

**Drayton Area Community Food Bank Society
Board Meeting Minutes**

January 12th, 2026, at Century 21 Rm C21

Present: Heather Bell – Vice President Philip Bell – Treasurer
 Deb Nixon – Secretary Dale Rendflesh – Director
 Charlie Swap – Director Chris Walsh – Director
 Colin Clarke – Director Bud Martin - Director
 Katie Harris – Via Google Meet

1.0 CALL TO ORDER

Meeting was called to order by Vice President Heather Bell at 9:02 a.m.

2.0 QUORUM

Quorum met, as 8 members are present.

3.0 CONSIDERATION OF AGENDA

Charlie Swap MOVED THAT we accept the agenda as amended. SECONDED BY Dale Rendflesh. CARRIED

4.0 READING AND ADOPTION OF MINUTES OF THE December 8th, 2025, MEETING.

Chris Walsh MOVED THAT we accept the minutes as presented. SECONDED BY Bud Martin. CARRIED

5.0 UPDATE ON STANDARDS OF EXCELLENCE – Katie Harris

They are now working on Section 3 & 6. Katie has sent out a revised schedule outlining the time lines for the revision and completion of each section. Everything seems to be on track to have everything completed by the deadline. Katie and Jocelyn had a question as to who the one point of contact could be, to streamline communication with the Board. Heather will be until we have a Program Coordinator in place.

6.0 TREASURER'S REPORT – December

Will attach full report.

Bud Martin MOVED THAT we accept the Treasurer's Report as presented. SECONDED BY Dale Rendflesh. CARRIED

Deb Nixon MOVED THAT we accept the Financials as presented. SECONDED BY Bud Martin. CARRIED

7.0 OLD BUSINESS

7.1 Exhaust Fan – Dale and Charlie

Gord Hamilton will contact Royal Flush and Sheeler Electric to get a new quote on the work to be done, as the old one has expired. Phil will need it for a FBA grant that is due on January 16th that may cover these expenses. The old quote was approximately \$3,800 plus electrical.

7.2 Update of County funding proposal Update on grant available through TC Energy. Can upgrade technology.

25% of our clients live in Brazeau County. It was suggested that maybe we look at presenting to the County with exactly what the Town of Drayton Valley has contributed to date. We will try and have a proposal put together and ready for presentation in late March.

7.3 Update on our FCSS grant

Phil has stated that we have received the full \$25,000 that we applied for to cover the cost of a Full Time Program Coordinator position.

7.4 Auto Callable Investment Option – Phil

Phil hasn't set up anything yet, as we have a GIC coming due shortly. Will try and look at setting something up this month if possible.

7.5 Staff Recruitment – Job Postings – Phil

The Board reviewed the list of candidates and shortlisted them to 6. Heather will contact those on the list and try and set up a day of interviews with them. Heather, Colin and Bud have volunteered to do the interviewing.

7.6 FBA Infrastructure and Equipment/Emergency or Unplanned Expenses – Jan 16, 2026

Phil has the grant application ready to go, just waiting on a revised quote from Royal Flush for the exhaust fan installation.

7.7 2026 Operating and Capital Budget – Phil

Phil gave the Board an overview of what the 2026 Budget should look like, using the actuals from the previous year. Phil will add \$4,000 for an electrical upgrade if necessary. He also expressed his concern over a 25% increase in our Waste Management costs. Colin will contact them to see if anything can be done to reduce the fees.

**Dale Rendflesh MOVED THAT we accept the 2026 Budget as presented.
SECONDED BY Charlie Swap. CARRIED**

8.0 NEW BUSINESS

8.1 New Volunteers/Cenovus – Dale

Dale has contacted all the volunteers that have applied. Cenovus will be 3-5 volunteers come every 3rd Wednesday, beginning January 20th. Co-operators will be sending volunteers every second Wednesday. Monica Sherrifs will be coming in on Thursday's, as her schedule allows. There is also a gentleman by the name of Colin Zhuravel will be available to help on Thursday's until he finds permanent employment and will then volunteer as his schedule allows. A lady by the name of Brett Carey will come in for training on January 22nd and will volunteer when she is available to do so. All new volunteers will need a criminal record check and signatures on some policies before starting. Phil will get them together.

8.2 Goals & Objectives for 2026

- 1) Get a Program Coordinator hired
- 2) Get accredited with The Standard of Excellence
- 3) Get a volunteer manual in place
- 4) Put together a volunteer list of available people who have completed all the necessary training and document signing to fill in when and where needed. ie: sick days, holidays, receiving food drives, FBA orders etc.
- 5) Look at setting up an evening option to better service our clients

8.3 In/Out weight reporting

Phil has posted a new weight reporting on the board. All products going to other organizations must be weighed before going out, as it is all weighed coming in. This will give a more accurate picture for reporting.

8.4 Food Banks Alberta warehouse meeting update

Will from Food Banks Alberta came out and did a presentation on the Foodcopia program that he currently uses in his warehouse to keep track of all the inventory. The Board feels that it isn't necessary at this time, as our inventory numbers are much smaller and we have a good handle on things as they are now. Can maybe look at this in the future.

8.5 Maintenance updates

Bud has just completed the servicing of all the fridges and freezers. All the security cameras have been installed, both inside and out but may some minor adjustments. New peep holes for the man doors are coming from B.D. Lock & Key.

8.6 General Foodbank Bank Health discussions (issues, feedback, etc), if time allows

Nothing new to address at this time.

8.7 Drayton Valley Community Foundation – Tara Middlemiss

Tara has inquired as to whether or not we would be interested in renting office space at Rotary House, where they are going to be moving, as they have outgrown their existing

office. After discussion, the Board felt that we will remain with the current office we have at the Food Bank for a better hands on approach to things.

NEXT MEETING

Next Meeting will be Monday, February 9th, 2026 @9:00 a.m. **at Century 21 office.**

ADJOURNMENT

**Charlie Swap MOVED THAT the meeting be adjourned at 11:04 a.m.
SECONDED BY Deb Nixon. CARRIED**

Recorded by: Deb Nixon

Chaired by: _____
Heather Bell

Date: January 12th, 2026