BOARD AGENDA APRIL 26, 2022
PRESCOTT FOOD BANK LOCATION 7:00 PM

	TOPIC	NOTES
1.	CHAIR'S REMARKS -	
2.	APPROVAL OF AGENDA AS PRESENTED OR AMENDED Moved by: Seconded by: That the Agenda for April 26, 2022 be approved as presented/amended	
3.	DECLARATION OF CONFLICT OF INTEREST	Mileage may be an issue for some members
4.	APPROVAL / AMENDMENT OF draft BOARD MINUTES attached Moved by: Seconded by: THAT: the Minutes of the March 29, 2022 6:00 PM BOARD Meeting be approved as presented / as amended Moved by: Seconded by: THAT: the Minutes of the March 29, 2022 7:30 PM BOARD Meeting be approved as presented / as amended	
5.	DISCUSSION ON THE MINUTES IF ANY	
6.	RECEIPT AND FILING OF REPORTS AND MINUTES, ETC. **Moved by:** **Seconded by:** THAT: the following minutes/notes/reports/documents be received and filed: a) Executive Committee Minutes and Report(s) dated April, 18, 2022 b) Policy and Planning Committee Minutes and Report (s) – April c) Fundraising Committee Minutes and Report(s) – April 8,	Letters referenced in the ED Report were not attached to the package but can be reviewed in her office

	2022 d) Building Committee Minutes and Report(s) – held April 21 - minutes available at Board Meeting e) Client Services Committee Minutes and Report(s) (Heading Operational Committee) dated March 8, 2022 f) Health and Safety Committee Minutes and Report(s) - none g) Communication Committee Minutes and Report(s) - none h) Nomination Committee Minutes and Report(s) – AGM document missed at the AGM and the April 2022 Report i) Draft Budget 2023 – none	
7.	BUSINESS ARISING FROM MINUTES/NOTES/REPORTS/DOCUMENT **a) Executive Committee Minutes** **Moved by:** **Seconded by**: That mileage be reported by all volunteers and staff on the appropriate form and that reimbursement of $.52 km be paid. **Moved by:** **Seconded by:** That we not will not allow personal access to the Food Bank by the Public Engagement Elections Officer, as requested, but will accept brochures or posters if available for distribution. **Moved by:** **Seconded by:**	Bob to Chair as Peggy and Doug have a conflict in this area
8.	Correspondence See attached Missing are those items referenced in the ED Report	
9.	New Business	
10.	Next Meeting May 17, 2022 7:00pm Cardinal	
11.	Adjournment Moved by: Seconded by: THAT: The meeting be adjourned	

Board Meeting Minutes
Cardinal FFAFB Office
March 29, 2022 6:00 pm

Board Present:	Peggy Taylor, Chair Norm Desjardins, Vice-Chair Bob Gollinger, Secretary Ann Dunlop, Treasurer Vicky Davy Cora Mills Sally Murdock Sharron Nolan
Regrets:	Doug Hardy Carol Ravnaas
Guests Present:	Paul Lacroix Fran Levere Trudy Watson Sharon Last
Staff Present:	Bonnie Cougler, Executive Director

Note: Regular meeting date moved

Chairs Remarks

The Chair called the meeting to order at 6:00 pm and declared Quorum present.

Approval of Agenda

Motion 01/BD220329.1
Moved by: Norm Desjardins
Seconded by: Cora Mills

That the Agenda for March 29, 2022 at 6 p.m. be approved as presented.

CARRIED

Declaration of Conflict of Interest

There was no conflict of interest declared.

Audit Report

Motion 02/BD220329.1
Moved by: Sally Murdock

Seconded by: Cora Mills

That the Audited Financial Statements for the fiscal year 2021 prepared by Francine Levere Professional Corporation be received and filed.

CARRIED

Fran Levere delivered a detailed explanation of the Audited Financial Statements and answered any questions.

Motion 03/BD220329.1
Moved by: Sally Murdock
Seconded by: Norm Desjardins

That the Audited Financial Statements prepared by Francine Levere Professional Corporation for the fiscal year 2021 be adopted and approved.

CARRIED

Receipt and Filing of Board Minutes

Motion 04/BD220329.1
Moved by: Norm Desjardins
Seconded by: Ann Dunlop

Thar the minutes of the February 17, 2022 Board meeting be approved as presented

CARRIED

Business Arising from the Board Minutes of February 17, 2022

Any business was covered elsewhere in the agenda.

Receipt and Filing of Minutes/Reports/Documents/Notes

Motion 05/BD220329.1
Moved by: Vicky Davy
Seconded by: Cora Mills

That the following Minutes/Notes/Reports/Documents be received and filed

a, Executive Director Report – month of February
b. Treasurer's Report – to end of February
c. Draft Budget (2022) in Treasurer's Report
d. Executive Committee Minutes of March 6, 2022
e. Fundraising Committee Report of February, 2022
f. Volunteer Report for the month of February
g. Nominating Committee Report –

CARRIED

Business Arising from Minutes/Reports/Documents/Notes

a. Executive Director Report

Motion 06/BD220329.1
Moved by: Norm Desjardins
Seconded by: Vicky Davy

That the Board hereby directs the Executive Director to make the following changes to the operations at the Spencerville foodbank location:

1. increase/change hours of operations,
2. phase out permanent food storage.
3. implement a client food pick up system.

