

ANNUAL GENERAL MEETING

March 12, 2019

TIME: 3:30 PM



*Caring
Sharing
Community*
**Oilfields
FOOD BANK**

Turner Valley & District

OILFIELDS FOOD BANK

AGM 2019

AGENDA

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Welcome and Call to Order	
Quorum	
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Election of Officers	
Appointments	
Appointment of 2019 Auditors	
Signing Authorities	
Adjournment	

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Annual General Meeting held March 24, 2018

Present

Glenn Chambers, Sharon Chambers, Della Dickie, Al Dickie, Rod Gussman, Sherrill Hanson, Randy Hanson, Garry Rowntree, Barb Larson, Karen Milne, Nadine Mumby, Karen Prescott, Gord Pontifex, Bev Veters, Carol Williams, Barb Savage

Welcome and Call to Order

The meeting was called to order at 3:30 p.m.

A welcome and call to order was given by the President who gave opening remarks about the handouts and an overview of their content.

Quorum

The Secretary advised we have 17 members in good standing so therefore, 6 members constitute a quorum. We had more than 6 members present at this meeting and therefore the quorum requirement was met.

Agenda Approval

The agenda was distributed in the handout.

Motion: To approve the agenda.

Nadine Mumby/Rod Gussman Carried

Minutes of last AGM

The minutes of the last Annual General Meeting of February 21, 2017 were included in the handout to the attendees at this meeting and were read by all.

Motion: That the minutes of the Annual General Meeting of February 21, 2017 be adopted as distributed.

Sharon Chambers/Nadine Mumby Carried

Year End Financial Report

The financial report for the Fiscal Year ending December 31, 2017 was included in the handout. The financial statements were audited by our members Randy Hanson and Karen Prescott, in accordance with the current By-laws.

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Motion: That the financial statements for 2017 be accepted for information purposes.

Karen Milne/ Nadine Mumby

Carried

Budget Approval

The budget for the fiscal year 2018 was included in the handout.

Motion: That the budget for the year 2018 be accepted as presented and also giving the Food Bank executive authority to follow through with the proposed expenditures as outlined in the budget.

Long term investments:

Motion: a GIC of \$30,000.00 for a term of 12 months at ____%

a GIC of \$30,000.00 for a term of 15 months at ____%

Karen Milne/Nadine Mumby

Carried

Appointment of Temporary Chair

The President made a request for a temporary Chair in order that the election of officers could commence. Nadine Mumby offered to do this.

Election of Officers

Nominations for President: Randy Hanson nominated Glenn Chambers.

Nominations were called three times.

Nadine Mumby declared nominations cease.

Glenn Chambers was elected President.

Glenn Chambers resumed the Chair.

Nominations for Vice-President: Nadine Mumby nominated Rod Gussman. Nominations were called three times.

Glenn Chambers declared nominations cease.

Rod Gussman was elected Vice-President.

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Nominations for Treasurer: Della Dickie nominated Carol Williams.

Nominations were called three times.

Glenn Chambers declared nominations cease.

Carol Williams was elected Treasurer.

Nominations for Secretary: Sharon Chambers nominated Sherrill Hanson.

Nominations were called three times.

Glenn Chambers declared nominations cease.

Sherrill Hanson was elected Secretary.

Nominations for Director: Nadine Mumby nominated Karen Milne.

Nominations were called three times.

Glenn Chambers declared nominations cease.

Karen Milne was elected Director.

Appointments:

Purchasing Officer: Bev Veters be appointed as the Purchasing Officer.

Ministerial Representative: Gordon Pontifex be appointed as the Ministerial Committee Representative. (Gordon will get a letter from the Highwood Ministerial Association appointing him in this capacity.)

Volunteer Roles

There are two positions not being filled at this time. They are:

Weekly coordinator: A new volunteer role which involves overseeing of the weekly activities of the Food Bank; and

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Statistician: This role is no longer necessary as the Link2Feed program provides this information.

Historian: Sherrill Hanson is assuming the role of Historian.

Appointment of Auditors

The President asked for 2 volunteers to audit the Food Bank 2018 financials. Randy Hanson and Sharon Chambers volunteered their services. No motion is required in this instance

Signing Authorities

Motion: That the President, Glenn Chambers; Treasurer, Carol Williams; and Director, Karen Milne, be signing officers for the Oilfields Food Bank accounts held at the Alberta Treasury Branch in Black Diamond.

Nadine Mumby/Al Dickie

Carried

Plans for 2018

The President asked is anyone would be interested in looking after the web page development for the Oilfields Food Bank. Nadine suggested that we ask the Town of Turner Valley if they know someone who might be interested in this position.

