



# Cranbrook Food Bank Society

## Regular Board Meeting Minutes

November 18, 2025, 6:30 PM – Cranbrook Food Bank

Present		Regrets
Kim Dick	Ian Melligan	Bill Lindell
Diane Babcock	Julie Rose	Don Davidson
Hasi Murandiram	Deb Russon	
Beth Melligan		

### 1. Call to Order

Meeting called to order @ 6:32

Welcome to New Board Members: Hasi and Kim

### 2. Adoption of Prior Meeting Minutes

Reviewed previous meeting minutes (Sept. 23<sup>rd</sup>, 2025)

**Motion:** To adopt prior meeting minutes. Moved by Deb Russon, seconded by Beth Melligan.

**Discussion:** None

**Result:** Carried

### 3. Election of Officers

Results of Election of Officers

- President – Ian Melligan
- Vice-President – Deb Russon
- Treasurer – Diane Babcock
- Secretary – **Vacant**

**Decision:** All elected by acclamation. All elected for a 1-year term. As noted, we have a vacant Secretary position and hope to fill this position at the next Board meeting.

#### 4. Board Orientation

Followed up from the AGM and noted the terms for the 2 new Directors are 1-year and 2-year terms. Kim Dick chose to fill the 1-year term and Hasi Muhandiram will fill the 2-year term.

##### Reviewed Board Expectations

- Attendance: Let us know if you can't make the meeting ahead of time. We can review for quorum and adjust schedule if necessary
- Arrive On Time: Be ready to start the meeting on time as scheduled. We can always change the meeting times to accommodate
- Be Prepared: Prepare for meetings by reviewing any pre-reading material. If you have anything to share, please try to send early for review
- Participation: Be engaged. Share thoughts and ideas with your Board colleagues. I will do my best to give everyone a chance to participate
- Paper Reports: We will make an effort to cut down on the printed material for the Board meetings. Bring your laptop or tablet if you have one. I'll have a couple of copies of printed material for those that need them.

##### Conflict of Interest

- Ian briefly reviewed the draft Conflict of Interest Policy and outlined the need to disclose perceived conflict.
- Ian reminded the Board that he and Beth are married. Given Beth is fully engaged in the bookkeeping, we commit not to serve as Officers at the same time.

**Decision:** The Board was advised, and no concerns were raised.

##### Meeting Dates

- Our meeting dates are typically the 4<sup>th</sup> Tuesday of every month. This tends to support the ability to generate Financials for the Board meetings. In addition, we set the time of 6:30 pm as start time.

**Decision:** Everyone agreed to maintain the current practice of meeting on the 4<sup>th</sup> Tuesday of every month and at 6:30 pm.

- The Board was asked about December. The 4<sup>th</sup> Tuesday falls on December 23<sup>rd</sup> and it will be a long time until January 27<sup>th</sup>. Would the Board be open to meeting earlier in December on Tuesday, December 16<sup>th</sup>? It would be more of a touchpoint meeting.

**Decision:** The Board has agreed to meet on Tuesday, December 16<sup>th</sup>.

#### Board Activities

- **Milestones:** Reviewed the expected Board activities and milestones for the upcoming year. They will be noted as part of the Board Calendar so Board members know when we have some critical milestones (i.e., approval of budget)
- **Policy Review:** One activity we'll start with almost immediately will be performing a Policy review. It's good practice to review Policies once a year to ensure they're still applicable. With the accreditation winding down, Ian will be releasing draft Policies by Standard. There'll be a review period for questions, edits and updates and then published. The first set of Policies for review will be released in the coming weeks. Ian will provide instructions on timing and feedback.
- **Strategic Planning:** A Strategic Planning session is being planned for something in Q1 of 2026. The Board will be notified and solicited for available dates once a facilitator has been contacted.
- **Development:** Food Banks BC often offers courses that may benefit a Board. For example, Board Training, Grant Writing, quite often for free. These opportunities are usually contained in the weekly newsletter.

**Action:** Julie to follow-up with FBBC to get Board members added to the newsletter.

## 5. Reports

### Executive Director

- Julie participating in FBBC Strategic Planning session Nov. 27<sup>th</sup>
- Attended the Ice Awards and received an award for top charity sponsor

- Received a grant from Columbia Basin Trust for generator and bin washer  
(Not public yet...please do not share)
- United Way work experience positions are going to be shared with Ankors.
- The 2 vacancies for Operations Manager and Administrative Manager have been filled. Please welcome Brittney Stambulic and Jesse Selwood

## Financial

See reports. Trending month to month deficits over the past 3 months. Novembers not looking good either. Expect to see over half of donated monies come in over the next couple of months.

### 6. Approval of YE Review Engagement (Mar-Apr 2025)

After review of the short Review Engagement, a few questions were raised.

Beth to go back to Redding and Associates to review the Financials again. We'll revisit the review and approval of the Review Engagement in December.

### 7. Review and Approval of Revised Budget (25-26)

The Fiscal '26 Budget has been revised to include additional employees as approved in July.

**Motion:** To approved the revised Budget (25-26) as described. Moved by Deb Russon, seconded by Hasi Muhandiram.

**Discussion:** None

**Result:** Carried

### 8. Help

#### a) Burger Month

We need help collecting some outstanding commitments from the Burger Month Campaign.

**Action:** Deb Russon will go visit the restaurants and follow-up on their Burger Month commitments. Thank you, Deb!

b) **Volunteer/Office Renovation**

As discussed in August or September, we are planning on converting the back room into an office/boardroom space and then converting the small office area into a volunteer breakout space.

We need someone to lead the effort.

- Gather stakeholder feedback on what should go into the space
- Suggest connecting with New Dawn (since they are big supporters and were instrumental with this build)
- Provide quotes for the conversion and bring to the board for approval of funds.
- Feel free to recruit from our volunteer base that has some experience (i.e. Shane seems handy, Monty is a master electrician)

With the Board not fully present, no Director has taken the lead. A follow-up discussion will occur in the near future.

**Action:** Ian to reach out to Bill to see if interested in leading.

c) **Thank You Cards**

We need help completing Thank You messages for Canada Helps donors. Bev Raymond had done this at the end of each year.

**Action:** Hasi is interested in doing this and will follow-up with Julie to determine what's required.

d) **Grant Application**

We have a grant application opportunity to apply for additional cooler space. What we need from the Board is to gather a quote for the equipment.

We'll need:

- Contact Tradewinds for a quote on a cold storage unit.
- Julie would like it to hold 6-8 pallets
- Need to contact the electrician (Brandon-B.E. Electric) to check electrical and provide a quote

Grant is due at the end of December, so we need to gather the quote by mid-December (Dec. 15<sup>th</sup>?)

With the Board not fully present, no Director has taken the lead. A follow-up discussion will occur in the near future.

After the meeting, it was discovered the Grant application is due December 15<sup>th</sup> with little time to gather information, so decided to defer this particular request.

## 9. Adjournment

**Motion:** To adjourn the meeting. Moved by Deb Russon, seconded by Diane Babcock.

**Discussion:** None

**Result:** Carried

**Next Meeting:** Tuesday, December 16th

**Future Meeting Dates:**

Meeting Date	Milestones
December 16, 2025	
January 27, 2026	
February 24, 2026	
March 24, 2026	Draft Budget Review
April 28, 2026	26-27 Budget Approval
May 26, 2026	
June 23, 2026	
July 28, 2026	
August 25, 2026	
September 22, 2026	
October 13, 2026	AGM Prep
Week of October 19 <sup>th</sup>	<b>Annual General Meeting</b>