Cranbrook Food Bank Society

Board Meeting Minutes

Tuesday August 25th, 6:30 PM – Cranbrook Food Bank

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

1. **Call to Order**

   Meeting called to order at 6:30 pm

2. **Adoption of Prior Meeting Minutes**

   Reviewed previous meeting minutes (June 23,2026) and updated per Beth's comments

   Motion: To adopt prior meeting minutes as amended. Moved by Deb Russon, seconded by Diane Babcock

   Discussion: None

   Result: Carried

3. **Chairpersons Update:**

   On behalf of the Board, I'd like to thank Julie, her team and all the volunteers that came to help out with the response to wild fires and kept the service open during this trying time. We are going to hold a debrief once we've recovered from the recent internet outage and power outage.

   On Thursday, August 20th, the Food Bank lost internet service in the early evening. The resulting finding was that the Telus internet account was bundled with the Telus phone account in past years, however the Telus phone account was cancelled in 2023 when Kootenay Computers took over the phone service. When the Telus phone service was cancelled, the umbrella account which contained both the phone

service and internet service was cancelled, however, the physical internet service was not stopped. This explains why no invoice was issued after July, 2023 (withdrawal from the account). At the time of writing these minutes, we are restoring internet service and re-opening an internet service account with Telus.

On Sunday, August 23rd, a power outage was caused by a tree down on a power line in the industrial park. This disrupted power to the Food Bank facility for 8.5 hrs. When power was restored at 11:30 pm, temperature checks were performed to ensure food safe standards. The Dairy, Delivery and Agency coolers all had product over safe food handling limits and had to be disposed of. Ian opened a claim with Northridge, partly for the exercise, and partly to see if we were covered. At the time of writing these minutes, we have been advised that we are covered for a number of off property events that affect our service, but not a downed overhead power line. I followed up with the insurance broker to see if that is an extension coverage that can be added or something that's just not normally in an insurance policy. To be followed up. I did talk with the insurance broker about material impact of what amounted to a $1,000 claim and they said might not be any if so small amount.

Huge thank you to Ian .

4. Old Business

a. Strategic Plan Actions

The Board reviewed the summary of actions from the Strategic Plan and asked to pick one or two actions we can tackle this year. The assumption is that Year 1 starts now and to the end of the next Board year (Oct. 2027).

Results:

Goal	Action	Who
People	1. Develop staffing plan for the next 3 years	
	2. Investigate alternate methods of resourcing to supplement existing staffing	
Financial Resources	1. Develop donor engagement strategy to increase giving through outcome tied appeals	
	2. Develop Grant Strategy that includes annual eligibility review targeted grant categories (e.g., staffing, capital, food)	

Service Delivery	1. Focus on Core, Community and Emergency food support	
	2. Preserve current service level until staffing, volunteer and financial resources allow growth in service	
	3. Review and assess current statistics to ensure the right data is captured to in support of grants/funding	
Partnerships	1. Develop collaborative partnership with community, agency and regional food suppliers	
Marketing and Communication	1. Promote the Cranbrook Food Bank in a distinguishable way from other agencies and communicate how we support the Community	

Action: All Board members are asked to look at the actions we've chosen to address and pick which one (s) you are interested in participating. Please indicate your interest by the September Board meeting.

5. **Reports**

1. Executive Director (Julie)

Summary:
Food – got a whole bunch of food donated. Received food from Surrey, Greater Vancouver, Greater Okanagan and Lake Country

Wildfires: Fire – thanks to Kim and Sherri for resilience centre.
Emergency Food Boxes came from FBC, but late. Would be nice for the food boxes to arrive early fire season. Extreme heat and smoke. Purchased water for unhoused people.

Personnel - Hasi started June 29th. Heather's one-year term is coming to a close in early September (September 4th). Julie will be making the position more permanent and develop the role out into the Ops Manager position. Expecting to be 4 days a week.

Volunteers – summer has been challenging. Lots of time off. Personal Injuries. Surgeries. Put stickers on all bins to limit weight to 30 lbs.

BC Housing project meeting – Heart to Hearth . New housing facility going across the street.

Fair Market Value – ongoing discussions with Food Banks BC and Canada.

Julie will provide a report to cover things not captured

2. Financial (Diane)

See report

Of note, there is a large year-to-date deficit. Beth will analyze what makes up the deficit. We know some of it was from the volunteer/office renovations.

3. Projects (Ian)

a. Office/Volunteer space.

Nothing really to update. Still no board tables or TV monitor/mount. Probably a winter project

b. Bin Washer.

Paid for and waiting to ship. Expecting to ship at the end of this week

c. Generator.

