

# ANNUAL GENERAL MEETING 2021

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**AIRDRIE  
FOOD  
BANK**

**Thursday, October 21, 2021  
Virtual AGM**



## Jan.- June 2021 2021 Annual General Meeting

### AGENDA

**Date:** October 21, 2021 7:30 PM

**Location:** Zoom

(Call meeting to order)

- |   |                |
|---|----------------|
| 1. Welcome by Board President & introduce guests          | Tracy Seaman   |
| 2. Quorum (Board Secretary)                               | Lori Reist     |
| 3. Approval of the Agenda                                 | Tracy Seaman   |
| 4. Minutes from 2020 AGM (May 13, 2021)                   | Lori Reist     |
| 5. Independent Financial Report                           | Clay Blakely   |
| 6. Accept the Jan. – June 2021 Financial Report           | Rob Agnew      |
| 7. Appointing 2021/2022 3 <sup>rd</sup> Party Accountant  | Rob Agnew      |
| 8. Presentation: Year in Review                           | Lori McRitchie |
| 9. Message From President                                 | Tracy Seaman   |
| 10. Thank You to Board Members                            | Tracy Seaman   |
| 11. Slate of Board Nominees 2021/2022 (Nominations Chair) | Phil Hoffmann  |
| 12. Open Floor Question Period                            | Tracy Seaman   |
| 13. Set Date for 2021/2022 AGM as September 29, 2022      | Tracy Seaman   |
| 14. Adjournment   | Tracy Seaman   |



## 2021 Annual General Meeting

### Meeting Minutes

**Date:** Thursday May 13, 2021, 7:00 PM

**Location:** Virtual (Zoom)

Call to Order by Tracy Seaman at 7:00 pm.

1. Welcome by Board President & Introductions

Tracy Seaman welcomed everyone to the 2021 AGM. Special guest introduced was Clay Blakely.

2. Quorum (Board Secretary)

Lori Reist, Board Secretary confirmed there was quorum.

3. Approval of the Agenda

The Agenda was presented to the membership in advance.

- Motion 1-AGM-21: Approval of the 2021 AGM Agenda as presented
- Moved by: Sylvan Roussel
- Seconded by: Phil Hoffmann
- Motion Carried

4. Minutes from 2020 AGM (September 10, 2020)

The minutes were made available to attendees and reviewed by Ms. Reist.

- Motion 2-AGM-21: Approval of the 2020 AGM Minutes
- Moved by: Paul Brophy
- Seconded by: Phil Hoffmann
- Motion Carried

5. Independent Financial Report

Paul Brophy introduced third party accountant, Clay Blakely.

Mr. Blakely presented the annual financial statements and drew attention to the following:

- Advised that the Food Bank was very well supported during the pandemic and as such you will see that cash balances increased at a very high rate



- Explained that contributions receivable also has a large balance and that is primarily due to a large contribution from Amazon as well as the delayed processing of Canada Helps donations
- Payables are a bit higher due to timing of payroll accruals vs year end vacation accruals but nothing alarming
- Liquidity of the Food Bank it is very strong, which it has always been, but perhaps now more so extremely strong
- Excess this year – overall revenues were up nearly \$800,000
- Clarified during follow up questions that our strong cash balance poses no threat to our not-for-profit status and that going forward consideration for the case of internally restricted funds would not be unusual

#### Notes

- Note 2 – we are still in a pandemic and although we had a very strong year nobody knows what the future holds
- Note 8 – Deferred contributions – these are funds we have received that have a special purpose and as such they get recognized as they get spent
- Note 9 – Contributed material and services – significant numbers for food value and volunteer hours

#### 6. Accept the 2020 Financial Report

- Motion 3-AGM-21: Accept the 2020 Financial Audit as presented
- Moved by: Phil Hoffmann
- Seconded By: Rob Agnew
- Motion Carried

#### 7. Appointing 2021 3<sup>rd</sup> Party Accountant

- Motion 4-AGM-21: Appoint 2021 3<sup>rd</sup> Party Accountant as Blakely Chartered Accountant
- Moved by: Cam Acheson
- Seconded By: Tracy Seaman
- Motion Carried