CARRIED

b. Treasurer's Report

Motion 07/BD220329.1
Moved by: Sally Murdock
Seconded by: Norm Desjardins

That the Board add $ 600 per annum to the draft budget for a cell phone.

CARRIED

Motion 08/BD220329.1
Moved by: Cora Mills
Seconded by: Vicki Davy

That the Board approve the draft budget (included in the meeting package) for the year 2022 with the above amendment.

CARRIED

Motion 09/BD220329.1
Moved by: Ann Dunlop
Seconded by: Norm Desjardins

That the Treasurer remove the amount of $ 70 000 for the generator from the identified usage of the Investment Funds

CARRIED

Motion 10/BD220329.1
Moved by: Ann Dunlop
Seconded by: Cora Mills

That the monies in the Investment Funds at Edward Jones be identified for the following purposes:

Salary and Operation Costs Protection $ 285 000

Building (renovation or purchase)	$ 125 000
Vehicle (rent or purchase)	$ 20 000
Budget Shortfall to balance	$ 54,549.30 (includes cellphone)

CARRIED

c. Executive Committee Report

Motion 11/BD220329.1
Moved by: Cora Mills
Seconded by: Norm Desjardins

That the draft Fundraising Policy presented by the Executive Committee be approved and adopted

CARRIED

Motion 12/BD220329.1
Moved by: Norm Desjardins
Seconded by: Bob Gollinger

That the draft Executive Committee Policy for the Executive Committee Responsibilities which is attached be approved and adopted by the Board

CARRIED

Motion 13/BD220329.1
Moved by: Vicky Davy
Seconded by: Cora Mills

That the draft Executive Committee Policy Outlining Committee Responsibilities and Chairs (as set out in the supporting document in the meeting package) be approved.

CARRIED

There was no further business from the filed documents.

CORRESPONDENCE

There was none to report

The Chair thanked Norm Desjardins for his many contributions to the Foodbank.

NEW BUSINESS

There was no new business.

Next Meeting March 28, 2022 following the AGM

Adjournment

Motion 14/BD220329.1

Moved by: Norm Desjardins
Seconded by: Cora Mills

That the meeting be adjourned

CARRIED

Time: 7:15

Minutes Approved _____ Chair _____ Date

_____ Secretary _____ Date

Board Meeting Minutes
Cardinal FFAFB Office
March 29, 2022 8:00 pm

Board Present:	Peggy Taylor, Chair Bob Gollinger, Secretary Vicky Davy Paul Lacroix Cora Mills Sally Murdock Sharron Nolan
Regrets:	Doug Hardy Carol Ravnaas
Guests Present:	Norm Desjardins Ann Dunlop Fran Levere Trudy Watson Sharon Last
Staff Present:	Bonnie Cougler, Executive Director

Chairs Remarks

The Chair called the meeting to order at 8:00 pm and declared Quorum present.

Approval of Agenda

Motion 01/BD220329.2
Moved by: Cora Mills
Seconded by: Sharron Nolan

That the Agenda for this March 29, 2022 meeting be approved as presented.

CARRIED

Declaration of Conflict of Interest

There was no conflict of interest declared.

Appointment of Officers

Motion 02/BD220329.2
Moved by: Cora Mills
Seconded by: Vicki Davy

That the following be appointed as the officers of the Board until a successor is appointed and that together they serve as the Executive Committee

Chair	Margaret (Peggy) Taylor
Vice Chair	Douglas Hardy
Treasurer	Paul Lacroix
Secretary	Bob Gollinger

CARRIED

Motion 03/BD220329.2
Moved by: Sally Murdock
Seconded by: Paul Lacroix

That the following be appointed as Committee Chairs until a successor is appointed:

Executive Committee	Peggy Taylor
Client Services Committee	Vicky Day
Health and Safety Committee	Paul Lacroix
Building Committee	Douglas Hardy
Communications Committee	Bob Gollinger
Fundraising Committee	Sally Murdock
Policy and Planning Committee	Carol Ravnaas
Nominating Committee	Bob Gollinger

CARRIED

Removal of Signing Officers (TD Bank)

Motion 04/BD220329.2
Moved by: Sally Murdock
Seconded by: Sharron Nolan

That the following be removed as signing officers for the Food for all Food Bank at the TD Bank in Prescott.

Norm Desjardins
Don Geiger

CARRIED

Appointment of Signing Officers (TD Bank)

Motion 05/BD220329.2
Moved by: Sharron Nolan
Seconded by: Sally Murdock

The following be appointed or continue as signing officers for the Food for all Food Bank at the TD Bank, Prescott.

Margaret Taylor	Chair
Douglas Hardy	Vice Chair

Paul Lacroix	Treasurer
Bob Gollinger	Secretary
Bonnie Cougler	Executive Director

Carried

Removal of Signing Officers (Edward Jones)

Motion 06/BD220329.2
Moved by: Vicky Davy
Seconded by: Sharron Nolan

That the following be removed as signing officers for the Food for all Food Bank at Edward Jones in Prescott.