Adjournment

The President gave a special thank you to all the volunteers for their work in the past year. The President also thanked Nadine Mumby for her work as Director for the past years. All of the volunteers are very much appreciated for their hard efforts and countless hours.

The meeting was adjourned at 4:18 p.m.

President

Secretary

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Turner Valley and District Food Bank Balance Sheet

Consolidated - For the Year Ending December 2018

ASSETS	Current Year
BANK ACCOUNTS	
CHECKING ACCOUNTS	
ATB FINANCIAL	\$72,416.91
GIFT CARDS	
Gift Cards	265.00
INVESTMENTS	
GIC - ATB (Mar 28,2019)	30,000.00
GIC ATB (June 28, 2019)	30,000.00
Subtotal Investments	60,000.00
FIXED ASSETS	
EQUIPMENT	
Shelving	22,882.57
Freezers & Coolers	16,302.91
Office Equipment	1,102.06
Food Inventory	8,540.00
Subtotal Fixed Assets	48,827.54
Subtotal Assets	181,509.45
ACCOUNTS RECIEVABLE	
GST Recovery	70.40
TOTAL ASSETS	\$181,579.85
NET ASSETS	
UNRESTRICTED	
Unrestricted Net Assets	\$181,579.85
TOTAL EQUITY	181,579.85
TOTAL LIABILITIES AND EQUITY	\$181,579.85

Signed: _____ Date: _____

Signed: _____ Date: _____

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Turner Valley and District Food Bank Income and Expense Statement Consolidated - January 2018 - December 2018

INCOME	Current Period	Annual Budget
DONATION INCOME		
UNRESTRICTED		
Donations - (Receipted)	\$17,410.00	\$27,000.00
Donations - (Unreceipted)	24,616.99	12,000.00
Donations - Corp & Bus.	11,665.45	13,800.00
Membership - TVADFB	105.00	150.00
Subtotal Unrestricted	53,797.44	52,950.00
Subtotal Donation Income	53,797.44	52,950.00
INTEREST INCOME		
Banking Interest	29.15	0.00
Investment Interest	377.34	0.00
Subtotal Interest Income	406.49	0.00
MISCELLANEOUS INCOME		
Gift Card Income	1,105.00	1,000.00
TOTAL INCOME	55,308.93	53,950.00
EXPENSES		
ADMINISTRATIVE EXPENSE		
Bank Charges	\$6.60	\$150.00
Office Supplies	80.54	400.00
Telephone	536.53	500.00
Link to Feed	502.09	450.00
Postage	344.40	300.00
Printing	282.90	0.00
Volunteer Appreciation	1,363.12	2,200.00
Mileage Reimbursements	236.66	500.00
Insurance -Property	761.00	800.00
Insurance - Liability	500.00	600.00
Training	0.00	500.00
Rent	8,640.00	8,640.00
Renovations 2017	8,189.36	0.00