#### 8. Presentation: Year in Review

- Ms. McRitchie began by acknowledging the community, the Board, our partner organizations, and AFB staff for their adaptability during a year of challenges
- Ms. McRitchie reviewed our 2020 numbers:
  - 3205 hampers
  - 32,749 people fed
  - Our school support programs exist in 28 schools in our area



- 44% of those we serve are children
- 247,798lbs of food received from community donations – at market food that people purchase at the store, food drives, etc. The money spent also goes into the economy
- 472,036lbs of food from retail food recovery – after market
- Ms. McRitchie advised that our Community Kitchen program has moved to virtual delivery
- Ms. McRitchie celebrated the more than 300 volunteers we had during the year, whose hours translated to that of 7.5 full time staff
- Ms. McRitchie reviewed our relationships with 15 other food banks and our 30 partner agencies
- Ms. McRitchie advised that although Covid-19 did shift the way that we approach service delivery things are moving very fluidly. In addition, the requirements to access the Food Bank have been eased along with the frequency at which people may access it

#### 9. Message from President

Ms. Seaman:

Due to the Food Bank staff's unwavering commitment and hard work, ability to reimagine service delivery, and adaptability to a continuously changing landscape, the Food Bank continued to fully operate and serve the needs of our community.

On behalf of the Airdrie Food Bank, thank you to our community, Lori and the staff and our volunteers – your contributions and continued support are a true testimony to the resilience of the organization.

#### 10. Thank you to Board Members

Ms. Seaman thanked the staff and volunteers again for their continued contributions as well as the members of the Board for their unique contributions to the AFB.

#### 11. Introductions of Special Resolutions

Nick Sawkiw presented two Special Resolutions

- Motion 5-AGM-21: "that the current Airdrie Food Bank Bylaws are repealed and replaced by the amended bylaws."
- Moved by: Paul Brophy
- Seconded By: Rob Agnew
- Motion Carried



- Motion 6-AGM-21: “that the following clauses within Section 5 of the Airdrie Food Bank Bylaws be suspended and unenforced for the 2021 Election of Directors for one (1) term:
  - i. b) Officers and Directors are to be nominated and elected by members for a term of two (2) years.
  - ii. Maximum term for all Officers and Directors shall be three (3) terms or a total of six (6) years, with re-election required at the end of two (2) years.”
- Moved by: Tony Mauro
- Seconded By: Cam Acheson
- Motion Carried

#### 12. Slate of Board Nominees 2021 (Governance Chair)

Mr. Mauro presented the slate of Board nominees for 2021.

- Motion 7-AGM-21: To accept the 2021 Slate of Nominees as presented
- Moved by: Cam Acheson
- Seconded By: Phil Hoffmann
- Motion Carried

#### 13. Thank You to Outgoing Board Member

Ms. McRitchie thanked Paul Brophy for his 6 years’ of service. She reviewed a number of his contributions over the years, his dedication and investment of time, and his growth alongside the growth of the organization.

#### 14. Open Floor Question Period

Ms. Seaman opened the floor to questions. No questions were received.

#### 15. Set Date for 2021 AGM

- Motion 8-AGM-21: To set the date for the AGM as September 30, 2021
- Moved by: Terry Norman
- Seconded By: Cam Acheson
- Motion Carried

#### 16. Adjournment

- Motion 9-AGM-21: To adjourn AGM
  - Moved by: Phil Hoffmann
- Adjourned at 8:18 p.m.

Airdrie Food Bank  
Financial Statements  
June 30, 2021

*(Unaudited)*

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**INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

**To the Directors of Airdrie Food Bank**

I have reviewed the accompanying financial statements of Airdrie Food Bank that comprise the statement of financial position as at June 30, 2021 , and the statements of excess (shortfall) of revenues over expenses, net assets and cash flows for the six month period then ended, and a summary of significant accounting policies and other explanatory information.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for non-for profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Practitioner's Responsibility**

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

**Conclusion**

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not prepared, in all material aspects, in accordance with the financial reporting provisions of Canadian accounting standards for non-profit organizations.

