To make ADAM a welcoming centre for all immigrants of African descent.
2. To help improve the education and the standard of living for immigrants of African descent so that they can settle effectively in Nova Scotia and remain in the province.

The project began in December 2011. African immigrants are referred and encouraged to use services and resources available to them in order to enhance their education, training, and career advancement. Staff approached like-minded organizations and informed them about services available at ADAM. We also discussed ways to collaborate to ensure that African immigrants are kept informed of immigrant services and actually access those services.

### **Networks and Partnership Building**

We contacted a variety of organizations, community centers, churches, and mosques. We established strong partnerships with ISIS, YMCA, Bayer Westwood Family Resource Centre, Mulgrave Park Caring and Learning Centre, Frontier College, and a lot of other governmental and not-for-profit organizations.

### **Program Participants**

From December 2011 - March 2012, we recruited 148 participants and referred them to services relevant to their needs. We linked participants internally to ADAM Programs such as the Women Wellness and Youth Mentorship Programs or externally to other organizations such as:

- ISIS - for skill upgrade, resume and cover letter writing, English as a Second Language training (ESL), computer upgrades, business workshops etc.
- YMCA and Job Junction - for employment related skills
- Frontier College - for literacy programs and personal development workshops
- YWCA senior women program and conversation groups
- Capital Health/ IWK patients advocacy

### **Programs Created to Meet Other Needs**

A number of programs were created to meet other community needs. These include:

- **Homework/Reading Clubs** – Operates at the Keshen Goodman Library and the Mulgrave Park Caring and Learning Centre. The club is run entirely by community volunteers namely Christopher Gbeve, Ayat Derar, and Ngozi Otti.

- **Drivers Handbook Course** - Operates at the Mulgrave Park Caring and Learning Centre and the ADAM Office. It is run by ADAM volunteer, May.
- **Black Women's Employment Network** - A group of career women facing workplace racism. The group meets at the ADAM Office and it is run by participants. The group members work together and share stories to develop strategies for countering workplace racism.
- **Catering Group:** A group of women who prepare African food upon order and deliver it to customers. This group was formed to help promote such community businesses.

### **Other Programs**

- **HRM Recreational programs** - Coordinated by ADAM volunteer, Jessica Buhler. Participants may have subsidized fees depending on financial need.
- **Women Prayer Group** – It is run by group participants at the Mulgrave Park
- **Women Saving Group** – It is run by group participants at the Mulgrave Park

### **Volunteers**

ADAM has six active volunteers who put in 36 hours of work weekly to organize the HRM Children Sport Program, Homework Clubs, Driving Program, Black Women Employment Network, as well as help with clerical and office work. Also, we recruited 2 volunteer interpreters to assist newcomer families with language barriers.

### **Home Visits**

ADAM staff visited new immigrants to inform them of services available at ADAM and to help them feel comfortable in discussing their needs, as well as where and how to access needed services.

### **Lay Counseling**

The ADAM office is a welcoming centre for our community members. A number of clients visit the office frequently to discuss personal issues and to figure out ways to deal with those issues. Everyone is encouraged to visit the office during regular business hours.

### **Community and ADAM Events**

All community events that address immigration, settlement, education, health, and wellness issues are included in the ADAM newsletter and emailed to the community. ADAM posters are

sent to partners and are posted on websites and boards of like-minded organizations such as ISIS, YMCA, Quinpool Learning Centre, and the Nova Scotia Status of Women.

### **Community Capacity Building**

A series of workshops termed “**African Bridges**” were put together to educate the general public by raising awareness and facilitating the understanding of the barriers that newcomers encounter, and the public role in helping them settle effectively in Nova Scotia. The workshops will be held in March and April at the community centers and later held at the public libraries and other places.

ADAM staff worked in collaboration with Atlantic Summer Institute on Healthy and Safe Communities and ISIS to facilitate the “**Rekindling Immigrant Women Leadership Passion Workshops.**”

ADAM staff is participating in a Cultural Competency and Settlement Workshop organized by the Halifax Refugee Clinic and ISIS. Service providers who could benefit from information about a commitment to the ongoing journey of cultural competency, will be invited to raise their awareness about the diversity of settlement issues and needs within various newcomer populations.

