

HINTON FOOD BANK ZOOM ANNUAL GENERAL MEETING

JUNE 2, 2020 – 12:30 p.m.

Participants: Bernie Kreiner, Ed Holtner, Jodi Fitzgerald, Brian LaBerge, Donna & Harry Arnesen, Candace Pambrun, Deena Fuller, Caryn Bouchard, Lisa Higgerty, Marni Wright

1. Call to Order – The Annual General Meeting was called to order by Bernie Kreiner **at 12:30 p.m.**

The Chairperson explained the Zoom meeting expectations.

2. Adoption of Agenda – additions - 6b. Electronic banking, 6c. Auditors for 2020

Marni Wright moved that we accept these additions to the Agenda. Harry Arnesen seconded. Carried.

3. Approval of Minutes – Jody Fitzgerald moved that we accept the minutes from the April 8, 2019 AGM. Approved.

4. Old Business – No old business

5. Committee Reports

a. **Chairman's Report** – a copy of the report is attached. Bernie Kreiner highlighted the statistics of the Hinton Food Bank and the changes since 2003. There has been a 3.53% increase in total people served since 2018. The Food Bank has now operated one full year at the Market St facility. We are well served with dedicated volunteers, well planned working space and continuous donations of food and funds from the community, sponsors and Food Banks Alberta and Canada. We have now tendered out our food supply and hope to see about a \$4 000 cost reduction in purchased products. We have a Fresh Food Voucher program for our clients and are working with them towards a plastic free delivery system. We continue to work together with community social agencies promoting their helpful programming and welcoming them to our waiting room on Tuesday evening to promote their services/ do surveys etc.

b. **Financial Report** – a copy of the report is attached. It was pointed out that our expenses were greater than our revenue. Some of the differences can be accounted by: increase in janitorial expense, the amortization of equipment and replacement budgeting and a loss of some special donations. The upcoming 2020 budget accounts for a COVID grant from the Canadian government and potential other grant money.

6. New Business

a. **Election of Board Director** – Brian LaBerge has allowed his name to stand for a position vacated by Margaret Klein. Harry Arnesen moved that we proceed by acclamation to accept Brian LaBerge as a member on the Hinton Food Bank Board of Directors. Ed Holtner seconded this motion. Carried. Bernie Kreiner mentioned that Rotarian Scott Kovatch had also expressed interest in participating on the B of D but was to confirm by attending the Zoom AGM late. If so, Marni was prepared to step down from our five member board to accommodate this.

b. **Electronic Banking** – Bernie Kreiner recommended that the B of D move to electronic banking and authorize routine payments to EFS by our Treasurer without requiring a second signature. Each receipt is

signed by the recipient of the goods to assure that there is no fraud. Harry Arnesen moved that we implement Electronic Banking Payments. Approved.

c. **Auditors for 2020** – Harry Arnesen and Brian LaBerge have agreed to audit the books for the 2020 financial year.

7. **General Discussion**

a. **Date for 2020 AGM** – Monday, March 29, 2020 subject to adjustments by executive committee.

b. **Volunteer Appreciation Event** – There was discussion about holding an event at this point in time (during COVID quarantine). Owing to restrictions from size of group, to location used, to supplying own food and chairs, any final decisions on a volunteer appreciation event has been tabled.

c. **Operational update given COVID easing** – H.E.L.P. and the Hinton Friendship Centre have been delivering food hampers to those most vulnerable during the quarantine. When restrictions are lifted, the Hinton Food Bank will operate with a maximum of 7 clients only in the building at a time. The client must repackage their own food which has been selected from a standardized order form each client places with us once. Every delivery cart and seating will be sanitized after every client use. The Team Lead will be provided with a face shield. Because of time constraints of operational hours and meeting the need to service every client under restrictive conditions, alternate ideas were suggested including: alternate weeks for Hill and Valley clients, increase the number of operational days, longer operational day, larger hamper and only receive once every two weeks. The Hinton Friendship will continue to deliver until society returns to normal.

8. **Appreciation of Volunteers**

This event will be tabled.

9. **Adjournment**

Brian LaBerge moved that the AGM be adjourned at 1:38 p.m. Approved.

Recording Secretary – Marni Wright