**Other matter**

The Organization changed their fiscal year end date from December 31 to June 30. Refer to Note 1 for further details.



Blakley\* Chartered Professional Accountant  
Professional Corporation

Airdrie, AB  
October 7, 2021


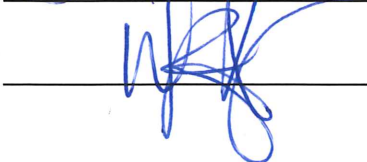
**Airdrie Food Bank**  
**Statement of Financial Position**  
**As at June 30, 2021**

(Unaudited)

	Note	Jun 2021 \$	Dec 2020 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalent	4	291,893	1,080,359
Restricted cash	5	934,365	54,041
Contributions receivable	6	5,000	35,579
Goods and service tax receivable		4,838	2,873
Prepaid expenses	7	10,549	16,225
<b>Total Current assets</b>		<b>1,246,645</b>	<b>1,189,077</b>
Property, plant and equipment	8	1,060,920	1,091,187
<b>Total Assets</b>		<b>2,307,565</b>	<b>2,280,264</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
<b>Current liabilities</b>			
Accounts payable and accrued liabilities		46,716	59,169
<b>Long-term liabilities</b>			
Deferred contributions	9	935,877	968,766
<b>Total Liabilities</b>		<b>982,593</b>	<b>1,027,935</b>
<b>Net Assets</b>			
Net assets	11	1,324,972	1,252,329
<b>Total Liabilities and Net Assets</b>		<b>2,307,565</b>	<b>2,280,264</b>

**Commitments (Note 13)**

Approved on behalf of the board

**Airdrie Food Bank**  
**Statement of Excess of Revenues over Expenses**  
**For the six month period ended June 30, 2021**

(Unaudited)

	Note	Jan - Jun 2021	Jan - Dec 2020
		\$	\$
<b>Revenue</b>			
Donations and grants		503,177	1,468,125
Special events		169	26,796
AGLC revenue		29,394	14,963
Interest		2,661	6,931
COVID-19 assistance		-	11,468
<b>Total revenue</b>		<b>535,401</b>	<b>1,528,283</b>
<b>Operating expenses</b>			
Salaries and wages		309,605	568,275
Food purchases		53,859	100,845
Repairs and maintenance		25,596	30,652
Utilities		18,359	30,097
Service providers		7,649	22,097
Supplies		13,439	18,572
Vehicle expenses		8,921	16,430
Volunteer appreciation		5,066	11,409
Fundraising		-	13,041
Professional fees		7,248	9,587
Insurance		4,228	7,381
Advertising and promotion		536	5,921
Office expenses		5,339	5,746
Travel expenses		47	1,031
Business taxes, licenses, and memberships		718	833
Interest and bank charges		254	752
Rental		-	513
<b>Total expenses</b>		<b>460,864</b>	<b>843,182</b>
<b>Operational excess of revenues over expenses</b>		<b>74,537</b>	<b>685,101</b>
Amortization of deferred contributions for property and equipment	9	32,263	69,446
Amortization of property and equipment		(34,157)	(77,329)
<b>Net excess of revenue over expenses</b>		<b>72,643</b>	<b>677,218</b>

**Airdrie Food Bank**  
**Statement of Net Assets**  
**For the six month period ended June 30, 2021**

*(Unaudited)*

	Jan - Jun 2021	Jan - Dec 2020
	\$	\$
Net assets - beginning of year	1,252,329	575,111
Net excess of revenue over expenses	72,643	677,218
<b>Net assets - ending of year</b>	<b>1,324,972</b>	<b>1,252,329</b>

**Airdrie Food Bank**  
**Statement of Cash Flows**  
**For the six month period ended June 30, 2021**

(Unaudited)