ADAM staff and volunteers participate in all community events for immigrants such SuperNova and the Multicultural Annual Health Fair.

Respectfully Submitted by:

Huwaida Medani  
*Settlement and office Coordinator*

## **2) Youth Mentorship, Cultural Sensitization, and Soccer Program**

The Youth Mentorship, Cultural Sensitization, & Soccer Program comprises three core components that will be carried out over a three year period (October 2011 – March 2014). These three components aim to help the African Immigrant community better integrate into the broader Maritime society. The three components are:

- Youth Mentorship
- Cultural Sensitization Workshops
- Sporting Events

The program began in October 2011 and has successfully matched 20 students/recent graduates with 20 professionals in the ADAM Youth Mentorship Program. In addition, we have had four successful cultural sensitization workshops. Finally, the ADAM Cultural Soccer Challenge tournament was held with six soccer teams from diverse ethnic backgrounds participating.

### **ADAM Mentorship**

ADAM contacted a variety of governmental and not-for-profit to aid in the recruitment and execution of the ADAM Youth Mentorship Program. Project plans, application forms, program guidelines, and other program related materials were created by the Project Coordinator in consultation with community partners and the ADAM Board of Directors.

Currently, the ADAM Youth Mentorship Program has launched a three month pilot program effective January 31 – April 31, 2012. Through this program, we have:

- Successfully recruited, selected, and matched 20 mentees from high schools, universities, immigrant centers, and community groups with 20 mentors from the community, government offices, universities, and private companies within the HRM.
- Hosted an orientation and information session about the program where mentors and mentees were able to meet each other and establish their expectations for the program.
- Successfully completed the mid-point mark of the mentorship relationship.

The ADAM Youth Mentorship program, within its pilot phase, has received positive media attention from the following media outlets:

- Snap Halifax - where the ADAM Youth Mentorship orientation was captured and placed on the front page of the March edition.
- Chronicle Herald Community (Bedford edition) - where the program was given a positive review based on an interview with the Project Coordinator.
- CBC Radio/ Information Morning Show - where the Project Coordinator explained the purpose, goals and objectives of the program. It also featured perspectives from participants involved in the program.

## **Cultural Sensitization Workshops**

As of March 21, 2012, we have hosted four Cultural Sensitization workshops in the HRM and across Nova Scotia. During the month of February (Black Heritage Month), we celebrated our first ever African Diaspora Cultural Week comprising of three cultural sensitization workshops and a soccer tournament. All of the Cultural Sensitization workshops were open to the public, government and private sectors, and members of the community. The workshops were as follows:

- Workshop 1 was held in December 2011 and had over 150 participants. It encompassed a presentation on the uniqueness of the diversity within the African Diaspora, cultural representation through music, dance, and African food.
- Workshop 2 was held in February 2012 in New Glasgow. It illustrated the plight of persons within the African Diaspora in Canada by portraying the racial event surrounding the life of Viola Desmond in the play “Other People’s Heaven.”
- Workshop 3 was held in February at the Canadian Museum of Immigration at Pier 21 and featured the film, “Mirror Boy,” with commentary from the Nigerian Film Director, Obi Emeloyne. There was also a panel discussion exploring the themes displayed in the film and their association with the plight of the African Diaspora community.
- Workshop 4 was held in February at the Bayer West Wood Family Resource centre and it focused on exploring the roles of women within ancient African civilizations in order to understand the connections that existed between modern African women and their relationships with their families.

## **Soccer Program**

On February 11, 2012, ADAM brought six soccer teams together from diverse ethnic communities and national soccer teams to compete in the ADAM Cultural Soccer Challenge. The tournament involved 6 rounds of friendly competition and cultural exchange. During the tournament participants and spectators were given an example of ethnic diversity and commonality within Canada.