Norm Desjardins
Don Geiger

CARRIED

Appointment of Signing Officers (Edward Jones)

Motion 07/BD220329.2
Moved by: Cora Mills
Seconded by: Sally Murdock

The following be appointed or continue as signing officers for the Food for all Food Bank at Edward Jones, Prescott.

Peggy Taylor	Chair
Paul Lacroix	Treasurer

CARRIED

NEW BUSINESS

Motion 08/BD220329.2
Moved by: Cora Mills
Seconded by: Sally Murdock

That the regular monthly Board meetings be held on the fourth Tuesday of each month.

CARRIED

Next Meeting April 26, 2022
FFAFB Henry Street, Prescott
7:00 pm

Adjournment

Motion 09/BD220329.2
Moved by: Vicky Davy
Seconded by: Cora Mills

That the meeting be adjourned

CARRIED

Time: 8:20

Minutes Approved _____ Chair _____ Date

_____ Secretary _____ Date

EXECUTIVE COMMITTEE MINUTES
APRIL 18, 2022
ZOOM MEETING 10:00AM

Present: Bob Gollinger, Paul Lacroix, Peggy Taylor, Bonnie Gommert, Doug Hardy

Note: Doug arrived at 10:20am

Chair Called meeting to order at 10:00 am.

Moved by: Bob
Seconded by: Paul
That the Agenda for April 18, 2022 be approved as presented

Declaration of Conflict of Interest

Mileage payment issue is a conflict as Doug and Peggy as Board members, drive for the Food Bank

Moved by: Bob
Seconded by: Paul
THAT: the Minutes of the March EC Meeting be approved as presented / as amended

DISCUSSION ON THE EXECUTIVE COMMITTEE POLICY APPROVED AT THE LAST BOARD MEETING – clarification of document

Review of the document passed at the last Board meeting and addressing questions. Facilitating communications is not clear. It is about facilitating legal and financial concerns. This is not about day to day communications. It is recommended that a request to Policy and Procedures to revise document is made.

Moved by: Paul
Seconded by: Bob

THAT: the following minutes/notes/reports/documents be received and filed:

a) Executive Director Report
b) Treasurer's Report
c) Draft Budget 2023 – not available yet
d) Grants applied and/or received – not available at this time

Moved by: Bob
Seconded by: Paul

That the ED provide a binder to the Board Secretary of all completed and submitted Grant

Applications from January 2022 onward. The binder shall be maintained in the Board Office.
CARRIED

Discussion around why it is needed and if it is a duplication. There is a list of approved grant applications maintained but having failed applications available would provide an understanding of why the application was rejected so that it might be successful a second time around or not applied for again for whatever reasons. Knowing what the terms and conditions are of each grant is useful for members interested in financials. Fran uses the information from the applications to ensure that monies are properly reported. The approved applications are provided to her each year end.

Moved by: Bob
Seconded by: Paul

That mileage be reported by all volunteers and staff on the appropriate form and that reimbursement of $.52 km be paid.
CARRIED

There is a policy in place at this time. It is at 40 cents km. It should be applied equally to all. Only mileage for outside of Prescott is in the current policy. There is a concern that we are paying too much for mileage as people are asking for it now with the costs of fuel, etc. A more solid recording of mileage would be useful even if people are donating it back. As well, records of what is driven in Prescott should be kept to help establish a better understanding of mileage. If it is going to be included it can't just be out of town. To date we have $2,500 in mileage approximately. We have vehicle discussions to come as well. Costs are going up. Include the mileage. If we have a program for delivering food we need both items discussed. Need to see more of a standard mileage established working with the drivers to be sure we are not off.

This requires Board approval as it is a financial change.

Treasurer's Report

No motions arising but direction to ask Fran if we have had past budgets that were not balanced. We did not show money into the budget from reserves but we did show it at the past Board meetings. It is clear in the final motion to identify budget use of Reserve Funds. While the budget is unbalanced there are funds to balance it in Reserves.

Draft Budget 2023: - NOT A DISCUSSION ITEM YET

Moved by: Doug
Seconded by: Bob
That the photocopier contract not be renewed.
We have a deal from top office for that copier. They provide ink, maintenance etc. It is a great asset and would be missed if we got rid of the contract. The question is how much does it cost compared to using desk computers and paying an offsite printer for large items.
DEFERRED UNTIL MORE INFORMATION IS AVAILABLE.

Correspondence

Moved by: Bob
Seconded by: Doug
That we not will not allow personal access to the Food Bank by the Public Engagement Elections Officer, as requested, but will accept brochures or posters if available for distribution.
CARRIED

Concerns are political use of the food bank. Confidentiality is important to our clients. They may need the information but may not want a face to face encounter. Brochures might not be a bad idea as we want access to information for clients.

Items forwarded by email this morning but not included in the ED report were discussed. Clarification of information provided.

Next Meeting May 16, 2022 10:00 am Zoom (Monday Morning)

EXECUTIVE DIRECTOR REPORT

This report covers till March 31,2022

Approved Grants

Food Banks Canada 2021-2022 Emergency Food Security Fund $21,664.00

Funding completed by **March 31, 2022**, and a report on the use of funds is to be submitted **by April 15, 2022**.

