

The Ottawa Food Bank

MINUTES OF THE ANNUAL GENERAL MEETING

JANUARY 30, 2023

6:01PM-7:15PM

ZOOM MEETING

TYPE OF MEETING	ANNUAL GENERAL MEETING		
NOTE TAKER	ALEXANDRA SIOULAS		
ATTENDEES	BOARD MEMBERS:		
	Michaela Tokarski		Matthew Blostein
	Trevor White		Kat Hamilton
	Timothy Cullen		Lisa Fabian
	Sylvie Manser		Erin O'Manique
	Marian McMahon		Marilyn Matheson
	FIRST NAME:	LAST NAME:	AGENCY:
	Sylvie	Manser	Banff Community House
	Gwendy	Herring	Banff Community House
	Diana	Belghali	Britannia Woods Community House
	Linda	Truglia	Bruce House
	Patrick	Morley	Bruce House
	Lorraine	Kelly	Bruce House
	Marilyn	Matheson	Caldwell Family Centre
	Lisa	Fabian	Care Centre Ottawa
	Allison	Dingle	Centretown Emergency Food Cupboard
	Paul	Skinner	Cornerstone Housing for Women
	Mai	Lee	Dalhousie Food Cupboard
	Lorraine	Salvo	Dalhousie Food Cupboard
	Erin	O'Manique	Gloucester Emergency Food Cupboard
	Louisa	Simms	Heron Emergency Food Centre
	Amy	Lauber	Jericho Roads
	Melissa	Thibault- Canas	Lowertown Community Resource Centre
	Mercedez	Meier	Life Centre Food Bank
	Nicole	Perras	Orleans-Cumberland Food Bank
	Malik	Ayass	The Door Youth Centre
	Sandra	Bruff	Pavilion Food Bank
Sebastian	Gaissert	Rideau Rockcliffe CRC	
Ahmet	Kapici	Rideau Rockcliffe CRC	
Sebastian	Gaissert	Rideau Rockcliffe CRC	
Crystal	Gallant	Salvation Army – Bethany Hope Centre	
Linda	Schwartz Prizant	Kosher Food Bank	

	Suzanne	Keple	Elizabeth Wyn Wood
	Ric	Watson	The Ottawa Mission
	Diana	Javier	Salvation Army – Booth Centre
	Marlene	Tosh	Community Compassion Centre
	Abraham	Tabo	SEUO
	Kalki	Nagaratnam	Ottawa U
	Inna	Riabko	Boys and Girls Club
	Jeremy	Leblanc	FAMSAC Food Cupboard
	Ibiaye	Laurence	BGC Ottawa
	Patricia	Lau	Rideau Rockcliffe CRC
	Sui-Ling	Leung	Gloucester Emergency Food Cupboard
	OTTAWA FOOD BANK STAFF MEMBERS:		
	Rachael Wilson Lauren Whalen Rebekah Craig Cindy Warren Jason Gray Anne Millar Michelle Lemieux Kenzie Morin Francine Rukundo		Grey Bertrand Sylvie Lavoie Natalie Spooner-Bourgogne Amy Cailloux Martin Hajek Diana Kovalevskaya Shannon Szkurhan Madison Watson Tricia Johnson
	DONORS/ VOLUNTEERS/OTHER:		
	Maryse Clout		Sarah Falkowsky – representing Marty Carr City of Ottawa Councilor
	Carroll McRae		Odette Waitunza
	Katherine Lairson		Krikor Aghajanian
	Pam Maser		Clementine Van Veen
SPECIAL GUESTS	Annik Blanchard, <i>Auditor, BDO Canada LLP</i> Melana Roberts, <i>Chair of Food Secure Canada</i> Sarah Mullen, <i>City of Ottawa</i>		

DOCUMENTS DISTRIBUTED

1. Ottawa Food Bank Annual General Meeting Agenda 2023	2. Ottawa Food Bank Annual General Meeting 2022 Minutes
3. Ottawa Food Bank Financial Statements: September 2022 (French and English)	4. Year in Review 2021-2022