Respectfully Submitted by:

Keira Carey  
*Youth Mentorship and Cultural Sensitization Coordinator*

### **3) African Women's Wellness Program (AWWP)**

The African Women's Wellness Program (AWWP) is supported by the IWK. Its initiative was to make a difference in the health and well being of African women and their families as a whole, as well as to bring together care, research, teaching, and advocacy for the best possible results. There are many barriers within the African community that limit African women from getting access to proper health care and engaging in physical activities.

The program ended on March 31, 2012 and as such various aspects of the program including the cooking and swimming classes will not continue in the immediate future due to lack of funding but ADAM will explore options. The community forums will continue to run targeting areas of fitness, health, settlement, integration, and more.

#### **Nutrition and Physical Activity**

This component of the AWWP was very successful. It established fitness and healthy living forums which comprised swimming, soccer, and monthly cooking lessons. Over 20 women participated in each of the various activities. More women continued to show great interest in the swimming program as well as in the women's fitness and self defense forums. The women's self-defense and fitness forum was designed as an introductory class to equip women with basic self defense tactics. In addition, the self defense forum was designed to gradually help women achieve improved balance, co-ordination, flexibility, cardiovascular fitness, muscle tone, flexibility, increased confidence, mental discipline, and much more. The women's self-defense was designed to help empower women to fight back against crime by increasing their awareness, risk reduction, risk avoidance, and most importantly self realization of own physical power. In December 2011, a forum was held at the Soccachique (women's soccer team) kick-around. Fitness Instructor, Michael Fisher, gave a great presentation on the importance of basic fitness and spoke in detail about fitness and safety when playing soccer, including stretching, hydration, and proper footwear. The group was extremely interactive and asked several questions.

#### **Community Health Forums**

There have been many successful forums held in the community. Many of them were specifically for women but a few included men and youth as well. We have had eight successful forums focusing on some of the health care issues that are prevalent in the African community. We focused on the topics of accessing health care services, cancer care (ovarian, breast, cervical and colon cancers) and youth sexual health. We had a steady participation rate of 20 -30 persons at each forum with numbers gradually increasing. To aid in the facilitation of the forums, we established partners with health care organizations and professionals in the areas of health and fitness.

On October 28, we held a forum that focused on sexual health for women 19+. In November, we hosted the HIV/AIDS forums in partnership with the Halifax Sexual Health Centre and the AIDS Coalition. This year we hosted a forum on domestic violence. On February 25, 2012, ADAM invited a guest speaker, Donna Smith who is a health care professional, to a general women's wellness forum held in the home of one of the women. This approach provided a comfortable and intimate environment for persons to attend and allowed women to confidently ask questions and express opinions. It was a very educational and informative session. Based on the feedback and evaluations given, participants of the forum gained knowledge and awareness of health care issues and became aware of available free services.

Based on the evaluations from each forum and the discussion portion, participants appreciated the opportunity to engage the various professionals in discussion and enjoyed addressing topics such as cultural competency and overcoming barriers. Various women expressed the need and importance of a group that would meet weekly to share their challenges and experiences on the issues they face in society. This would create a sense of community and provide a means for supporting each other.

I believe that through the forums, we were able to relate information to women on health issues and sub-components of health and wellness. We reached a broad audience from different areas in the Halifax and Dartmouth.

Respectfully Submitted by:

Eunice Adekola  
*African Women's Wellness Coordinator*

## **FINANCIAL STATEMENTS**

**For the year ended December 31, 2011**

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Audited by **W|B|L|I Chartered Accountants**

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### **INDEPENDENT AUDITORS' REPORT**

**To: The Board of Directors of the African Diaspora Association of the Maritimes**

We have audited the accompanying financial statements of African Diaspora Association of the Maritimes, which comprise of the statement of financial position as at December 31, 2011 and the statements of operations and changes in 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 generally accepted accounting principles, and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the

reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### **Basis for Qualified Opinion**

The prior year financial statements of the association were unaudited. We were unable to obtain sufficient appropriate audit evidence about the opening balances, in particular, any potential liabilities. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

### **Qualified Opinion**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of African Diaspora Association of the Maritimes as at December 31, 2011, and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

### **Emphasis of Matter**

We draw attention to note 9 to the financial statements which explains that comparative figures were not provided as such information is not meaningful due to the absence of activity in the association in the prior year.