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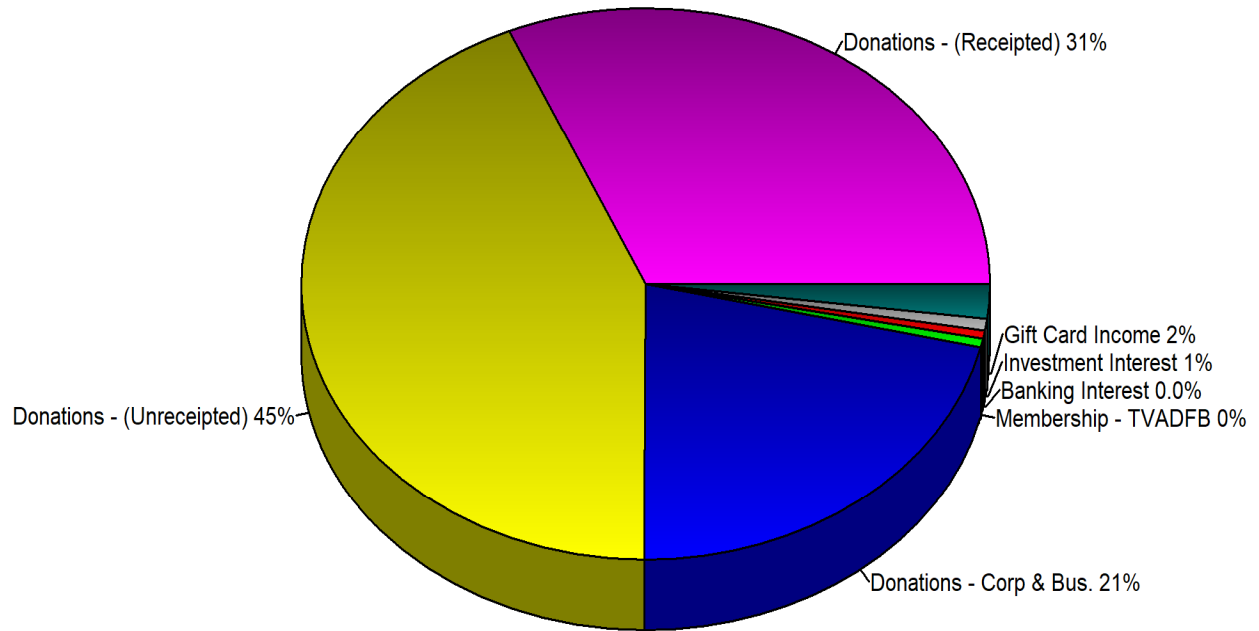
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Janitorial	360.00	500.00
Subtotal Administrative Expense	21,803.20	15,540.00
INTERNET		
Website	0.00	2,000.00
FOOD PURCHASES-REGULAR		
Food purchases	22,569.02	28,500.00
CHRISTMAS FOOD HAMPERS		
Food Purchases	4,592.30	5,500.00
CHRISTMAS TOYS		
Toy Purchases	2,000.00	2,500.00
MEMBERSHIPS		
Alberta Food Bank	50.00	200.00
OTHER EXPENSES		
CONVENTIONS & SEMINARS	1,094.22	0.00
TOTAL EXPENSES	52,108.74	54,240.00

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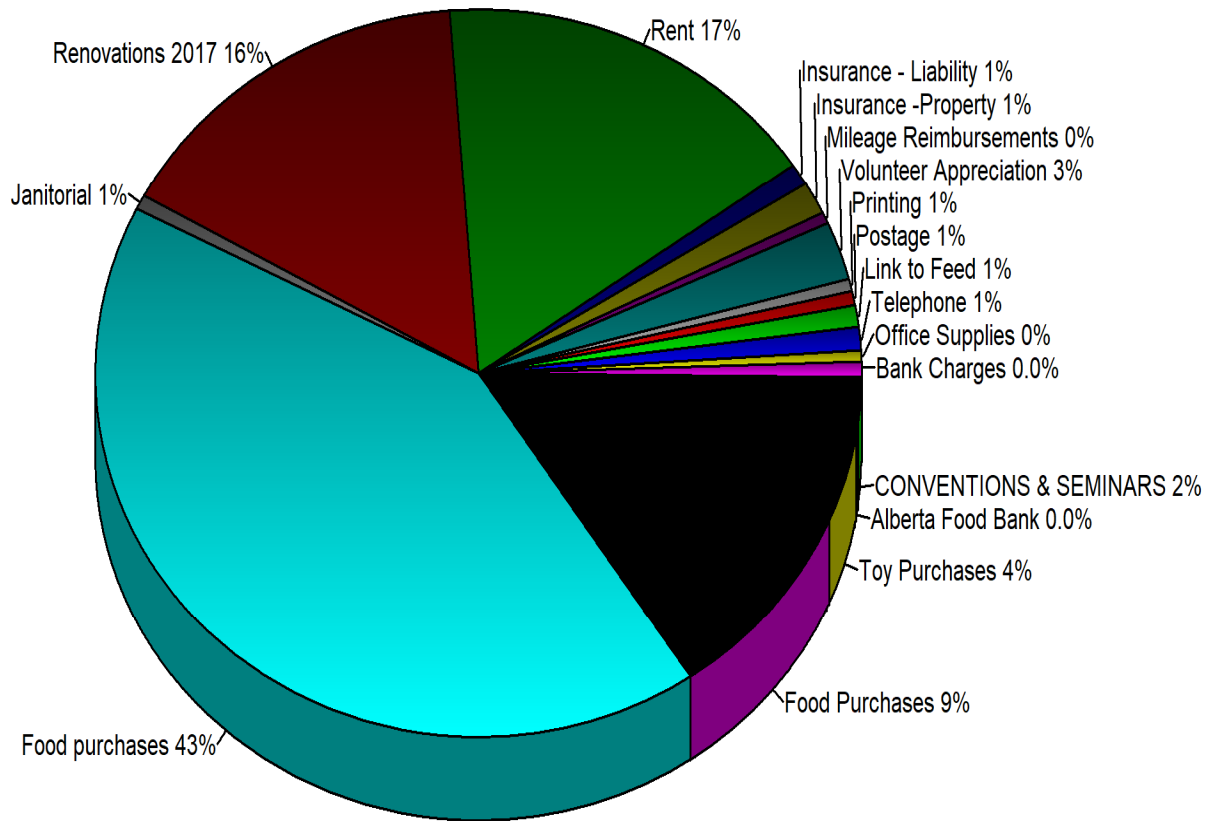
Source of Income 2018



