

Cranbrook Food Bank Society Regular Board Meeting Agenda

April 28, 2026 6:30 PM – Cranbrook Food Bank

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

1. Call to Order

Meeting called to order at 6:30 pm

2. Adoption of Prior Meeting Minutes

Reviewed previous meeting minutes (March 24, 2026)

Motion: To adopt prior meeting minutes. Moved by Hasi, Muhandiram seconded by Bill Lindell

Discussion: None

Result: Carried

1. Old Business

a. Strategic Planning – May 1 6:00pm to 8:30 pm and 2nd 9:00am to 3:00pm

Kim will be in attendance on Friday evening.

Friday will be group discussion – Mission, Vision and Values and review results of the survey

b. Leave Policy (Ian)

Ian is taking this on as part of an overall HR Manual. Ian will send for comment to Deb and Don and then circulate with the Board for approval. This topic will be removed as an agenda item.

c. Client selling hampers working draft (Deb, Beth, Julie)

Draft under review. Ian mention this seemed like an operational topic and although we're undertaking this review, we should try to limit future discussion to board related topics.

d. Maintenance and repair plan (Deb)

Deb to provide an example of Maintenance and Repair Plan for incorporation into long term budget. Deferred.

2. Reports

a. Executive Director – Julie

Julie provided a verbal report and will send the ED report after the meeting

b. Financial- Diane

Beth provided a short verbal report and will send out reports to the board after the meeting.

3. New Business

a. Projects – Ian

Volunteer/Office Space:

Budget information was provided by email on the contents component of the volunteer/office space on Monday, March 30th. The motion was moved and vote was made by e-mail on Monday, March 30th. The motion results were provided on April 1st with unanimous approval.

Motion: To set a budget of \$8500 for the office volunteer space and a budget of \$5500 for the replacement of 4 computer at a later date. Moved by Ian Melligan, Seconded by Bill Lindell.

Discussion: None

Result: Carried (Note this motion was made by email dated April 1,2026.)

Ian asked to have the Project category put into the Reports area for reporting each month.

b. Draft budget for 26-27- Beth

See draft 2026/2027 Budget

Motion: To accept the 26-27 budget as provided. Moved by Bill Lindell, seconded by Hasi Muhandiram

Discussion: None

Result: Carried

6. Adjournment

Motion: To adjourn. Moved by Diane Babcock, seconded by Beth Melligan

Discussion: None

Result: Carried

Meeting adjourned at 7:03 pm.

Next Meeting: May 26 at 6:30 pm at the food bank

Meeting Date	Milestones/Activities
May 26, 2026	
June 23, 2026*	FBBC Conference
July 28, 2026*	
August 25, 2026	
September 22, 2026	
October 13, 2026	AGM Preparation
Week of October 19 th	Annual General Meeting