

Executive Director Report

July 2022

Lead Volunteer Reports submitted by: Lloyd M, Diane D, Leanna B, April J, Katie E

Hamper Totals

JUNE 2022	
Total Hampers	291
New Clients*	22
Deliveries	34
Small	121
Medium	121
Large	49
*households, not individual people	

Hamper Sizes:

Small = 42%

Medium = 42%

Large = 16%

JUNE 2021	
Total Hampers	191

2022 = 41.49% Increase in hampers provided

May 2022 -> June 2022	
Total Hampers	+ 15.5%

Shopping Day – no internal report submitted by Mike L.

Executive Director's notes:

Only one Shopping Day offered in May, due to inventory level and volunteer availability.

June 4th – Fully booked 80 Registered

71 Shoppers (Households)

Plastic shopping bags are still being distributed to each shopper. These bags will be used for the foreseeable future.

Shopping Day is currently requiring 5+ volunteers who are working the entire day (set up-> shopping hours-> put away). The Scheduler is not responsible to arrange these workers, the day's shift is assembled by either Mike L and/or Doug C.

Warehouse – no internal report submitted by Mike L.

Executive Director's notes:

- We received our FBA monthly allotment.
- There are a number of food items that we have zero stock in and are having to purchase to fill the hamper orders:

Cereal	Canned Fruit
Juice	Pork n' Beans
Coffee	Rice
Flour	Sugar
- We are currently out of cookies, sidekicks, canned meat and assorted crackers.
- A request was made to Co-op Station Square to change the store hamper bag contents on June 20th.
 - Requested: Jello and Ichiban noodles to be removed and canned fruit added.

Purchasing - internal report submitted by Lloyd M.

- Continuing with the weekly fresh food purchasing. Orders are placed via email on Friday.
 - Safeway: Milk, Eggs, Margarine
 - H & W: Carrots, Onions, Apples, Oranges
 - No requirement to purchase meat, due to donations and past purchased inventory.
- Continuing to receive donated potatoes from Kuhlman's and purchasing additional potatoes from H&W as needed.
- Continuing to receive 6 cases of eggs from Food Banks Alberta and purchasing additional eggs weekly, as needed.
- School snacks (1-2 month supply) were purchased from Wholesale Club and Costco.
 - Future purchase(s) required, to spend allocated funds.
 - Funds to purchase school snack items received from donor: Heartland Ford.
 - The Costco purchasing requires K.Gartner to do, due to membership requirement.
 - Granola bars
 - Bearpaw cookies
 - Pudding Cups
 - Fruit Cups
- In an effort to ensure fiscal responsibility, office supplies will now be sourced (purchased) online, if the cost is less than the local Staples store.

Maintenance – no internal report submitted by Al G.

Fresh Food Recovery – internal report submitted by April J.

- We are keeping many dietary restricted items (gluten free, dairy free, vegetarian proteins) that are being used by our patrons on a weekly basis. It is great to be able to offer these options when they are donated to us. We are hoping to also stock some items that are halal, but only if they are donated to us.
- Families First is once again accessing us for bread on a weekly basis. They pick up 8 – 10 boxes every Monday.
- I have requested more cold storage if monies become available. Kass is submitting a grant to Food Banks Canada for more cooler and freezer units.
- Much time is spent trying to ensure that Tuesday and Thursday hampers are equitable.
- I reported to the ED that fresh and frozen product (other than bread and pastry) has been missing from our cold storage. I appreciate that signs have been posted on doors letting volunteers know exactly what is allowed.
- It is great to have others that are able to replace me in my role so that if/when I need to be absent, it is easier to cover the jobs needed.
- Time to complete the Food Recovery is approximately 10 hours a week for me and 8 hours for my partner, Karen Martin.

Executive Director's additional notes:

A new Second Harvest food recovery partner has been added: Starbucks #58873

Pick up is every Wednesday morning. Donated menu items: breakfast sandwiches, wraps, muffins.

We are currently sharing yogurt weekly with the Lamont Food Bank. They receive enough for 16 hampers per week.

Strathcona Food Bank is now picking up yogurt weekly (for 75 hampers per week) and will trade fresh produce, when available. We happily(!!) received a large quantity of strawberries from them in June.

We are now providing pastry weekly for a new group: *Suicide, the journey. One step at a time.*

The following are organizations who are supplied with bread and pastry, either weekly or monthly:

Families First Society	Pioneer House Club 50
WECAN Food Basket Society	CWL Catholic Women's League
BGC Boys & Girls Club Fort Saskatchewan	CCC Calvary Community Church
Inner City Edmonton Group	The Bridge Wellness Hub for Youth
Suicide Awareness Group	Fort High School

We encourage any community group or agency who provides food within their programming to inquire about accessing bread & pastry.

Volunteer Coordinator – internal report submitted by Katie E.

There was one new volunteer orientation session held in June with 8 people attending.

Katie is still managing a busy period of employment and has not been in the Food Bank many hours this month. This should change towards the end of July.

Volunteer Scheduler – internal report submitted by Diane D.