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## **CHARTERED ACCOUNTANTS**

Bedford, Nova Scotia

March 22, 2012

## Statement of Financial Position

	2011 \$
<b>ASSETS</b>	
CURRENT ASSETS	
Cash	33,169
HST receivable	1,162
Prepaid expenses	<u>188</u>
	34,519
CAPITAL ASSETS (note 4)	<u>1,053</u>
	<u>35,572</u>
<b>LIABILITIES</b>	
CURRENT LIABILITIES	
Accounts payable and accrued liabilities	11,933
Deferred contributions (note 5)	<u>28,023</u>
	39,956
DEFERRED LEASE INDUCEMENT	<u>1,717</u>
	41,673
<b>NET ASSETS</b>	
NET ASSETS	<u>(6,101)</u>
	<u>35,572</u>

COMMITMENT (note 7)

APPROVED ON BEHALF OF THE BOARD:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

## Statement of Operations and Changes in Net Assets

	2011 \$
<b>REVENUE</b>	
Youth Mentorship and Cultural Sensitization (note 5)	18,462
African Women's Wellness Program (note 5)	10,860
Immigration Settlement Program (note 5)	7,142
Soccer Program (note 5)	875
Rental income	3,590
Fundraising	2,860
	<u>43,789</u>
<b>EXPENSES</b>	
Salaries and wages	21,241
Youth Mentorship and Cultural Sensitization	2,506
African Women's Wellness Program	2,303
Soccer Program	2,977
Multi Cultural Festival	312
Advertising and promotion	560
Networking	360
Conference	642
Website	232
Rent	13,147
Utilities	476
Telephone	801
Professional fees	3,500
Interest and bank charges	312
Office	1,837
Miscellaneous	847
Amortization	186
	<u>52,239</u>
<b>NET LOSS FOR THE YEAR</b>	<b>(8,450)</b>
NET ASSETS - beginning of year	<u>2,349</u>
NET ASSETS - end of year	<u>(6,101)</u>

## Statement of Cash Flows

	2011 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Cash provided from (used in) operations	
Net loss for the year	(8,450)
Items in earnings not involving cash	
Amortization	186
	<u>(8,264)</u>
Change in noncash working capital balances	
HST receivable	(1,162)
Prepaid expenses	(188)
Accounts payable and accrued liabilities	11,932
Deferred contributions	28,024
Deferred lease inducement	1,717
	<u>32,059</u>
<b>CASH FLOWS USED IN INVESTING ACTIVITIES:</b>	
Acquisition of capital assets	(1,239)
<b>CHANGE IN CASH DURING THE YEAR</b>	
CASH - beginning of year	2,349
CASH - end of year	<u>33,169</u>

## Notes to the Financial Statements

### 1. PURPOSE OF THE ASSOCIATION

The African Diaspora Association of the Maritimes is registered as a society under the Nova Scotia Societies Act and, as such, is not taxable under the Income Tax Act. The mission of the association is to encourage and foster successful participation and integration of African Canadian Diaspora in the educational, social, political, civic, and economic activities in Nova Scotia and in the Maritimes. The association is a welcoming and integrating organization, and will strive to provide the tangible and intangible infrastructures that are needed to resettle and motivate new immigrants of African descent to stay in Nova Scotia.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### Financial Statement Presentation

The financial statements are prepared in accordance with Canadian generally accepted accounting principles.

#### Capital Assets

Capital assets are stated at cost. Amortization is provided for using the declining balance method over the estimated useful lives as follows:

Computer equipment	30%
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#### Revenue Recognition

The association follows the deferral method of accounting for contributions. The association periodically applies for financial assistance under available government incentive programs. Government assistance relating to expenditures is recognized according to the deferral method of accounting for restricted contributions which results in revenue being recognized when the related expenditures are incurred. The association recognizes revenue from rental income upon the time of billing for occupied space. Revenue from fundraising activities is recognized when the funds are received.