Pending Grants

Augusta Township, and Edwardsburg Cardinal Township funding
Service Canada summer student funding

Grant Application Update

We have received a call from May Court in Brockville and they will be supporting us again this year with a monthly donation.

Status Reports

Webpage Update

We have updated the website; posted the 2021 audited report, changed the directors list added information about the 20th anniversary

Legacy Fund

Estate of Jean King – still outstanding – what an amazing honor when someone thinks of the food bank

Spencerville Location Update

Spencerville is now open on Thursdays.

Logo Update/ copyrights

Susan Healey has opened an application to start the copyrights for the South Grenville logo. I d

Month of September/October Intake Update

Month **February**	Household served	People served	Children served	New clients
Prescott	222	406	116	3
Cardinal	38	61	14	2
Spencerville	6	8	0	0
Total	**266**	**475**	**130**	**5**
Month **March**	Household served	People served	Children served	New clients
Prescott	240	432	139	12
Cardinal	43	56	19	1
Spencerville	7	9	0	1
Total	**290**	**497**	**158**	**14**

Warehouse Report (from Kevin)

Kevin will provide a separate report starting in May (not sure which committee)

WAREHOUSE DONATIONS INCOMING AND OUTGOING PRODUCT 2022

INCOMING		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	TOTAL
Reclamation Independent	lbs		356	217	119									692
Giant Tiger Warehouse	lbs			3302										3302
Spring Food Drive	lbs													0
SNAP	lbs	338	3760											4098
SPCA	lbs													0
Brockville Food Banks	lbs	108		117										225
Individual Donations Prescott	lbs	187	157	1158										1502
Toilet Paper & Paper Towel	lbs													0
House of Lazarus	lbs			120										120
Giant Tiger Store	lbs													0
TOTAL INCOMING							DOLLAR VALUE		$ 26,040.18					9939

Please note that not all donations incoming are food

OUTGOING		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	TOTAL
Brockville Food Banks	lbs		662											662
Cooperative care centre - Don	lbs			63										63
Prescott Legion	lbs													0
Athens Food Bank	lbs		430											430
Merrickville	lbs		285											285
Loaves & Fishes	lbs		289											289
House of Lazarus	lbs		287											287
Kings Kitchen	lbs			247										247
Outdated or Bad Food Discarded	lbs													0
Connect Youth	lbs	736												736
TOTAL OUTGOING							DOLLAR VALUE		$ 7,857.38					2999

Updates/ Programs

Building

Yearly maintenance on the photo copier

Mileage

I am working with Kevin on standardizing the mileage sheet, the current policy reads .40 Km for any out of Town approved trips. Example; the Maynard Landfill, Spencerville Food Bank, Cardinal Food Bank.

MILEAGE POLICY
Date Issued: Jan. 12, 2015
Date Revised: Apr. 18, 2016
Date this day May 17, 2016
Food For All Food Bank employees and volunteers will be receiving .40 cents/km for mileage out of the town of Prescott.

I am going to partner with the Royal Canadian Legion in Prescott and host a Non- Profit forum. The intent is to gather all the organizations so each can share what they do for our community. Working collaboratively and knowing the resources available will allow us to be able to better serve our clients.

Staffing

Julia has started to work on a few projects for us. She will be paid through our payroll when she completes 35 hours of work. She will be working sometimes in the office and sometimes at her home depending on the project. She has all the tools to complete the projects requested.

Conferences/Meetings Attended or Scheduled

Feed Ontario conference (virtual) June 06, 07 ,2022

Meeting with the following committees; client services Committee, fundraising Committee, building Committee (just Doug) Executive Committee, Health and Safety Committee

Made internal change to the safety policy about the mask. Need to meet with this Committee to review and update the policy.

I took a course on dealing with grief- Helping Others Dealing with Loss – April 08,2022

Suggestions

- Sharing food bank stories with the board. Peggy suggest that I add it to my report.
- Have someone (lawyer) present to board about the ONCA
- Team Building exercise for board development

Correspondence - attached

- Feed Ontario's membership invoice and a report on the value of their services (see attached) the full report from Feed Ontario is available
- Letter of support to the Cardinal Legion Br 105. They are writing a grant to get funding to repair their roof.

