Cranbrook Food Bank Society

Board Meeting Minutes

Tuesday June 23rd, 6:30 PM – Cranbrook Food Bank

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

1. **Call to Order**

   Meeting called to order at 6:38 pm

2. **Adoption of Prior Meeting Minutes**

   Reviewed previous meeting minutes (May 26,206)

   Motion: To adopt prior meeting minutes with additional comments provided by Beth. Moved by Deb Russon, seconded by Bill Lindell

   Discussion: None

   Result: Carried

3. **Old Business**

   a. Review:

   - Mission, Vision and Values as per the email of June 10,2026
   - 5 Strategic Pillars as per the email of June 10, 2026. The group adopted Julie's changes replacing "Calm the Waters" with "Strengthen the Foundation" and replaced "Build the Foundation" with "Build the Momentum" in the 3 year arc.

   Next Steps – define actions, prioritize and assign. Ian to provide update on actions by end of next week.

b. Same – Day Cash Pay

Last meeting discussed a “same day cash pay” type program to get additional support with bi-weekly trimming. Julie had initially reached out to Marcel and ended up connecting with Polly from Ankors and she was going to initiate with the Fresh Start program to support general trimming on site. Instead of paying cash – it would be a gift card given to Ankors. Still need work out detail on what’s required, and gift card value.

c. Maintenance and Repair Plan

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

4. Reports

a. Executive Director (Julie) Julie at the FBBC Conference

b. Financial (Beth) See reports

We have just reinvested a $100K GIC at Investors Group in June and we will have a $100K GIC coming up at Steller Vista in July and will ask for an investment motion in August.

We were recently advised that we no longer can use FBC valuation when issuing tax receipts for in-kind donations. Working on FMV methodology. Julie will connect with FBC, FBBC and other food banks while at the Food Bank BC Conference.

c. Projects (Ian) Status Update:

- Volunteer and Office Space.
    - Renovations complete
    - Final Invoice received. $3941 over budget due to installation of a permanent galley kitchen (original rolling cart) and cabinetry to cover in the data cabling.
    - No Computer equipment bought as of yet.

- Office contents: - $6305 purchased to date from $8500 budget. Board tables (2), TV and chairs still to come.

- Food Lockers
  - Going in a different direction on the food lockers. Discovered that we needed a large concrete foundation base for the lockers proposed which would mean some additional civil work and cost. Determined it would be cost prohibitive and there's still question about duty/tariffs coming from the US.
  - We are circling back to look at the Canadian vendor Lockourier

- Bin Washer
  - Ready to order.
  - See request for funding from Food Bank. Bin washer is the same as the one Food Recovery had. The funding request includes electrical, plumbing and slight increase in pricing. Grant funding included.
  - 6-7 weeks lead time
  - Shooting for August install.
  - Ian to double check measurements with Julie before ordering.

Motion: Provide the surplus funding as requested ($4834.86). Moved by Don Davidson, seconded by Deb Russon

Discussion: None

Result: Carried

- Generator
  - Connected with Brandon. The size that was quoted is adequate for what we have and no guarantee we could add new equipment. With the aspirational possibility of adding another walk-in cooler or pallet cooler, we've asked for another quote for the next size up. We have grant funding for the original generator quoted, but would need some additional monies for fencing, genpad and gas hookup.
  - Lead time is 2-3 weeks, but Brandon is still doing work at Superstore renovation for the next couple of weeks.
  - There was the question of foundation and whether we need to remove the asphalt and put down pea gravel. Ian will investigate.
- Lift Pump
  - Shooting for completion by Winter.

- Sent pictures to Brandon. He will come by and we'll pull the manhole to take a look at the electrical.

5.New Business

a. New Program Manager

Discussed Hasi's resignation from the Board and recruitment into the Program Manager role. Advised that initially the focus will be Operations, replacing Robert, given that's a more immediate need and to see how we can develop Heather in her role to give more her more responsibility.

With Hasi resigning from the Board and we may have only 2 or 3 meetings before the AGM, I suggest we don't appoint a new Board member and run with 7 Directors for the time being.

6. Adjournment

Motion: To adjourn. Moved by Deb Russon, seconded by Don Davidson

Discussion: None

Result: Carried

Meeting adjourned at 730 pm

Next Meeting: Tuesday August 25,2026 *NO Meeting in July!!!! Have a great summer.

Future Meeting Dates:

Meeting Date	Milestones/Activities
June 23, 2026*	FBBC Conference
July 28, 2026*	No meeting
August 25, 2026	
September 22, 2026	
October 13, 2026	AGM Preparation
Week of October 19th	**Annual General Meeting**