Original quote provided for 26 Kw) generator. Since last Board meeting we had the next size up (48Kw) generator quoted. This would allow further additional coolers/freezers. It is a significant increase in cost and double the grant money we have received for the original quote. It is possible to add additional generators in the future if we are planning expansion.

During the recent power outage (8.5 hrs), it was the large café coolers and fridges that couldn't maintain temperature for an extended period. The walk-in cooler and all freezers all maintained safe food handling temperatures.

After discussion about our current financial position and the ability to add future generators, the Board approved to move ahead with the smaller generator install.

Motion: To approve funding for the new 26 Kw generator at $5275.99 Moved by Don Davidson, seconded by Bill Lindell

Discussion: None

Result: Carried

d. Click and Collect Lockers.

Julie and I had a very good conversation with Luxor (Lockcourier) about lockers and what he'd recommended. They provided dimensions and recommendations that would require us to build an enclosure. Our plan would be to close in the Bread Shed and build a Bread Pantry (by the community fridge). We are just waiting for their confirmation that what they'd recommended would work in our climate and a quote. We'd then ask Rob A for a quote to renovate the bread shed and build a pantry. Given this would be 6 to 8 weeks lead time, we're suggesting we plan to build in the spring of 2027.

There was concern raised by Board members about accessibility to the locker enclosure and the potential for unhoused to take shelter there and present risk to the public accessing the lockers. Once we know what the suitability of the lockers and the shelter requirements, we can look to solution this concern.

e. Lift Pump.

We'd contacted Chad at New Dawn to see if we could get some information on how that electrical was put in manhole. Looks like it's a single cable ran from inside the building out to the manhole. We'll need to bring the receptacle above grade and into a box mounted on the green space to the side of the lane. No other choice. Our electrician is aware of the findings and we just need to plan to get it done. Plan is before winter.

The road will need to be zip cut to bring the cable up and across to the box. Bill has offered to support getting the asphalt filled after the job is complete. We can tackle the other part of the parking lot at the same time.

6. New Business

a. GIC Investment Direction (September)

As part of our laddering plan for investments, we are expecting to invest $100K again in September. It's a little too early to get investment rates today, but asking the board for approval to invest at the highest rate we receive (Stellar vs IG). We can provide that information at the time of investing.

Motion: To invest the 100K at Steller Vista unless Investors Group offers a higher rate by more than a 0.25% at time of investment. Investment would be for 1 year. Moved by Deb Russon, seconded by Diane Babcock.

Discussion: None

Result: Carried

b. Donations of Shares

We received notice of a donation of shares from a donor (Apple – approximately $50,000).

Board discussed accepting into Canada Helps, Steller Vista and Investors Group. Investors Group had no fees attached, while the others had fees.

Discussed opening an account with Investors Group. we'd open a securities account with them, the funds would be brought in and we'd give direction what to do with it. The securities account could be left open with a few dollars in it for future donations. We can then add the securities option for donations to our website.

Motion: To accept and direct the shares to Investors Group. Moved by Deb Russon, seconded by Diane Babcock

Discussion: None

Result: Carried

Action: Beth and Diane will connect with the CIBC Wood Gundy (Donor) and Investors Group and arrange the transfer with appropriate approvals.

c. Chamber of Commerce Awards (Julie)

The Cranbrook Food Bank has been nominated for non-profit of the year and for service excellence of the year.

….and Julie has been nominated for citizen of the year!! YAY!!!

The event takes place on October 24th. Discussed paying for some tickets to allow some volunteers to attend.

Decision: 6 tickets will be purchased by the Food Bank. 2 for Julie and her spouse, 4 for volunteers.

d. ICE Sponsorship (Julie)

The annual ICE awards (REALM) or on October 15th. We've provided annual silver sponsorship.

Motion: To sponsor to the silver amount for the upcoming ICE awards. Moved by Deb Russon, seconded by Kim Dick

Discussion: None

Result: Carried

e. CBT Proposal (if received)

Deferred

f. Board Vacancies

Reminder to everyone we have the AGM upcoming in October. Don, Diane, Kim and Beth are all at the end of their term and Hasi left the board to join the Food Bank team. I will be starting to get material out to the members and volunteers to solicit interest to join the Board in the fall. Please let me know if you are planning on standing again as Director.

7. Adjournment

Motion: To adopt adjourn the meeting. Moved by Deb Russon, seconded by Diane Babcock.

Discussion: None

Result: Carried

Meeting ended at 8:10 pm

Next Meeting: Tuesday September 22,2026

Future Meeting Dates:

Meeting Date	Milestones/Activities
September 22, 2026	
October 13, 2026	AGM Preparation
Week of October 19th	**Annual General Meeting**