TREASURERS' REPORT FOR MARCH 2022

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Comparative Balance Sheet					
	As at Jan 01, 2022		As at Mar 31, 2022		VARIENCE
ASSET	DEBIT	CREDIT	DEBIT	CREDIT	
Current Assets					
Gift Cards Received		402.47		350.49	-51.98
Investment Fund		510,195.85		481,101.86	-29,093.99
Investment 2		0.00		0.00	0.00
TD Operating Account	154,542.89		125,854.37		-28,688.52
Petty Cash	300.00		300.00		0.00
Petty Cash Cardinal	50.00		50.00		0.00
Canada Helps.org	0.00		0.00		0.00
TD Canada Helps.org	33,452.63		40,449.84		6,997.21
TD Nevada Account	1,578.83		1,572.98		-5.85
Bank Account Checking	0.00		0.00		0.00
Nevada Account	0.00		0.00		0.00
Cash Total		189,924.35		168,227.19	-21,697.16
Payroll Avamces		0.00		0.00	0.00
Prepaid expenses		3,172.47		3,172.47	0.00
Accounts Receivable		3,040.00		0.00	-3,040.00
Prepaid Insurance		0.00		0.00	0.00
GST/HST Receivable		0.00		0.00	0.00
Inventory		0.00		0.00	0.00
Total Current Assests		706,735.14		652,852.01	-53,883.13
Capital Assets					
Outbuilding, storage shed		2,900.00		2,900.00	0.00
Building	378,900.34		378,900.34		0.00
Land	11,000.00		11,000.00		0.00
Accumulated Amortization Building	-155,903.03		-155,903.03		0.00
Building/Land Net Value		233,997.31		233,997.31	0.00
Computer	7,314.15		7,314.15		0.00
Accumulated Amortization Comp	-7,069.08		-7,069.08		0.00
Furniture/Fixtures	6,224.12		6,224.12		0.00
Accumulated Amortization Furnit/Fix	-5,332.89		-5,332.89		0.00
Equipment	87,471.13		87,471.13		0.00
Accumulated Amortization Equip	-22,737.43		-22,737.43		0.00
Paving	2,160.00		2,160.00		0.00
Accumulated Amortization Paviang	-1,180.93		-1,180.93		0.00
Net Value		66,849.07		66,849.07	0.00
Net Capital Assets		303,746.38		303,746.38	0.00
TOTAL ASSET		1,010,481.52		956,598.39	-53,883.13

COMPARATIVE BALANCE SHEET (PART TWO)

LIABILITY					
Current Liabilities					
Credit Card Payable		3,190.34		4,135.06	944.72
Accounts Payable		12,206.50		12,070.96	-135.54
Deferred Revenue	77,468.96		77,468.96		0.00
GST Paid on Purchases	-3,756.25		-4,285.66		0.00
Account payables	111,383.29		111,383.29		0.00
Total Current Payables		185,096.00		184,566.59	-529.41
Receiver General		4,136.73		4,136.73	0.00
PST Paid on Purchases		-1,454.72		-2,288.63	-833.91
Total Current Liabilities		203,174.85		202,620.71	-554.14
Payroll Liabilities					
Vacation Payable		3,910.65		4,980.81	1,070.16
CPP Payable		1,677.48		909.78	-767.70
EI Payable		644.76		333.21	-311.55
Income Tax Payable		2,070.39		1,081.20	-989.19
WSIB Payable		117.37		147.73	30.36
Total Payroll Liabilities		8,420.65		7,452.73	-967.92
TOTAL LIABILITY		211,595.50		210,073.44	-1,522.06
EQUITY					
Owner's Equity					
Capital Beginning	798,886.02		798,886.02		0.00
Difference at Startup	0.00		0.00		0.00
Capital Additional Investments	0.00		0.00		0.00
Drawings	0.00		0.00		0.00
Net Capital before Current Earnings		798,886.02		798,886.02	0.00
Current Earnings		0.00		-52,361.07	-52,361.07
Total Owner's Equity		798,886.02		746,524.95	-52,361.07
TOTAL EQUITY		798,886.02		746,524.95	-52,361.07
LIABILITIES AND EQUITY		1,010,481.52		956,598.39	-53,883.13
Generated On: Apr 14, 2022					

BUDGET TO ACTUAL 2022	ACTUAL	BUDGET	
	Jan 1 2022	Jan-22	Difference
REVENUE	To March 31 2022	To Dec 2022	
Revenue			
Profit/Loss on Investments	-29,093.99	5,000.00	-34,093.99
Other Revenue	1,801.53	0.00	1,801.53
In Kind donations	2,250.00	1,000.00	1,250.00
Individual Donations	16,914.99	100,000.00	-83,085.01
Group/Social Donations	14,119.26	30,000.00	-15,880.74
Corporate Donations	762.12	35,000.00	-34,237.88
Municipal Grants	0.00	5,000.00	-5,000.00
Grants	0.00	65,000.00	-65,000.00
Grant, For Capital Expenses	0.00	5,000.00	-5,000.00
Bottles 4 Baby Fundraiser	3,013.50	15,000.00	-11,986.50
Special Event Account	5,156.25	1,000.00	4,156.25
Fundraising	0.00	25,000.00	-25,000.00
TOTAL REVENUE	14,923.66	287,000.00	-272,076.34