MEETING AGENDA ITEMS

1. Welcome- Rachael Wilson, Chief Executive Officer
2. Approval of Minutes of 2022 Annual General Meeting and Agenda for 2023 Annual General Meeting- Michaela Tokarski, Chair of the Board
3. Keynote Speaker- Melana Roberts, Chair of Food Secure Canada
4. Introduction & Report from the Board- Michaela Tokarski, Chair of the Board
5. Report from Chief Executive Officer – Rachael Wilson, Chief Executive Officer
6. Questions from the floor- Rachael Wilson, Chief Executive Officer
7. Presentation and Acceptance of Audited Financial Statements September 30 2022 – Annik Blanchard, BDO Canada LLP, Michaela Tokarski, Chair of the Board
8. Approval of Auditor 2021-2022, BDO – Michaela Tokarski, Chair of the Board

- 9. Report from Governance & Nominating Committee and Ratification of Board Members – Timothy Cullen, Chair of Governance & Nominating Committee
- 10. Adjournment- Michaela Tokarski, Chair of the Board

1. WELCOME	RACHAEL WILSON
<ul style="list-style-type: none"> ○ Conducted a land acknowledgement of the Algonquin Anishinaabe People. ○ Rachael Wilson opened the Annual General Meeting 2023 with a few housekeeping items: <ul style="list-style-type: none"> ○ Only Member Agency representatives can vote with regards to motions. ○ All attendees to update name on screen as Agency Name and Full Name of representatives. ○ All attendees to remain on mute and use the chat function for voting and questions. 	

2. APPROVAL OF ANNUAL GENERAL MEETING AGENDA 2023 APPROVAL OF ANNUAL GENERAL MEETING MINTUES 2022	MICHAELA TOKARSKI
<p>MOTION: Sylvie Manser, <i>Banff Avenue Community House</i>, put forward the motion to approve the Ottawa Food Bank Annual General Meeting Agenda 2023. Diana Javier, <i>Salvation Army Booth Centre</i>, seconded the motion. All in favour. Motion carried.</p> <p>MOTION: Erin O'Manique, <i>Gloucester Emergency Food Cupboard</i>, put forward the motion to approve the Ottawa Food Bank Annual General Meeting Minutes 2022. Malik Ayass, <i>The Door Youth Centre</i>, seconded the motion. All in favour. Motion carried.</p>	

3. KEYNOTE SPEAKER	MELANA ROBERTS
<ul style="list-style-type: none"> ○ Melana Roberts opened the presentation with a land acknowledgement which constitute the City of Mississauga as being part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy, the Huron-Wendat and Wyandot Nations. ○ Melana Roberts gave a presentation to the attendees on the following matters: <ul style="list-style-type: none"> ○ Food insecurity in Canada, and the current stress on the population on a national level. ○ Food as a basic right, necessity of life, and the connection between food and health inequities. ○ Food banks have been part of the immediate response but are not part of the long-term solution. Food banks do add a critical role and necessity with the day to day. ○ The increased use of food banks is due to low wages, increased cost of living, increased cost of housing, childcare, and transit. ○ Food banks can be a part of long-term responses to inform broader policy interventions. ○ Food banks have the knowledge of the need and the people that are food insecure. ○ Food sovereignty for the black and indigenous communities. ○ Think about solutions that include pharmacare, housing, building community wealth, etc. 	

4. INTRODUCTION & REPORT FROM THE BOARD	MICHAELA TOKARSKI
<ul style="list-style-type: none"> ○ Michaela Tokarski provided a brief background on her time with the Ottawa Food Bank through her volunteer work. ○ Michaela Tokarski thanked Rachael Wilson, the OFB Staff, the Member Agencies, donors, the City of Ottawa, volunteers, and Sarah Tremblay as past chair, for all their hard work over the past. ○ The Ottawa Food Bank Board of Directors have created an Investment Advisory subcommittee, a Board of Directors Code of Conduct, formed a Board recruitment process, guided the Strategic Plan, and supported the move to 2001 Bantree. ○ Michaela Tokarski thanked the entire Board of Directors for all their hard work and dedication over the year with special thanks to Marian McMahon, Trevor Whike, and Timothy Cullen. 	