	Jan - Jun 2021	Jan - Dec 2020
	\$	\$
<b>Cash (used for) provided by operating activities</b>		
Net excess of revenue over expenses	72,643	677,218
Amortization expense	34,157	77,329
	106,800	754,547
<b>Changes in non-cash working capital</b>		
(Increase) decrease in restricted cash	(880,324)	(36,042)
(Increase) decrease in contribution receivable	30,576	(28,435)
(Increase) decrease in goods and service tax receivable	(1,965)	2,077
(Increase) decrease in prepaid expenses	5,676	(8,067)
Increase (decrease) in accounts payable	(12,453)	21,686
Increase (decrease) in deferred contributions	(32,889)	45,960
	(891,379)	(2,821)
<b>Cashflow from operating activities</b>	(784,579)	751,726
<b>Cash used for investing activities</b>		
Purchase of property and equipment	(3,887)	-
<b>Net decrease in cash and cash equivalents</b>	(788,466)	751,726
Cash and cash equivalents, beginning of year	1,080,359	328,633
<b>Cash and cash equivalents, end of year</b>	291,893	1,080,359
<b>Cash and cash equivalents</b>		
Cash	229,250	1,040,690
Cash equivalents	62,643	39,669
<b>Total Cash and cash equivalents</b>	291,893	1,080,359

# **Airdrie Food Bank**

## **Notes to the Financial statements**

### **For the six month period ended June 30, 2021**

*(Unaudited)*

#### **1. Nature of operations**

Airdrie Food Bank (the "Organization") is a non-profit charitable organization incorporated under the Societies Act of Alberta. The purpose of the Organization is to collect and distribute food to those in need and educate the community on hunger-related issues.

The Organization has changed their fiscal period end date from December 31 to June 30 as it would be beneficial to complete the year end process at a time of year that is not as busy from an operational perspective. As such these financial statements cover the period of January 1, 2021 to June 30, 2021.

#### **2. COVID-19 pandemic risk**

##### **a. COVID-19**

The spread of the COVID-19 pandemic has caused significant volatility in the economy. During and subsequent to the fiscal year there has not been a significant financial impact to the Organization. Given the ongoing dynamic nature of the circumstances surrounding COVID-19, the impact of this pandemic on the Organization remains uncertain.

#### **3. Significant accounting policies**

These financial statements have been prepared in accordance with Part III of the Chartered Professional Accountants of Canada ("CPA Canada") Handbook - Accounting, which sets out Canadian Accounting Standards for Not-For-Profit Organizations ("CASNFPO"). The following are the accounting policies that management believe are significant to the Organization.

##### **a. Cash and cash equivalents**

Cash is made up of balances held with financial institutions as well as balances of cash that are part of gift cards at major retail grocery stores. Cash equivalents can be readily converted to a known amount of cash and are subject to an insignificant risk of changes in value. They are recorded at their known value.

##### **b. Property and equipment**

Purchased property and equipment is recorded at cost less accumulated amortization. Contributed property and equipment is recorded at fair value at the date of contribution less accumulated amortization. All leases are reviewed to determine if they are operating or capital in nature. Property and equipment is amortized over their estimated useful lives at the following rates and methods:

**Airdrie Food Bank**  
**Notes to the Financial statements**  
**For the six month period ended June 30, 2021**

*(Unaudited)*

<b>Assets</b>	<b>Methods</b>	<b>Rate</b>
Buildings	declining balance method	4%
Furniture and fixtures	declining balance method	20%
Equipment	declining balance method	30%
Computer equipment	declining balance method	55%
Leasehold improvements	straight line method	21 years

One-half the normal rate is taken in the year of acquisition.

**c. Contributions receivable**

Contributions receivable are recognized when the receivable amount can be reasonably estimated and collection is reasonably assured.

**d. Revenue recognition**

The Organization follows the deferral method of accounting for contributions.

Contributions that are restricted by the donor, are recognized as revenue in the year in which the related expense is incurred.

Restricted contributions received for the purchase of capital assets are initially deferred and recognized as revenue over the useful life of the asset.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**e. Contributed food, materials and services**

The Organization records the value of donated food, materials and services when the fair value can be reasonably estimated and when they are used in the normal course of the Organization's operations and would otherwise have been purchased.