EXPENSE			
General & Administrative Expenses			
CPP Expense	1,110.58	5,000.00	-3,889.42
EI Expense	481.92	1,200.00	-718.08
Wage Expense	22,859.91	77,700.00	-54,840.09
WSIB Expense	147.73	1,051.44	-903.71
Benefits	2,181.87	12,797.76	-10,615.89
Total Payroll Expense	26,782.01	97,749.20	-70,967.19
Administrative Assistant	0.00	10,000.00	-10,000.00
Advertising Expense	284.72	1,500.00	-1,215.28
Marketing	950.00	3,500.00	-2,550.00
Food Bank Cell phone	100.00	600.00	-500.00
Telephone Expense-Prescott	523.92	2,000.00	-1,476.08
Telephone Expense-Cardinal	234.00	900.00	-666.00
Internet Expense	337.68	1,300.00	-962.32
Electricity Expense	1,208.47	7,000.00	-5,791.53
Heat Expense	849.17	1,400.00	-550.83
Water Expense	236.27	1,000.00	-763.73
Office Supplies & Admin Expense	671.09	5,000.00	-4,328.91
Repairs and Maintenance Expense	0.00	3,000.00	-3,000.00
Insurance Expense	0.00	4,100.00	-4,100.00
Property Tax Expense	874.51	2,300.00	-1,425.49
HST Paid	0.00	1,000.00	-1,000.00
GST Paid	418.10	1,100.00	-681.90
Miscellaneous Expense	92.46	5,000.00	-4,907.54
Professional Fees Expense	3,000.00	38,000.00	-35,000.00
Membership Fees Expense	100.00	2,000.00	-1,900.00
Warehouse Expense	0.00	1,200.00	-1,200.00
Office Equip Expense/Repair	0.00	3,500.00	-3,500.00
Postage Expense	1.94	1,000.00	-998.06
Fundraising Expense	0.00	8,000.00	-8,000.00
Fundraising Special Event	870.00	8,000.00	-7,130.00
GRANT Expense Other	51.98	1,000.00	-948.02
GRANT FOOD EXPENSE	20,371.63	60,000.00	-39,628.37
BFB BABY Fundraiser EXPENSE	1,188.52	2,000.00	-811.48
Food Purchase Expense	4,099.44	50,000.00	-45,900.56
Donated Food	2,250.00	0.00	2,250.00
Training Expense	0.00	1,000.00	-1,000.00
Travel/Milage Expense	672.00	5,000.00	-4,328.00
Capital Expense	0.00	5,000.00	-5,000.00
Yard and building maintenance expen	927.94	3,500.00	-2,572.06
Bank Charges Expense	50.91	200.00	-149.09
Security Expense	0.00	700.00	-700.00
COVID 19 EXPENSE	137.97	3,000.00	-2,862.03
Total Expenses	67,284.73	341,549.20	-274,264.47
NET INCOME	-52,361.07	-54,549.20	2,188.13

South Grenville Foodbank
April 2022 Report
Policy and Planning Committee

The Policy and Planning Committee will plan to meet the first Thursday of each month at 7:00 p.m. although we did not meet April 7th.

March-April activities included the transition from Peggy to Carol as Chair and a review of the current status of the Committee's work among members.

The Committee will meet on May 5.

Carol Ravnaas
Policy and Planning Committee Chair

Doug Hardy
Bob Gollinger
Peggy Taylor
Policy and Planning Committee Members

South Grenville Food Bank
Out Committee-Fund Raising Committee (20th Anniversary)
April 8, 2022, 4:00 PM @ Sharron Nolan's

Attendees: Victoria Davy, Sharon Last, Sally Murdock, Sharron Nolan, Bonnie Pigeon, Trudy Watson
(Ann will no longer act on the committee but is available to assist at events)

Is there anyone who has a conflict of interest with any items on the agenda?
No

MOTION: Trudy moved **we approve the agenda**.
Seconded by Vicki
CARRIED

MOTION: Sally moved that we change the name of this out committee to the "Fund Raising Committee".
Sharron seconded the motion
CARRIED

1. **Review of Fundraising Policy #02/BD210809**
   Policy was revised October 21, 2021

Definitions/Fundraising:
It is recommended that it should read: "charitable foundations/organizations"
Definitions/Events:
It is recommended that it read . . . "with board approval as required"
Definitions/Third Party Events
It is recommended that we add "and organizations" to the end of the first sentence
Responsibilities
Suggested alternative wording:
"The Fund Raising Committee shall oversee fundraising events with assistance from staff and volunteers."
ADD: All cheques should be made payable to "South Grenville Food Bank" and all monitory donations will be forwarded to the executive director for deposit and distribution.

Board Approval
Suggested alternative wording:
"The Board provides a "blanket" approval for all activities planned by the Fund Raising Committee unless expenditures exceed $2500 and/or the sale of alcohol is planned."
The Executive Director shall ensure donors are shown appreciation for their generosity in an appropriate manner.

2. **Review of Fundraising procedures-07/BD210819**

It is recommended that:
The heading "Out Committee" be replaced by "Fund Raising Committee"
REMOVE: "The Out Committee shall, by motion, create a Fundraising Sub-Committee."
REMOVE: "and Sub-Committee" in the third statement.
REMOVE: The entire heading and statement under **BOARD** as it is unnecessary.
FINANCIAL ADMINISTRATION –Remove from procedures as has been dealt with in the policy
FOOD DONATIONS:
SUGGESTED WORDING: Food donations must be weighed in/counted and reported as incoming to the warehouse.
SUGGESTED WORDING: Food donations and preparation will be managed in accordance with the Ontario Food Handling Guidelines.

EQUIPMENT AND DAILY RESOURCES:
REMOVE: It is suggested that this entire section be removed.
These are not fundraising but warehouse/safety policy and procedures and should be outline in those documents.

