Cranbrook Food Bank Society

Regular Board Meeting Minutes

Tuesday May 26, 6:30 PM – Cranbrook Food Bank

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

1. **Call to Order**

   Meeting called to order at 6:35 pm

2. **Adoption of Prior Meeting Minutes**

   Reviewed previous meeting minutes (April 28,206)

   Motion: To adopt prior meeting minutes. Moved by Bill Lindell, seconded by Hasi Muhandiram

   Discussion: None

   Result: Carried

3. **Old Business**

   a. Strategic planning follow-up (Mission, Vision, Values and 5 Strategic Pillars)

   Good discussion on the short Strategic Planning Document provided by Christopher.

   1. Reviewed the Mission, Vision and Values

   Ian to send a follow-up to the Board outlining any suggested changes and look for feedback.

2. Reviewed 5 Strategic Pillars.

Ian to send a follow-up to the Board outlining any suggested changes and look for feedback.

4. Reports

a. Executive Director (Julie)

Highlights:

- Land to Table partnering with Valley Direct on freight
- Julie attended a Closet 31 Fundraiser on weekend
- Julie is off to Lake Country Golf Tournament and sharing a spot with Melissa Hemphill sharing information on the food share partnership in the region
- Attended initial meeting in Castlegar to discuss a $5MM Food Bank investment allocation
- In mid-June, Julie will be presenting at the Provincial Select Standing Committee on potential 2027 budget items

Julie to provide report

b. Financial (Diane)

i. Financial Report. See Reports

ii. **GIC Renewal:** A 6-month GIC is renewing at Investors Group in early June and the finance committee has recommended rolling it over into a 1-year GIC with the accumulated interest being deposited in the high interest savings account.

Motion: To roll maturing GIC into a 1-year GIC with the interest going to high interest savings account. Moved by Beth Melligan, seconded by Hasi Muhandiram

Discussion: None

Result: Carried

iii. **Legacy Fund Direction (March 3rd):** Ian wanted to capture the results of an e-mail communication from March 3, 2026. We received notice that the Cranbrook Food Bank Legacy Fund payout was $600 from the past year and CFKR were requesting direction for the payout. I requested the Finance Committee to discuss and their recommendation was to roll it over and re-invest to the Legacy Fund.

An e-mail was sent to all Board members with everyone agreeing to reinvest into the Legacy Fund. (8 agreed).

c. Projects (Julie/Ian)

- Update (from Robert)

  Bin Washer product has been chosen. It's the same bin washer that Food Recovery had. Unfortunately, it will only take our blue bins. We will have funding for additional blue bins and the red bins will be phased into storage. Bin Washer is being funded by a grant. Trades will be extra.
  Waiting for plumber and electrical quote for board review.

  Generator and electrical quote received. Capable of all essential systems. Generator and electrical hookup are included in grant. Waiting for plumber/gas fitter quote and fencing quote for board review.

  Volunteer/Office space nearly complete.

- Food Lockers (proposal send earlier by email)

  Great discussion had by all on this. Generally, everyone thinks this is a great idea and worth continuing to pursue. There are a few things outstanding that need to be addressed:
  - Investigate a flood light (appropriate lighting) in the area where the lockers are proposed to go
  - Camera for monitoring (included)
  - Added to building insurance coverage (Ian)
  - Check for durability regarding anti-theft mechanisms. A lot of the lockers seem to have a fairly robust anti-theft construction (looked up after meeting)

Still concern over the potential for high tariffs (steel product) and any additional taxes.
Request Robert/Julie go back to the vendor and clarify additional taxes and tariff impacts.

No decision made at this time. Further exploration required.

5.New Business

a. Policies

Ian had put up policies (accreditation driven) on the shared drive in each month, January, February and March. All have been updated with the comments provided and revised versions uploaded in the same location.

Ian would like to have the policies approved as they are now with the understanding any future revision would require Board approval and we'll undertake an annual policy review process.

Motion: To accept policies as distributed and updated. Moved by Bill Lindell, seconded by Beth Melligan

Discussion: None

Result: Carried

b. July Board Meeting

No Board meeting will be held in July. Beth, Ian and Kim will be away, so one more and you can't make decisions. Will hold any important votes by e-mail

c. Board Sponsored Same Day Cash Pay

Julie has been interested in paying someone to do property trimming. The method of payment would be similar to the Same Day Cash Pay program we participated in when Peter was working with us.

Julie suggested connecting with Marcel of Fresh Start and have them administer the worker(s) and inquire what kind of sponsorship we could provide to them to make it work. The Food Bank would be still responsible for oversight/supervision

of any individual working on the property. This would be a good opportunity for a partnership between supportive agencies.

6. Adjournment

Motion: To adjourn meeting. Moved by Beth Melligan, seconded by Diane Babcock

Discussion: None

Result: Carried

Meeting adjourned June 23, 2026 at 8:10 pm.

Next Meeting: Tuesday June 23,2026

Future Meeting Dates:

Meeting Date	Milestones/Activities
June 23, 2026*	FBBC Conference
July 28, 2026*	
August 25, 2026	
September 22, 2026	
October 13, 2026	AGM Preparation
Week of October 19th	**Annual General Meeting**