#### Cost of Contributed Goods and Services

The fair value of the contributed goods and services are recorded when the amount can be reasonably estimated. When the amount cannot be estimated, the nature of significant donated goods and services are disclosed in the notes to the financial statements.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

### 3. FINANCIAL INSTRUMENTS

#### Fair Values

Cash is classified as a held for trading instrument which is recorded at cost which approximates market value.

HST receivable is classified as loans and receivables which are recorded at amortized cost. Due to the short-term nature, the cost approximates the fair value.

Accounts payable and accrued liabilities are classified as other financial liabilities which are recorded at amortized cost. Due to their short-term nature, their cost approximates their fair value.

**4. CAPITAL ASSETS**

	<b>2011</b>		
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>
	\$	\$	\$
Computer equipment	<b>1,239</b>	<b>186</b>	<b>1,053</b>

**5. DEFERRED CONTRIBUTIONS**

	<b>2011</b>
	\$
Citizenship and Immigration Canada - Youth Mentorship and Cultural Sensitization Project	<b>12,613</b>
The IWK Health Centre - African Women's Wellness Program	<b>3,861</b>
Nova Scotia Office of Immigration - Immigration Settlement Program	<b>11,549</b>
	<b>28,023</b>

Citizenship and Immigration Canada - Youth Mentorship and Cultural Sensitization Project: In October 2011, the association entered into an agreement whereby Citizenship and Immigration Canada would make a contribution of \$186,300 to support the Youth Mentorship and Cultural Sensitization Project for the period covering October 2011 to March 2014. During the year, the association received \$31,075. Under the deferral method of accounting for government assistance \$18,462 has been recognized as revenue to match the related expenditures that were incurred during the year. The balance of the government assistance has been deferred.

The IWK Health Centre - African Women's Wellness Program: In March 2011, the association entered into an agreement whereby The IWK Health Centre would make a contribution of \$19,628 to support the African Women's Wellness Program for the period covering April 2011 to April 2012. During the year, the association received \$14,721. Under the deferral method of accounting for government assistance \$10,860 has been recognized as revenue to match the related expenditures that were incurred during the year. The balance of the government assistance has been deferred.

Nova Scotia Office of Immigration - Immigration Settlement Program: In November 2011, the association entered into an agreement whereby Nova Scotia Office of Immigration would make a contribution of \$24,922 to support the Immigration Settlement Program for the period covering November 2011 to March 2012. During the year, the association received \$18,691. Under the deferral method of accounting for government assistance \$7,142 has been recognized as revenue to match the related expenditures that were incurred during the year. The balance of the government assistance has been deferred.

Capital Health - Community Development Program: In June 2011, the association entered into an agreement whereby Capital Health would make a contribution of \$875 to support the Community Development Program. During the year, the Community Development Program funding was received and has been recognized as revenue in the year as the related expenditures have been incurred.

**6. INCOME TAXES**

The African Diaspora Association of the Maritimes is a not for profit organization under the meaning assigned in Section 149(1)(L) of the Income Tax Act, and as such is exempt from income tax.

## **7. COMMITMENT**

The association entered into an agreement during the year to lease office space for \$1,065 per month which expires March 31, 2012. At that time the association has the option to renew the lease at the same monthly rate for two years.

## **8. CAPITAL RISK MANAGEMENT**

The association's capital is comprised of unrestricted net assets. The association's objectives when managing capital are to ensure that funds received are appropriately allocated based on their intended purpose. Furthermore, cash is managed to ensure the financial obligations and objectives of the association are met.

## **9. COMPARATIVE FIGURES**

Comparative financial statements showing the figures for the corresponding preceding year have not been prepared since there was limited activity in the prior year and the information is not meaningful.