5. REPORT FROM CHIEF EXECUTIVE OFFICER	RACHAEL WILSON
<ul style="list-style-type: none"> ○ 10.2 million pounds of food including 4.2 million pounds of Fresh was distributed in 2021-2022 ○ The Ottawa Food Bank made significant investments in the food bank network: <ul style="list-style-type: none"> ○ Community Projects \$152,907 ○ Emergency Relief Funding \$127,600 	

- Global Marketplace Funding \$78,920
- Welcomed four new programs/agencies to the network:
 - FAMSAC Food Cupboard – Community Food Bank
 - Algonquin College- Food Cupboard
 - BGC – Ron Kolbus - Meal Program
 - Winthrop Court Community House- After 4 Club
- The time given by volunteers to the Ottawa Food Bank has an incredible value of \$325,240. This doesn't include the thousands of hours at each of Member Agencies as well.
- Total network visits in calendar year 2022: 425,688
- Revised the Strategic Plan 2022-2025
- This fiscal, the Ottawa Food Bank's food purchasing budget for the network is \$5.8 million dollars.
- Through the co-design work: increase healthy & nutritious food distribution, ensure consistency & standards of services, wrap-around supports & referrals, and addressing food insecurity through advocacy
- The new building at 2001 Bantree Street will be almost 50,000 sq ft
 - 3x the cold storage, a clean room to create appropriate pack sizes that are not only safe but also dignified, and a bulk buying hub to leverage buying power for the entire network.

6. QUESTIONS FROM THE FLOOR

RACHAEL WILSON

- No questions from the floor.

7. PRESENTATION OF AUDITED FINANCIAL STATEMENTS 2021

ANNIK BLANCHARD, BDO
MICHAELA TOKARSKI

- Annik Blanchard reviewed the Audited Financial Statements September 2022:
 - **Net Assets** \$25,145,761
 - **Capital Fund** \$5,614,500
 - **Innovation Fund** \$774,000
 - **Operating Fund** \$10,047,492
 - **Unrestricted** \$4,900,879
 - **Revenue** \$27,211,040
 - **Expenses** \$24,110,827

MOTION: Patrick Morley, *Bruce House*, put forward the motion to accept the Audited Financial Statements September 2022. Diana Javier, *Salvation Army Booth Centre*, seconded the motion. All in favour. Motion carried.

8. APPROVAL OF AUDITOR 2022-2023, BDO CANADA LLP

MICHAELA TOKARSKI

MOTION: Sylvie Manser, *Banff Avenue Community House*, put forward the motion to approve BDO Canada LLP as the Auditor for the Ottawa Food Bank for 2022-2023. Lisa Fabian, *Care Centre Ottawa*, seconded the motion. All in favour. Motion carried.

9. REPORT OF NOMINATING COMMITTEE AND RATIFICATION OF BOARD MEMBERS

TIMOTHY CULLEN

OUTGOING MEMBERS: Destine Lord

STANDING FOR REELECTION FOR A TWO-YEAR TERM: Michaela Tokarski, Erin O'Manique, Sylvie Manser

MOTION: Gwendy Herring, *Banff Avenue Community House*, put forward the motion to approve the reelection of a two-year term for the following Board of Directors: Michaela Tokarski, Erin O'Manique, Sylvie Manser. Paul Skinner, *Cornerstone Housing for Women*, seconded the motion. All in favour. Motion carried.

ELECTION OF NEW MEMBERS FOR A TWO-YEAR TERM: Matthew Blostein and Kat Hamilton

MOTION: Patrick Morley, *Bruce House*, put forward the motion to elect Matthew Blostein and Kat Hamilton to a two-year term as new Ottawa Food Bank Board of Directors. Erin O'Manique, *Gloucester Emergency Food Cupboard*, seconded the motion. All in favour. Motion carried.

10. ADJOURNMENT

MICHAELA TOKARSKI

MOTION: Jeremy LeBlanc, *FAMSAC Food Cupboard*, put forward the motion to adjourn the Ottawa Food Bank Annual General Meeting 2023. Nicole Perras, *Orleans-Cumberland Community Resource Centre*, seconded the motion. All in favour. Motion carried.