**f. Inventory**

As part of the distribution of hampers, the Organization must purchase certain perishable items. The Organization purchases these on an as needed basis and therefore does not maintain an inventory balance.

**g. Financial instruments**

The Organization initially measures its financial assets and financial liabilities at fair value. The Organization subsequently measures all its financial assets and liabilities at cost or amortized cost. Changes in the fair value of these financial



**Airdrie Food Bank**  
**Notes to the Financial statements**  
**For the six month period ended June 30, 2021**

*(Unaudited)*

instruments are recognized in income in the period incurred.

Financial assets measured at amortized cost on a straight-line basis include cash and cash equivalents, restricted cash, accounts receivable, goods and services tax receivable and prepaid expenses.

Financial liabilities measured at amortized cost on a straight-line basis include the accounts payable and accrued liabilities and deferred contributions.

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in income in the period incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in income over the life of the instrument using the straight-line method.

For financial assets measured at cost or amortized cost, the Organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the Organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

**h. Use of estimates**

The preparation of the financial statements in accordance with CASNFPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and revenue and expenses during the reporting period. Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of property and equipment.

These estimates and assumptions are reviewed periodically as adjustments become necessary, they are reported in the statement of excess of revenues over expenses in the periods in which they become known.

**i. Income taxes**

The Organization is a charitable organization under the Income Tax Act (the "Act"). As such, they are exempt from filing an income tax return and are able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Organization must meet the certain requirements within the Act. In the opinion of management, these requirements have been met.

**Airdrie Food Bank**  
**Notes to the Financial statements**  
**For the six month period ended June 30, 2021**

(Unaudited)

**4. Cash and cash equivalents**

Cash and cash equivalents comprise the following amounts.

	2021	2020
	\$	\$
<b>Cash and cash equivalents</b>		
General operating account	29,874	841,929
Savings account	199,376	198,761
	229,250	1,040,690
<b>Cash equivalent</b>		
Retail vouchers - gift cards	62,643	39,669
<b>Total cash and cash equivalents</b>	291,893	1,080,359

**5. Restricted cash**

	2021	2020
	\$	\$
<b>Restricted cash</b>		
<b>Externally restricted</b>		
AGLC account - Scotiabank	203	251
AGLC account - ATB	70,752	53,790
	70,955	54,041
<b>Internally restricted</b>		
Operating reserve	229,249	-
Disaster reserve	158,540	-
Capital reserve	475,621	-
	863,410	-
<b>Total Restricted cash</b>	934,365	54,041

The Organization has internally restricted funds for specific purposes, accordingly these are not presented as part of the cash and cash equivalents.

**6. Contributions receivable**

Contributions receivable consist of donations that were completed prior to the end of fiscal year but the cash was received subsequent to June 30, 2021. Based on the nature of this balance there were no amounts recorded for allowance for doubtful accounts.

**Airdrie Food Bank**  
**Notes to the Financial statements**  
**For the six month period ended June 30, 2021**

(Unaudited)

**7. Prepaid expenses**

**a. Prepaid expenses details**

	2021	2020
	\$	\$
<b>Prepaid expenses</b>		
Insurance	4,253	8,294
Wellness fund	4,380	4,792
Other	1,916	3,139
<b>Total prepaid expenses</b>	<b>10,549</b>	<b>16,225</b>

**8. Property, plant and equipment**

**a. Property, plant and equipment details**

	2021	2020
	\$	\$
Buildings	81,865	81,865
Leasehold improvements	1,464,228	1,464,227
Vehicles	61,753	61,753
Equipment and furniture	61,477	57,590
Computer equipment	23,778	23,778
<b>Total property, plant and equipment - Cost</b>	<b>1,693,101</b>	<b>1,689,213</b>
Accumulated amortization of property, plant and equipment	(632,181)	(598,026)
<b>Total property, plant and equipment</b>	<b>1,060,920</b>	<b>1,091,187</b>