- Average 6+ hours worked per week on managing the schedule. Approx 40 hours for this period.
- Average of 10-12 shifts backfilled weekly (due to illness, medical appointments, family commitments, and vacation). This increased to 17 backfills for week of July 11-15 as more volunteers went on vacation. More time spent trying to find backfills for shifts...more folks unavailable due to personal summer activity.
- Volunteers are providing advance notice of their vacation plans. Six regular volunteers (those who work weekly) will be away for vacation over next 2 months:
- 7 new volunteers have been added to the Backfill List along with returning volunteers
- New volunteers (special-needs twins) also orientated; they will participate with their worker biweekly Starting July 22 on Friday afternoons.
- There are **a number of** long-term volunteers who had worked regularly (weekly) away on extended medical and bereavement leave.

Social Media Manager – internal report submitted by Leanna B.

Facebook

For the last 28 days – June 16 - July 14, 2022

New page likes – 12

New post reaches – 7623 – that is down 2.4K

Post engagement – 663 – that is down 507

New posts – 24 total

New followers – 13

Total page likes – 1348

2 Website Clicks

Top post: June 16 Today is Hamper Day

Reached 3.9K people

109 engagements

41 likes

5 comments

5 shares

21 Photo views

39 Other clicks

Negative – 3 hide posts

Twitter

For the past 30 days - As of July 14 th , 2022

New accounts reached – 74 – that is up 5.7%

Accounts engaged –16 – that is up 6.6%

Total followers – 123 – up from 95

Total groups we follow – 39 – up 23%

Total posts – 49

Instagram

Followers – 320 – up from 317

Following – 211 – up from 207

The Food Banks Alberta sponsored Safe Food Handling Training is now live. Detailed instructions and the log-in code will be communicated to all volunteers shortly, beginning with the lead volunteer team. It is expected that all employees and volunteers will complete the online training.

Registration, onboarding, and training has commenced with CanadaHelps for our donor management system. This is ongoing and we expect to be utilizing the system competently by the end of August.

Accessing food sharing resources with Food Banks Alberta, we were able to acquire and share with the Families First Society over 700 pounds of baby food in a single donation in June! This donation was shared on our social media platforms.

The business who donated the forklift to us, Perimeter Solutions, had their team visit on June 15. Photos were taken and the donation announcement was shared in a volunteer email and on our social media platforms.

Inter-Agency Meeting Attended: Poverty Awareness Fort Saskatchewan (PAFS)
Poverty Awareness sub-committee (Civil Society grant working group)
Building Bridges Coalition

Attended the Fort Saskatchewan Chamber of Commerce networking event FORTitude Forum on June 17.

Grants Received: Food Banks Canada 2022 Emergency Food Security Fund Intake 4
\$25,000 Approved expenditures: Food Purchases until September 30, 2022
Food Banks Canada Loblaws Spring Food Drive
\$1,988.67 General funds

Pending Grant Applications: Nutrien Applied June 9
Food Costs \$10,000
Food Banks Canada Capacity Boost Applied July 12
Cold Storage units \$27,890

A survey pertaining to hamper contents has been developed and is being conducted during the month of July. There is no obligation for hamper recipients to participate, the survey is anonymous, responses are confidential; while the survey is available to be completed during Hamper Days, refusing to complete the survey will not negatively impact anyone receiving a future hamper. Clients accessing a hamper for the first time are not being asked to complete the survey. Survey questions are as follows:

1. What are three items in the hamper that you do NOT consume?
2. The reason for not consuming the above items:
 - a. No instructions provided for how to cook it
 - b. No label on the package
 - c. Personal preference / do not like it
 - d. Other _____
3. What is one food item you like to receive in a hamper?
4. What food item, that is already included in a hamper, would you like MORE of?
5. What food item could be included in a hamper that would aid you with cooking the other hamper items?
6. Is there any other information you can share to assist us in improving our Hamper Program?

The intention of the survey is to gather feedback from hamper recipients in order to evaluate the value of the different food items included in hampers and inform future decisions.

Revised Society Objects – still awaiting Canada Revenue Agency (CRA) acceptance.

Passive Fundraising stream – we are now registered with SkipTheDepot.

SkipTheDepot has operated in Fort Saskatchewan for more than a year now, and is a reputable fundraising resource, making recycling simple and convenient with home pick up and allowing folks to donate their recycling refunds to charities of their choice.

Watch for details and the links to share on our social media platforms soon!



Discussion sessions will be organized soon with our green-thumb volunteers, our Board, community stakeholders, possible partner agencies and supports, to start exploring the possibilities for a future garden or growing program. Developing future programs requires much research, discussion, planning and time before fund development can begin and grant applications are composed and submitted. A growing program with a variation of a garden has been identified as a future goal and the information-gathering process will be initiated soon. Invitations will be broadly distributed with multiple dates available.

I am thankful for the support of the Board and the Lead Volunteer team, Denise, and all our volunteers who handled things while I was unavailable unexpectedly for more than a week in June. We had a busy month with some very busy hamper days, scheduling difficulties with many folks away on holidays and some very sad events our volunteer group had to experience. Many of our volunteers and their families are coping with serious injuries and health related issues, bereavements and trying to cope with life in general. Any time devoted to volunteering *is a gift* and it is truly appreciated!

The fact that so many folks come to help and work is a testament that they enjoy their time within our facility, and they realize just how much they are needed to support our community. It is my hope that each and every person who chooses to volunteer their time with the Food Bank realizes just how much of a positive impact they make. You are valued. You are appreciated. You are needed. You are making a difference. *Thank you!*

End of report.