

Cranbrook Food Bank Society

Regular Board Meeting Minutes

January 27, 2026 6:30 PM – Cranbrook Food Bank

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

1. Call to Order

Meeting called to order at 6:35 pm

2. Adoption of Prior Meeting Minutes

Reviewed previous meeting minutes (December 16, 2025)

Motion: To adopt prior meeting minutes with minor change to language in Financial Report (gifts changed to gift cards). Moved by Don Davidson, seconded by Deb Russon

Discussion: None

Result: Carried

3. Old Business

a. FBBC Newsletter (Julie)

Julie has reached out to FBBC and all should be receiving an e-mail request to sign up. Complete

b. Burger month (Deb)

Deb has collected one cheque (ABC) and spoken to and/or e-mailed all other businesses. Will update at next meeting.

c. Update on office/volunteer space (Ian and Bill)

Julie advised good response received from the volunteer survey and have pulled together a list of requirements for the office area.

Action: Julie to schedule a meeting with Bill and Ian for next steps.

d. YE review engagement (Beth)

Beth talked with Alan about the formatting of the short fiscal year end vs the full year fiscal year end and was advised that it was returned to the previous presentation.

Beth also had question around capitalizing assets purchased with grant funding. No decision on how it would be reported.

Action: Beth will work with the finance committee to make a recommendation on how we'd like to see it.

4. Reports

a. Executive Director (Julie)

See report

b. Financial (Diane)

See report

c. Accreditation (Ian)

We have submitted our accreditation application. All areas of focus are done (some things like policies are in draft). We wait 30 days to see what's next. We may be requested for a document check. I'm preparing for that at the moment.

Just for the record, we are the most accredited Province in the country at about 35%.

5. New Business

a. Legal compliance (Ian)

Annual sign off per Accreditation Standard 1.01

Ian will follow-up with an e-mail to the board members looking to see if there's anything they can think off preventing sign-off.

b. Strategic Planning (Ian)

Ian has reached out to Columbia Basin Trust and requested assistance in developing a strategic plan. It's critical we have a plan to guide us in this uncertain times.

Julie and I met with an adviser last week. Following our meeting, he will make recommendation on 3 or 4 facilitators here in Cranbrook. We can then choose who to help us. The cost of the program is typically 3 – 4K and CBT will pay 80% of the cost. The actual strategic planning session consists of 2 hrs reviewing Vision, Mission and Values and then a separate session of planning (approx. 6 hours). Some can be done say a Fri/Sat and sometimes can be over a period of time. All depends on our availability and who we choose. Ian will update as progress is made.

c. Projects (Ian)

For informational only. I just wanted to give you an idea of what we're looking at for projects. Some have to be done this year (criticality and grant driven) and some could be pushed. Some will have grant funding, some won't, so we'll be asking the board for support. I suspect some of this will be driven out of the strategic plan on the direction we go. Ultimately, this will be a living document so we can keep track of high impact projects and priorities.

d. Surplus money -discussion ideas?

At the December board meeting, the board was asked to start thinking about the surplus cash we have and what we can use it for.

Outcomes:

1. Develop a Maintenance and Repair Plan and allocate funds and designate them as restricted. No assignment at this time, but will address in future
2. 80K Bequest. Recommend putting 50% bequest into Cranbrook Food Bank Legacy Fund and the other 50% split between taxi voucher (10K) and senior (30K) programming.

Motion to put \$40,000 into the Cranbrook Food Bank Legacy fund. Moved by Deb Russon, seconded Don Davidson.

Discussion: Will need to develop a policy for future contributions to the Legacy Fund

Result: Carried

Motion to split the remainder of the 80K between the taxi voucher (10k) and seniors nutrition (30K) programming. Moved by Don Davidson, seconded by Deb Russon

Discussion: None

Result: Carried

One last discussion. Do we want to move anything into a restricted fund before year end. Hang on for a couple months and see what happens. Defer to next month.

e. Leave Policy

Ian had circulated an unpaid leave policy to Don and Deb recently and clearly there needs to be a more comprehensive policy. With the Food Bank having more employees now than ever before, we should ensure our policies around leave and any other related standards are updated and available.

Action: Deb will work on creating a more comprehensive policy, working with Ian and Don. A draft policy will be presented to the Board for review and approval.

d. Client Selling Hamper Items Policy

Discussion around the need for a policy to address clients selling hamper items.

Action: Deb, Beth and Julie will draft the policy and circulate for review/approval.

e. Anti violence and harassment policy

Discussed a recent event at the Food Bank and how we were addressing it with reference to the anti-violence and harassment policy. The missing pieces are the procedures following the notification of an event. In addition, the Board should be advised of any incident of violence or harassment to ensure it's a share responsibility.

6. Adjournment

Motion: To adjourn. Moved by Deb Russon, seconded by Bill Lindell

Discussion: None

Result: Carried

Meeting adjourned at 8:16 pm

Next Meeting: February 24, 2026 @ 6:30pm at the Food Bank.

Meeting Date	Milestones/Activities
February 24, 2026	
March 24, 2026	Draft Budget Review
April 28, 2026	26-27 Budget Approval
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