**Airdrie Food Bank**  
**Notes to the Financial statements**  
**For the six month period ended June 30, 2021**

(Unaudited)

**9. Deferred contributions**

**a. Summary of the balance**

	2021	2020
	\$	\$
Building donations and grants	760,317	785,851
AGLC funding	74,647	54,041
Food Banks of Canada - walk-in freezer	14,317	15,907
Food Banks of Canada - vehicle donation	7,310	8,602
Food Banks of Canada - HUB funding	20,702	24,355
FCSSAA - COVID-19 funding	-	80,010
Food Banks of Canada - emergency fund	33,906	-
Walmart 2021 Fight Hunger Spark Change campaign	24,678	-
	<b>935,877</b>	<b>968,766</b>

Deferred contributions represent unspent donations received by the Organization designated by the donor for a specific purpose.

**b. Summary of movements**

Below is a summary of movements in the deferred contributions balances.

	2021	2020
	\$	\$
Opening balance	968,766	922,806
Contributions received in the year	129,678	243,565
Contributions recognized as revenue in the year	(162,567)	(197,605)
<b>Ending balance</b>	<b>935,877</b>	<b>968,766</b>

\$34,157 of the contributions recognized as revenue in the year relates to funding for purchased property, plant and equipment made in prior years.

**Airdrie Food Bank**  
**Notes to the Financial statements**  
**For the six month period ended June 30, 2021**

(Unaudited)

**10. Contributed materials and services**

Donations and grants includes nil (2020 - \$ 12,191) contributed materials and services that the Organization did issue tax receipts for.

An estimated total amount of 334,047 pounds (2020 - 719,834 pounds) was distributed by the Organization to individuals and families in need. Food Banks Canada estimates the value of donated food to be \$2.62 per pound. If the Organization reported the distributed food in the statement of shortfall of revenues over expenses, donation revenue and food purchase expense would both increase by \$875,203 (2020 - \$ 1,885,965).

An estimated total amount of 7,593 volunteering hours (2020 - 14,188) were received from many members of the community.

**11. Net assets**

The breakdown of the net assets of the Organization is as follows:

		2021	2020
		\$	\$
Unrestricted net assets		461,562	1,252,329
Internally restricted net assets	5	863,410	-
<b>Total net assets</b>		<b>1,324,972</b>	<b>1,252,329</b>

**12. Capital management**

The Organization's objective in managing capital is to ensure that necessary funding is in place to provide assistance in the form of emergency food to support children, individuals and families in Airdrie and surrounding areas. The Organization manages capital through annual budgeting techniques, and by continuously monitoring the need for funding of various expenditures. The Organization's capital is maintained through revenue generating activities and through funding and grants from its supporters.

The Organization's capital is defined as total of net assets and deferred contributions which at June 30, 2021 total \$2,260,849 (December 31, 2020 - \$2,221,095).

**13. Commitments**

The Organization leases land in Airdrie from the City for \$500 per annum. The Airdrie land lease expires July 30, 2022 but contains three additional term extensions each for five years.

**Airdrie Food Bank**  
**Notes to the Financial statements**  
**For the six month period ended June 30, 2021**

*(Unaudited)*

**14. Comparative information**

Certain comparative information has been restated to be consistent with current year presentation.



increase in snacks due to not being able to offer the breakfast and lunch program due to Covid-19 restrictions. **46%↑**