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Expenses 2018



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Turner Valley and District Food Bank Association					
AGM Budget 2019					
	2019	2018	2018	% of 2019	% of 2018
	Budget	Actual	Budget	Budget	Budget
INCOME					
Donations – Receipted	\$18,000	\$17,410	\$27,000	32%	50%
Donations – Unreceipted	\$25,100	\$24,617	\$12,000	44%	22%
Donations - Corp & Bus.	\$12,000	\$11,665	\$13,800	21%	26%
Interest Income	\$150	\$407	\$0	0%	0%
Membership Fees	\$200	\$105	\$150	0%	0%
Donations From other charities		\$0	\$0	0%	0%
Gift cards	\$1,100	\$1,105	\$1,000	2%	2%
GST Recovery	\$0	\$0	\$0	0%	
TOTAL INCOME	\$56,550	\$55,309	\$53,950	100%	100%
ADMINISTRATION EXPENSES					
Administration	\$0	\$0	\$0		
Bank Charges	\$60	\$7	\$150		0%
Office Supplies	\$200	\$81	\$400		1%
Cell Phone	\$600	\$537	\$500		1%
Link2Feed intake Liscense	\$500	\$502	\$450		1%
Postage/Mailbox	\$400	\$344	\$300		1%
Printing	\$350	\$283	\$0		0%
Volunter Appreciation	\$1,800	\$1,363	\$2,200		4%
Transportation	\$300	\$237	\$500		1%
Property & liability Insurance	\$800	\$761	\$800		1%
Directors Liability Insurance	\$600	\$500	\$600		1%
Training/Conferences	\$1,500	\$1,094	\$500		1%
Building Rental	\$9,000	\$8,640	\$8,640		16%
Equipment Repair & Maintenace	\$1,850	\$0	\$0		0%
Distribution Room Modifications	\$0	8189	\$0		0%
Janitorial	\$400	\$360	\$500		1%
Web Page Development & Operating	\$2,000	\$0	\$2,000		4%
Computer Equipment - Hardware	\$0	\$0	\$0		0%
Association Memberships	\$50	\$50	\$200		0%
Sub Total	\$20,410	\$22,948	\$17,740	36%	33%
PROGRAM EXPENSES					
Christmas Toys	\$2,500	\$2,000	\$2,500		5%
Food Purchases - Regular	\$28,060	\$22,569	\$28,500		53%
Food Purchases - Christmas Hampers	\$5,580	\$4,592	\$5,500		10%
Sub Total	\$36,140	\$29,161	\$36,500	64%	67%
TOTAL EXPENSES	\$56,550	\$52,109	\$54,240	100%	
EXCESS INCOME\ EXPENSE	\$0	\$3,200	-\$290		
CAPITAL BUDGET					
Commercial Refrigerator	\$5,000				
Door Replacement	\$500				
TOTAL - CAPITAL	\$5,000	Funded from Reserve Capital			

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Honorary Members

- In Aug of 2002 Betty Foran and Bev Easton were made Honorary Members of the Turner Valley and District Food Bank.
- I would like to make a motion that the following individuals be made Honorary Members of The Turner Valley and District Food Bank.
- Jean Hardy
- Ida Wegelin
- Wendy Williams
- Sharon Herriman
- Elizabeth Campbell

I would also propose that the Executive Committee review this practice and develop criteria for future nominations as appropriate in the future.

We thank the nominees for their commitment and long-term service to the community and the Food Bank.

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Turner Valley and District Food Bank

Elected Officers & Appointed Members

Roles & Responsibility's

Elected Positions:

President:

- Is an ex-officio member of all committees?
- Presides at all meetings of the Executive, General, and AGM meetings.
- Provides long term and short-term direction to the Society.
- Set the agendas for all meetings of the Society
- Gives directives to members of the board.
- Is signing authority for the society.

Vice President:

- Presides at all meetings in the absence of the president.
- Provides directives in the absence of the President.
- Is a signing authority for the society?

