

# Cranbrook Food Bank Society Regular Board Meeting Minutes

February 24, 2026 6:30 PM – Cranbrook Food Bank

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

## 1. Call to Order

Meeting called to order at 6:30 pm

## 2. Adoption of Prior Meeting Minutes

Reviewed previous meeting minutes (January 27, 2026)

**Motion:** To adopt prior meeting minutes. Moved by Kim Dick, seconded by Diane Babcock

**Discussion:** None

**Result:** Carried

## 3. Old Business

### a. Burger month (Deb)

Beth still to pick up cheque from Heritage Inn. Ella's is outstanding. To be followed up. All other burger month participants have paid.

### b. Office/volunteer space (Ian, Bill and Julie)

Julie put together a plot plan of the office space and mapped out proposed footprint including desks, cabinets, board table and chairs.

Ready to procure a contractor to manage the space clean up (electrical, plumbing, HVAC) and update the floors, walls and ceiling.

Bill was provided with a local contractor (Rob Amsing) to see if he'd be interested in supporting this work. Options include New Dawn, Geoff's and others in the community

**Action:** Bill to connect with contractor to support renovation project.

c. Strategic planning (Ian)

Ian has received 6 quotes for service. The proposals are quite varied from hourly costs to proposed hours to complete the project. Ian requests the board for some help.

Kim and Hasi has offered to help with the proposal evaluations. Thank you Kim and Hasi

d. YE Report (Beth)

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

Not complete. Defer.

e. Leave Policy

**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.

Discussed briefly that BC Employment Standards already provide some fairly comprehensive direction related to employee absences and the circumstances. The challenge is the discretionary leaves that needs to be ironed out.

Not complete. Defer.

f. Client Selling Hampers

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

Not complete. Defer.

#### 4. Reports

a. Executive Director (Julie)

See Executive Director Report

- Client In-take webinar
- BC transit. Our transit route will be reduced to an “on-demand” service. Transit service can only give an approximate time for service. (Site transportation is a barrier to access)
- Allocation formula working group.
- Budget pricing for lighting and CCTV at the back of the building
- April 25<sup>th</sup> City Wide Food drive

g. Financial (Diane)

See Financial Reports.

h. Accreditation (Ian)

Nothing to add. 2<sup>nd</sup> tranche of policies has been released. Updated the Anti-Harassment and Violence policy with respect to adding a process.

Next tranche will be in a couple weeks (first week of March). There will be only be a few policies, with some additional things like the business continuity plan

## 5. New Business

a. Legal compliance (Ian)

Complete

b. Projects (Ian)

See e-mail communication

Looking for a motion to proceed with extending Robert’s hours to 40 hours a week with the explicit intent of focusing on project work for 8 hrs a week.

**Motion:** To proceed with extending Robert’s hours to 40 hours a week with explicit intent of focusing on project work for 1 year. Moved by Beth Melligan, seconded by Kim Dick

**Discussion:** None

**Result:** Carried

c. Surplus Money

Not required at this point in time. Following last meeting's discussion, we'd look at designating some of our surplus funds as restricted. This was based on developing a Maintenance and Repair Plan and costing it out. Last meeting Deb had said she'd try to provide an example maintenance plan from her Daughter's condo board. We'd use that as a basis for what could be restricted. Defer.

d. Website Updates (Ian)

Just about completed the website update and need a short bio from everyone (Bill and Deb had done one from past website)

A short bio (biography) is a concise, 2-4 sentence summary (roughly 100-150 words) that introduces you, your profession, highlighting your expertise, interests, and personal branding. Can we ask for one by Mar. 2<sup>nd</sup>?

The new website will only include names of board members (not pictures).

e. Accessibility Review (All)

Annual review of the accessibility checklist and see if we can come away with some actions

See Attachment

f. IG GIC Reinvestment (All)

As discussed in the financial update, we have a 100K GIC up for renewal at Investors Group. This was part of the laddering strategy to have our investments mature at different times of year.

Of note, Don indicated he'd like us to look at utilizing local financial institutions in the future. The investment strategy includes the requirement to continually review how we manage our investments and where we invest.

**Motion:** To renew GIC at Investors Group (IG) to a 1 year non-redeemable. Moved by Beth Melligan, seconded by Diane Babcock

**Discussion:** Some discussion surrounding any further formal approval (e.g., letter of direction) required. IG will call Ian for approval. This motion acts a record for board approval.

**Result:** Carried

g. Other - Fundraising (All)

Ian wanted to revisit the Fundraising discussion from last year. Although we had agreed that we are well supported by the community, we felt we should explore the value of a fundraising committee. We'd set up a committee with Don to support and had identified a number of volunteers who would be interested in helping out. As part of accreditation, we're required to review our fundraising activities. Don will follow up and see where it takes us.

## 6. Adjournment

**Motion:** To adjourn. Moved by Don Davidson, seconded by Bill Lindell

**Discussion:** None

**Result:** Carried

Meeting adjourned at 7:34pm

**Next Meeting:** March 24 2026 @ 6:30pm at the Food Bank.

Meeting Date	Milestones/Activities
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 <sup>th</sup>	<b>Annual General Meeting</b>