WE FED  
**8%↑**  
MORE PEOPLE



**44% OF THE PEOPLE WE FEED ARE CHILDREN**

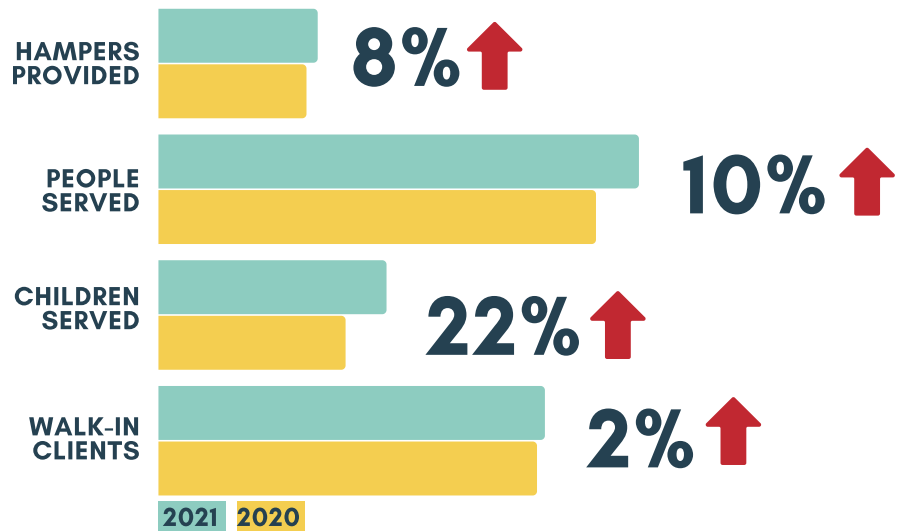


**44%↑**  
HIGHER THAN THE NATIONAL AVERAGE



THE AIRDRIE FOOD BANK SUPPORTS:

- 15** FOOD BANKS
- 31** LOCAL AGENCIES
- 31** LOCAL SCHOOLS



**COMMUNITY**  
85,925 LBS

**FOOD RECOVERY**  
103,667 LBS

**RETAIL FOOD RECOVERY**  
122,848 LBS

**\$857,153**  
FOOD VALUE

## Board of Directors and Nominees Profiles

### Current Board Members



#### **Tracy Seaman**

Tracy has been part of the Airdrie community since 1999. For the past 15 years she has been actively involved in supporting her community through volunteering at Airdrie schools and sports associations and loves what Airdrie has to offer families.

Tracy brings over 20 years' experience providing practical, results-oriented HR solutions. Her core competencies include strategic planning, change management, policy development, talent acquisition, coaching, learning & development, legislative compliance, employee relations, and compensation & benefits.

Tracy has a passion for developing and sustaining corporate culture through effective HR and businesses practices. Tracy holds a Bachelor of Commerce Degree from the University of Saskatchewan and the Chartered Professional in Human Resource (CPHR) designation. She has worked with public company and non-profit Board of Directors.

Tracy is excited about the opportunity to bring her HR experience to the Board, providing a way of giving back to the community and supporting such a critical service organization in Airdrie.



#### **Tony Mauro**

Tony has lived in Airdrie and surrounding area since 1993. Over that time, he has been a strong supporter of the community through volunteering at local area schools, community associations and sports associations including Airdrie Little league and Airdrie Minor Hockey. Tony has seen Airdrie grow over the past 25 years and has experienced first-hand how people of this great community step forward to lend a hand and help out each other.

Tony, who has a graduate degree in business administration and 25 years' experience in strategy and corporate development within the energy sector, brings strong business acumen as well as an executive leadership perspective to the Board of Directors.

He began his association with the Airdrie Food Bank in the spring of 2016 and is very excited to have joined the Board of Directors in September to support our mission.





**Cam**

Cam is a private businessman and property developer who built his company from the ground up. He has great entrepreneurial and business experience that he brings forward to the board. He has led multiple challenging and successful projects and initiatives. He brings a diversified skill set to the board that includes: excellent leadership, strong financial acumen and has a great business development and project management background. He holds a business degree from the University of Regina and has served on several not for profit boards. He has had great success at garnering support and resources for those initiatives that he participates in.

He is active in the community and resides in Airdrie with his family where he has lived for the last 6 years. He currently works in a business development capacity for a Canadian chartered bank.