Prepared by:

### **W|B|L|I Chartered Accountants**

Governor's Place, 2<sup>nd</sup> Floor

26 Union Street, Bedford, NS, B4A 2B5

Website: [www.wbli.ca](http://www.wbli.ca)

## **REQUEST FOR PROPOSALS (RFP)**

### **Catering Services**

During the year 2012, the following ADAM fundraising events will require Catering services. ADAM invites interested catering businesses and individuals within the African Diaspora community to send in their proposals to meet ADAM's catering needs.

Within the next two weeks, the ADAM Board of Directors will receive all proposals and award the tender. The deadline to send in your proposal is **April 9, 2012** and the tender will be awarded to the successful bidder (s) by **April 16, 2012**. Please indicate on your proposal the opportunity (ies) in which you are interested.

#### **1. The African Spring BBQ in May at Rockingham Community Centre**

This is a very popular drop in event which drew nearly two hundred people last year. Catering needs consist of a variety of BBQ menus for sale. The Caterer bears all expenses associated with food ingredients, travel, gas, catering utensils, and labor. ADAM will bear responsibility for the venue, programming, and provide some volunteers to assist with food sales. The Caterer will pay **\$200** to ADAM for this event.

#### **2. The Multi-Cultural Festival**

This is a huge event at which numerous community groups from all over Nova Scotia prepare booths to promote their cause and sell numerous items. Prior locations have included the Dartmouth Ferry Terminal area and the Cunard Centre parking lot in Halifax. ADAM runs a booth at this event. The successful bidder will bear all expenses associated with food ingredients, travel, gas, catering utensils, and labor. ADAM will bear responsibility for the cost of registration, programming, and provide some volunteers to assist with sales. The successful bidder will pay ADAM **\$400** for this event.

#### **3. Christmas Party and Cultural Sensitization Event**

This is a very popular event with great variety of African Diaspora menu and programming. ADAM will pay a negotiated rate to the successful bidders (individuals or businesses) to provide food for the evening. The crowd average is one hundred fifty. Each successful bidder will be required to provide food to a set number of people which will be determined at that time.

## Board Application/Nomination Form

**There are 11 Positions available.**

**Please check the position (s) for which you are nominating or applying:**

Chairman of the Board	Treasurer	Board Member	Board Member
Vice Chairman	Public Relations and Communications Officer	Board Member	Board Member
Secretary	Board Member	Board Member	

**Please note:**

- If you are **nominating** more than one person, please use a separate form for each person
- Please make sure the person you are nominating is aware of this and has given you his/her consent before you nominate that person.

### Candidate Information

Name \_\_\_\_\_

Home address \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Evening phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Current Employment/Position\_\_\_\_\_

Education \_\_\_\_\_

Please check any of the following skills or experience that the candidate possesses.

- |                                |                            |
|--------------------------------|----------------------------|
| Finance, Accounting            | Management, administration |
| Grant/Proposal writing         | Nonprofit experience       |
| Fundraising and special events | Contacts, networking       |



## **Acknowledgements**

First and foremost, thank you to the members of the Board of Directors (current and resigned) for the time, effort, commitment, money etc. that they gave to support ADAM. A lot of work has gone into bringing ADAM back so let's pat ourselves and each other on the back to say well done!

Thank you to all our community pillars who supported ADAM through the downs and donated their time and money for a worthy cause.

Thank you to all our volunteers. We wouldn't be able to meet all the community demands without your freely given time and commitment.

Thank you to the ADAM staff for all the hard work. Your commitment, support, and positive energy in getting the work done is much appreciated.

Thank you to all the ADAM members and the community at large. We appreciate your commitment in paying your dues as that has helped ADAM meet some of its financial obligations.

Finally, we will like to say a big thank you to all our Funders and Partner Agencies for the financial support, encouragement, and belief in the work of ADAM. We appreciate the support that has gone into making this past year a very successful year for ADAM.

Remember:

***UNITED WE STAND IN DIVERSITY, DEMOCRACY, PROSPERITY AND PEACE!***