3. **Reading and acceptance of minutes from March 11, 2022**

MOTION: Trudy moved the minutes be accepted.
Seconded by Sharon
CARRIED

4. **Business Arising from the minutes**

REPORTS FROM MEMBERS WITH ASSIGNED TASKS

Sharron – decorations, tents, punch and water
Tents and 75 chairs have been ordered $983.10
2 Pop up tent for bar and entertainment

MOTION: Sharron motioned that the foodbank purchase two tents as they will be useful for other events as well.
Seconded by Vicki.
CARRIED
Vicki will check out Walmart for pop tent (10 by 10) prices.
The rental **tables** were brown therefore, we will be using the table from St. Marks.
Arrangement by us are needed to collect and return them.
3 tables from foodbank will also be needed
MOTION: Sharron made a motion that the foodbank purchase 3 large garbage cans that can be used at multiple functions.
Seconded by Sally
CARRIED

The Caterer will supply Beer, wine, and cider.
Wine glasses provided by the foodbank, currently at Cardinal (200) – Trudy and Sharon will organize what is there
Food bank will supply punch and water

Small plates, napkins and forks will be purchased.
MOTION: Trudy made a motion that we purchase custom lunch sized napkins which reflect the 20th anniversary.
Seconded by Vicki.
CARRIED
Looking into special napkins for 20th anniversary –Bonnie will look into this with a budget of .50 /unit each knowing there will be a minimum requirement of 500.
Small Eco-safe plates will be purchased.
Require long white and round white table cloths (6 long; 12 round) – Trudy and Sharon will determine what is available at the Cardinal site.
A display of memorabilia and a banner for the event will be displayed on the day of the event.
Electricity will be needed for the bar and/or speaker system.
A taxi will be available to transport anyone who needs a ride home.

Sharron will need to visit Nancy Casselman's to determine what the final layout be.

Sally – entertainment

Fiddlers Plus - Rona Simpson - 8 ladies no charge
They have offered to come and play for no charge. Some spouses may also join them and are going to purchase a ticket for the event to do so.
They will play Celtic music plus other older style pieces.

Vicki and Bonnie – tickets, marketing, promotion, invitation of dignitaries

Been focusing on Lottery Licence for 50/50. It will cost $150
Talked to Evans printing and they will be sending a draft of the ticket for approval.

Sent email to MP MPP and Doug Ford for scrolls.
Created a sponsorship flyer.
$2500 Prysmian (RECEIVED)
$2500 Ingredion (RECEIVED)
Goal is to get 2 more 2500 sponsors prior to the printing of the event ticket printing.
$1000 – Beach Home Hardware confirmed (not received)
250 Nolan Family (RECEIVED), CSC consulting (not received)
Canada Org. ca Donations are increasing?

Trudy

CAKE - Tara Merkley
Slab = feeds 100 x 2 ($75 each + $25 to deliver)= $175

Ordering: one White/Chocolate half and half and one marble

Decorations –foodbank crest, food items, grocery cart/bag

Tara will deliver and place on table. Deliver close to event start time.
We will place a couple of her business cards near the cake display.

5. **Budget Review**

Expenditures **(**some are estimated costs) = $4308.10
Not included in expenses at this point are: Punch, water, promotion and marketing, ticket printing, plates, forks, decorations,
Income**: $**13,558.25
Not included in income are: FFAFB contribution, unconfirmed donations, 50/50 ticket income based on 3 for $10.

See attached spread sheet for details.

6. **Round Table (Third Party Events)**

Food Drive _ Easter Saturday, April 18, 2022 at O"Reilly's Independent
It will run form 10am – 2 pm
Easter Bunny will be hopping by.
Radio station will be on location from 9am – 1pm (not live streaming)
Colouring sheets for ages (0- 6) and (6 – 12) - 500 sheets have been prepared
O, Reilly's will collect, judge and give prizes
The foodbank will give out an activity book to each child
Bonnie, Kevin, will be on sight to supervise

Pancake lunch and Easter egg hunt Spencerville Tri Churches

Egg hunt

Lunch - pancakes (foodbank supplied pancake mix)

Coordinator is sick with covid

Volunteers – do not know yet if they require any help from the foodbank

Fundraising Ideas

- Cookbook: collect recipes and publish for Christmas distribution
- Car shows? Prescott and Iroquois
- Bake sale
- Spaghetti dinner – at legion and share resources and profit
- Suggestion: find a partner to help with events.
- Thanks giving dinner at legion
- Thanks giving Food Drive
- 100 Women who Care –
- Lynne Beach supper at Golf Course

7. **Next Meeting date May 12 @ 4:00 pm at Sally Murdock**

Meeting Adjourned

MOTION: Sharon made a motion that the meeting be adjourned, at 5:54pm.
Seconded by Trudy

CARRIED

Operational Committee Meeting Minutes
South Grenville Food Bank March 8, 2022

Members present: Bonnie Cougler, Vickie Davy, Janet McColl, Trudy Watson, Sharron Last, Kevin Towns, Sharron Nolan

Regrets: Cora Mills

1: Snack Packs: A sheet with perishable items listed for snack packs will be given out each month. If the family has 1-3 children, they will receive 1 loaf of bread. If there are 4 or more children in the family, they will receive 2 loaves of bread.

2: Covid Supplement: The Covid Supplement Allotment will stop at the end of March 2022. It will be replaced with an Emergency Allotment that will be available quarterly (4times per year). If they require it, clients may access their first Emergency Allotment in April. Intake will record the clients that access this Emergency Allotment on a tally sheet in April to see how many of them are in need of it. If needed, will hold an emergency meeting at the end of April to make a decision going forward on the amount of food required.

