



# Cranbrook Food Bank Society Regular Board Meeting Minutes

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

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

## 1. Call to Order

Meeting called to order at 6:36 pm

## 2. Adoption of Prior Meeting Minutes

Reviewed previous meeting minutes (February 24, 2026)

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

**Discussion:** None

**Result:** Carried

## 1. Old Business

- a. Update on the burger month collection of monies -Ella's? (Deb)

Complete Raised \$27,720.70

- b. Strategic planning (Ian)

Ian advised Board that we've selected a facilitator for the strategic planning. Christopher Cameron from Radium is the successful candidate, from Radium. Ian has signed the agreement with CBT where our part of the cost will be \$571. There will be a call with Christopher next week to come up with a time line to get this done. We have to provide a final report at the end of June, so the session will need to occur prior to the end of June.



Thank you, Kim and Hasi for your support in shortlisting the proposals.

- c. YE Reports (Beth)

Beth will meet in May with the Finance committee before advising Allan what reports will be requested.

- d. Leave Policy (Deb)

Ian has provided Don and Deb with a draft for review. Ultimately it will reside in a Human Resources manual that will be released to the Board for approval in future.

- e. Client selling hampers (Deb, Beth and Julie)

Working draft to be reviewing next meeting

- f. Fundraising Committee (Don)

No update.

- g. Surplus Money Maintenance and Repair Plan example (Deb)

Deb will provide the maintenance and repair plan to support long term spending commitments.

- h. Accreditation (website update) (Ian)

Website updates have been made. Thanks for everyone's feedback on the bio's. The only thing we're waiting for is the media release forms to ensure that we have everyone's approval before putting up more pictures. We'll provide an official announcement when we go live with the website.

## 2. Reports

- a. Executive Director (Julie)

Julie to provide the report for distribution



Julie would like to proceed with a raise for Robert and include in the HSA benefits plan. It's one month early, but performance has been outstanding and we'd like to keep him engaged. The wage increase is already in the current revised budget

**Motion:** To proceed with a wage increase for Robert (\$2/hr) effective March 23,2026 and include in benefits program effective April 1,2026. Moved by Deb Russon, seconded by Diane Babcock

**Discussion:** Kim found him very observant, quiet and interacts well with the volunteers

**Result:** Carried

- b. Financial (Diane)

See Reports

Ian and Diane managed to get access to the cash on the Visa cashback card and apply \$3600 to the credit card balance.

- c. Projects: Volunteer/Office Space Quote (Ian, Bill and Julie)

Ian advised of meeting with Robert and Julie last week and we prioritized the projects with those that are time bound (grant funded) or have funding (LDS) or needs to be done (Lift Pump). We'll tackle those first. This includes: Office/Volunteer space, Bin Washer, Generator, Click n Collect Lockers and the Lift Pump repair. Each will be quoted out and brought back to the Board if there's some supplemental funds required.

Regarding the renovation of the office/volunteer space, Bill reached out to Rob Amsing on recommendation. Amsing Projects provided a quote for the renovations (no contents). See quote. The contents for the two spaces will be quoted separately and provided shortly, once fine tuned. Funds for the renovation will come from surplus.

We would like the board to motion to move ahead with the renovations as described.

**Motion:** To proceed with the renovations as described. Moved by Deb Russon, seconded by Diane Babcock

**Discussion:** None

**Result:** Carried

### 3. New Business

- a. Draft budget for 26-27 Reviewed (Beth)



Revised budget will be sent out to the Board prior to the April meeting and looking to approve at the board meeting in April.

## 6. Adjournment

**Motion:** To adjourn. Moved by Diane Babcock, seconded by Hasi Muhandiram

**Discussion:** None

**Result:** Carried

Meeting adjourned at 7:26 pm.

**Next Meeting: April 28, 2026 at 6:30 pm at the food bank**

Meeting Date	Milestones/Activities
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>