



Cranbrook Food Bank Society

Annual General Meeting Minutes

November 27, 2024, 3:30 PM – Cranbrook Food Bank

Present: Ian Melligan, Beth Melligan, Brian Smith, Bill Lindell, Bev Raymond, Diane Babcock, Phil Godsave, Don Davidson, Kathy Betts, Gerry Oviatt, Julie Rose (ED), Alan MacBean, Elyssa Starchuk, Colleen Meunier

1. Call to Order

Meeting called to order @ 3:30 pm.

Chair: Ian Melligan, Board Secretary

13 members present. Quorum achieved. Meeting called to order at: 3:35 pm

The Cranbrook Food Bank is grateful to live and carry out our work within the ancestral, traditional and unceded territories of the Ktunaxa peoples.

We are thankful for all our Indigenous partners and continually seek new ways to support our community in this partnership.

2. Adoption of Agenda

Chair asked if any revisions or additions to agenda. None.

Motion: Motion to accept Agenda. Moved by Don Davidson, seconded by Bill Lindell

Discussion: None

Result: Carried

3. Adoption of previous AGM Meeting Minutes

Previous AGM meeting minutes circulated.

Motion: Motion to accept previous AGM meeting minutes. Moved by Kathy Betts, seconded by Bev Raymond.

Discussion: None

Result: Carried

4. Reports

a) Executive Director Report (Julie)

See ED Report

b) Treasurer's Report (Bev)

See Treasurers Report and Review Engagement Report

c) Accreditation Report (Ian)

The Accreditation process kicked off in January 2024.

Why are we moving to be accredited?

- Elevate our food bank's status by increasing stakeholder confidence: Better managed organization
- Lower risk to your organization: Ensures risk is mitigated and financial and legal requirements are being met
- Attract more resources for your clients: Provides opportunity and access to more funding in support of our clients.

82 Standards of Excellence

- Governance & Administration (15 standards)
- People Management (10 standards)
- Financial & Legal (10 standards)
- Client Service & Care (11 standards)
- Public Engagement & Fundraising (14 standards)
- Food Operations & Food Safety (22 standards) ~ standards in this category are further broken down into three levels of risk; you'll follow the level that your organization falls into.

How does it affect the Foodbank?

- Policy, Procedure and Process changes
- Volunteer and employee training



The accreditation process to be completed by the end of March 2025. Following this, we'll be subject to audit (20% of FB's every year for 5 years). 10% of FB's will have a site visit.

Motion: To receive the reports including the Year End Financial Statements as presented. Moved by Colleen Meunier, seconded by Don Davidson

Discussion: None

Result: Carried

5. Membership Fee

The Cranbrook Food Bank bylaws include a statement where we need to set the membership fee annually. In past years, we have set an initial fee of \$2 and called it a lifetime membership (in effect a \$0 annual fee). Either way, the existing bylaws require us to set a membership fee. I've left the requirement in the proposed bylaw revisions to allow for a change in the future.

Motion: To continue with an initial membership fee of \$2 and set the annual membership fee for 2024 - 2025 at \$0. Moved by Beth Melligan, seconded by Kathy Betts

Discussion:

Result: Carried

6. Appointment of Auditor

Redding & Associates (Chartered Professional Accountant) produce our Review Engagement Report (YE Financials). Bev believes they have provided a valuable service and endorses their retention.

Motion: To appoint Redding & Associates as the auditor for the Cranbrook Food Bank Society. Moved by Bev Raymond, seconded by Don Davidson

Discussion:

Result: Carried

7. New Business – Bylaw Revisions

The Cranbrook Food Bank Bylaws were provided to all members along with a change log comparing the new Bylaws and the existing Bylaws.

Change highlights include:



- To bring the old bylaws (created in the 90's) up to the current standard
- Accreditation effort provided an opportunity to rewrite
- Include some measures on term limits for executive officers of the society (accreditation related)
- Changed the requirement of 3 months as members to be a director

Since this a Society Bylaw change, it requires a special resolution (2/3 membership present) to pass. There are 13 members present at the AGM, therefore need 9 to pass.

Motion: To accept revisions to the Cranbrook Food Bank Bylaws as presented.
Moved by Don Davidson, seconded by Bill Lindell

Discussion:

Result: Carried. Counted 11 votes

Of note, the proposed Bylaws are not in effect until they've been filed with BC Societies.

8. Election of Directors

Director Vacancies (5)

Any member in good standing (paid membership fee) is eligible to serve as director. Our bylaws require 3 months in good standing. The revisions to the bylaws allow any member to serve as a director, regardless of when they became a member.

The board comprises of 8 directors. Each director term is 2 years in length. Each year, half of the positions on board are up for election.

At this AGM, we have 4 director vacancies up for election (2 years) and 1 director vacancy for 1 year. At this moment the remaining Directors are me, Bev Raymond and Bill Lindell.

Brian Smith has resigned from the board as of this meeting, serving 1 year of a 2 - year term. Bev recognized Brian for his time and contribution to the Cranbrook Food Bank Society.



In the event we have more nominees for the director vacancies than we have positions available, we will conduct an election for those positions by secret ballot.

Past directors were asked if they were seeking re-election. Past elected directors Deb Russon, Don Davidson and Alan MacBean accepted nomination for re-election except for Gerry Oviatt who declined.

The Board thanked Gerry for his many years of service and contribution to the Cranbrook Food Bank Society.

The Chair asked for nominations from the floor

- Colleen nominated Beth Melligan
- Beth Melligan nominated Diane Babcock
- Beth Melligan nominated Phil Godsave

The Chair asked each person if they consent to be elected.

After further discussion, Alan MacBean withdrew his nomination for re-election.

Therefore, there are 5 director vacancies and 5 nominees. All nominees are successful by acclamation.

The Board of Directors 2024 – 2025:

Ian Melligan, Bill Lindell, Bev Raymond, Deb Russon (2nd year of 2 yr term)
Don Davidson, Diane Babcock, Beth Melligan, Phil Godsave (1st year of 2 yr term)

9. Adjournment

Motion: To adjourn the General Meeting. Moved by Bev Raymond, seconded by Colleen Meunier

Discussion:

Result: Carried.

Meeting adjourned @ 4:30 pm