3: Different Client Needs: Clients must use the Food Bank within their postal code unless there is an exceptional circumstance that they are unable to.

For clients not able to access the Food Bank during regular hours because of working, we will arrange a pre order and a staff member will remain and ensure the clients receive their food in a safe manner.

4: Warehouse: We have experienced a decrease in donations during January, February and March.

We are getting low on some products. We are low on chickens and may have to purchase eggs to meet our needs.

Large bone in hams are almost gone. 4 boxes of pizza left.

We are ordering pork roasts for our clients.

We will stop freezing the bread from Independent Grocer as it takes up too much needed space in the freezer. It will be put aside for the farmer to pick up.

We will continue to save and freeze cakes and other sweets from Independent to be put on the bakery shelves. Clients are allowed 2 breads and 2 sweets while supplies last.

5: Specials: Pork Special is still on until finished Frozen raw shrimp is free

Tin of tuna 2 for 1 point Syrup 3 points with free waffles

Soup 2 for 1 point (selection of soups to be determined

by quantities available)

7: Concerns: We are concerned about the safety issues the Food Bank is presently following due to our Covid policy. We will hold a safety meeting to address changes.

The price of groceries that the Food Bank has to buy is increasing as well as the cost of food that our clients have to purchase.

We would like to see our donors donating funds rather than grocery items as we can buy food items for less money due to purchasing in large quantities. We would like to develop an information campaign to highlight this.

How to deal with the shortage of grocery bags. Perhaps we could have an incentive for clients who bring in their own bags or boxes. (1 extra point)

We believe that we will see an increase in clients during the coming months.

We will look at the point allotment for clients in the coming months to see if it is adequate.

Perhaps we should change our inventory in the future to better meet the nutritional needs of clients.

6: Income Tax: Call Bob Gollinger and give him the names that we have collected at intake for Income Tax purposes.z

South Grenville Foodbank
2022 Report
Nominating Committee

There have been many changes to the Board of Directors over the past year and I'm assuming they will be covered in the Chair's report – especially those Board Changes recently made and about to be made.

This report will deal with those needs which will become the subject of our future concentration.

We assume there will be one Board position to fill after tonight's meetings.

Our first choice would be someone to be a resource on Build/Renovation issues.

However, we have not forgotten the contribution which someone with IT knowledge and experience would bring to the Board.

The coming into force of the new Ontario Not-for-Profit Corporations Act (ONCA) will require a few changes including much more secretarial work. I have discussed with Bonnie, Sharron, and others the recruitment of someone outside administrative staff to help fulfill these requirements. The person could also become aware of other duties of the secretary of the Board.

Thanks to all Board members and to Bonnie for suggestions and contributions to our Committee's deliberations over the year.

Bob Gollinger
Nominating Committee Chair

Cora Mills
Sally Murdock
Carol Ravnaas
Nominating Committee Members

"Thank you to the board members and to Bonnie for your contributions to our committee throughout the year"

South Grenville Foodbank
April 2022 Report
Nominating Committee

There are currently nine filled Board positions and therefore one position to fill in order to have a full Board complement.

There are are number of possibilities of skills for consideration including:

1. Someone with build/renovation experience
2. Someone with IT experience
3. Someone with secretarial experience.

The situation is very fluid. For instance Doug has created a build committee which lessens the need for further build experience on the Board.

We welcome any further suggestions for gaps in Board expertise which should be filled.

And, of course, we always welcome suggestions to fill the remaining Board position

Bob Gollinger

Nominating Committee Chair

Cora Mills

Sally Murdock

Carol Ravnaas

Peggy Taylor

Nominating Committee Members

April 13 2022

Mrs. Bonnie Pidgeon and Board of Directors
Prescott, Spencerville and Cardinal Food Banks

Re: Letter of Introduction

Dear Mrs. Pidgeon,

Further to our telephone conversation of today I am sending you this letter about the Election Ontario's Public Engagement Officer position.

I am responsible for making sure information about the election, including the many ways that Elections Ontario is reducing barriers to voting, is communicated to folks in our communities. Please feel free to pass this information on to anyone you feel would be interested in a visit from me.

As we discussed, Elections Ontario has hired me to offer presentations to community leaders.

Our outreach team at headquarters will shortly be distributing information about the upcoming June 2nd Provincial election and this information will be available to me to hand out.

My outreach is about connecting people who may face barriers to voting to the tools and services offered by Elections Ontario that make voting easy and accessible for all electors.

I want to support your Food Bank Members in the lead up to the election and make sure they have all the information they need. Here are the ways I can be of assistance:

In Person presentation at a location
Table set up to share information at an event or in a common area
Useful brochures and handouts that you can distribute

Your know your community and members best. I am hoping that these options give you a range of ideas on how we can help the members of your Food Bank.

I look forward to working with you,

Yours truly,

Connie Glashan,
Public Engagement Officer Elections Ontario,
Leeds & Grenville, Rideau Lakes and Thousand Islands
613 342 3855 (Land) or 613 340 3834 (Cell)
PEO_ED052@elections.on.ca