Treasurer:

- Receives and deposits all funds for the society.
- Accounts for all funds and keeps the records of same.
- Presents detailed accounting of receipts and disbursements, to the board and membership.
- Prepares all financial reports to the board, members, and the AGM financial report.
- May fill both the secretary and treasurer's positions.
- Negotiates with the Financial Institutions as required.
- Is a signing authority for the society?

Secretary:

- Records accurate minutes of all board, general and AGM meetings.
- In charge of all correspondence of the society as directed by the President or board.
- Keeps records of all the members of the society.
- Sends notices of meetings as required or directed by the executive board.

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- Collects annual Membership dues and forwards them to the Treasurer.
Director:
- Provides support to the board as required.
- Voting member on the board.

Appointments:

Purchaser:

- Responsible for the timely purchase of all food Items required on a weekly basis.
- Receives requests for purchases from project organizers and arranges the timely delivery of good and services to the food bank.

Ministerial Coordinator:

- Develops annual intake schedule after consultation with the Ministerial Association.
- Communicates changes to the Ministerial association as directed by the board.
- Provides input to board decisions, and food bank operations.

Auditors:

- Review all financial documents of the society and provides a report of findings to the board and to the membership.
- Requires 2 members in good standing to audit the financial records and develop the report.

Weekly Coordinator:

This is a new volunteer position.

- Gives direction on weekly basis to the volunteer workers.
- Coordinates the food drives, and the volunteers to manage the food storage.
- Determines quantities, quality and distribution of all food hampers provided by the society.
- Provides updates to the board on weekly activities and issues.

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PRESIDENT'S REPORT TO THE OILFIELDS FOOD BANK

The Food Bank has just completed another successful year. The volunteers and membership have accomplished a lot over the past 12 months.

Here are some of the highlights:

Operations Review

- The Link 2 Feed program continues to provide value in collecting statistical data and information collection for the Hunger Count.
- We completed a year of weighting all of the incoming food to determine the value of our food bank inventory.
- This has enabled us to express our appreciation for the quantities of food that are being donated throughout the year.
- The food distribution room Air Conditioner Installation was completed to keep the work space cooler and reduce the run time of the freezers.
- Excess Food was sent to other food banks in return we received additional food to cover shortages.
- An inventory was completed before the Nov 6,7th food drives.
- An Intake workers roster has been developed to do the Link 2 feed input.

Statistical Review:

- 278 Regular & Emergency hampers were provided in 2018 a Increase of 13% vs 2017.
- 1763 Volunteer hours were incurred a 6% increase over 2017.
- 78 Christmas hampers provided to 144 adults and 98 children an increase over 2018.
- The toy program was provided by the Salvation Army in High River.

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- The financial picture for 2018 unchanged from 2017 despite the economic situation.
- The inventory prior to the Nov food drive was 3497 kg's of food valued at \$19,234.00
- The Food drives in Nov. resulted in 6270 kg's of food being donated valued at approx. \$34,485.00
- In 2018 we distributed approx. 12,775 kg's of food valued at approx. \$70,263.00 to our communities.

Plans for 2019:

- Evaluate how we can provide more fresh produce for the clients.
- Update the operations and maintenance manual.
- Write a procedures manual for intake, distribution and food ordering.
- Assess the nutritional value in our hampers to better serve clients.
- Web Page development and Facebook development.

In Conclusion:

The Oilfields Food Bank would not continue to operate without the commitment of our volunteers. I thank each one of you personally for that commitment. You have accomplished a lot and it shows in the responses from our clients who come to us under very difficult circumstances.

Our mission at The Oilfields Food Bank is to provide value added service to our community's. To succeed at this goal, we must continue to operate a strong and healthy organization.

Respectfully submitted

Glenn Chambers

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2018 Auditor Report

Randy Hanson
P.O. Box 246
33, 925 Imperial Drive Turner
Valley, AB TOL 2A0

March 4, 2019 Oilfields


Food Bank
P.O. Box 1318
Turner Valley, AB TOL 2A0
Attention: Executive Committee

Dear Sir:


RE: Audit of 2018 Financial Transactions
Oilfields Food Bank for Turner Valley and District

The audit of the income and expenses of the Oilfields Food Bank for the fiscal year ending December 31, 2018 did not identify any errors of material significance. Transactions were verified with supporting documentation. Receipts and disbursements were properly classified and account balances were correctly stated. Further details, worksheets, comments, etc. can be found in the report titled "Oilfields Food Bank— Annual Audit Program".

The audit was performed by the following two current members of the Oilfields Food Bank:



Randy Hanson



Sharon Chambers