**Acheson**



**Nicholas A. Sawkiw**

Comes to the board with backgrounds in both business and law. These two separate but integrated backgrounds have allowed me to develop a comfort as well as a skill set with respect to administrative bodies, and governance within both public and private sectors. On the business side, I bring the experience of advising both directors and boards, and liaising with corporate and individual stakeholders. On the legal side, I have both a municipal and business law practice. From this, I bring the knowledge of and experience with the powers and spheres of jurisdiction at the municipal, provincial and federal levels of government in Canada, and a knowledge of strategic planning, transparent communication and drafting of bylaws, policies and procedures. Most importantly, I am excited for the opportunity to serve my community

to the best of my ability.



**Lori Reist**

Lori grew up near Halifax, relocating to the Calgary in 2006 and Airdrie in 2008. The mother of five children ages nine and under, has been involved in the school, sporting and arts communities as a support to her children. Lori is also a day home provider.

Before changing career paths to better serve her family Lori developed significant management and administrative experience including human resources, document control, IT, fundraising and office management. She holds a Bachelor of Business Administration degree from Mount Saint Vincent University.

Together with her husband Mike, Lori runs a program called Project Jack & Jill (Adopt-A-Grad) that allows local Airdrie high school grads who can't afford outfits for their special day to dress in style. In their first year, they collected hundreds of new and used suits and gowns, developed partnerships with local schools and businesses, and raised \$7,500 going on to help 16 young men and 5 young women to attend grad. Airdrie's three public high schools also received \$1,000 each that year to help needy students and their families purchase tickets to grad. Their goal is to help more students in subsequent years as word spreads of the initiative.

Lori is very excited by the opportunity to join the Food Bank and looks forward to being involved with such an incredible organization. She is eager to bring her education and experiences to the Board, to help contribute to the success of the Food Bank.



### **Rob Agnew**

Rob and his family moved to Airdrie in the fall of 2005. His family chose Airdrie for a variety of reasons: The city was growing fast, had a high proportion of young people, had a commitment to environmental issues and had a community feel that reminded them of where they came from. Since 2005 Rob has contributed to that community feel by filling the role of manager, treasurer or coach, often for multiple teams at ADSA, AMHA & RMLL. He has also been involved with the local schools and volunteered at various events and organizations. He and his family have been helping out at the Airdrie Food Bank for the last 5 years.

Rob spent the first half of his working years managing people and operations in the retail grocery industry. He implemented several operational policies relating to reducing out of stocks on specialty items and a shrink reduction in the perishable departments that were adopted company wide. For the last 15 years Rob has been helping people with their tax preparation needs and consulting with small to mid-size businesses on financial, tax and human resource matters. He enjoys getting to know new people and helping them achieve their goals.

Rob enjoys being active and can be found on the golf course, at the hockey rink, hiking in the mountains or kayaking between them. At home he enjoys reading, gardening and game nights with family and friends.



### **Dr. Phillip Hoffmann**

An Airdrie resident since relocating from Calgary with my partner Suze Casey in 2018, I volunteer at the Food Bank and bring a wide range of relevant professional skills and competencies to the Board.

Most of my career has been in the Alberta post-secondary education sector as an instructor and administrator, including over six years as an Associate Dean at SAIT, where I specialized in faculty development, teaching excellence and implementing baccalaureate degrees. More recently, I have been an advisor and consultant to organizations including Keyano College and the Alberta Energy Regulator.

In addition, I have experience at the Executive Director level in the Alberta not-for-profit sector and extensive experience as a board member or volunteer for various groups, including Big Brothers, Big Sisters, the Calgary Folk Club and the National Music Centre. Contributing as a volunteer stems from a committed service ethic and a strong desire to give back to my community.

I am also a published author of three books on philosophy and the philosophy of physics, and have recorded several CDs of original acoustic guitar music.



### **Dr. Kara Mitchelmore**

Dr. Mitchelmore first moved to Airdrie with her family in 2001. She decided on Airdrie to raise her young family as she wanted them to build relationships and experience a strong sense of community pride.

Volunteering for the Airdrie Food Bank is an important cause for Dr. Mitchelmore, having had to visit a food bank in her past has made her sensitive to the plight of hungry families and has inspired her to want to help end hunger in Canada.

Dr. Mitchelmore comes to the Airdrie Food Bank with passion for the cause and a wealth of professional experience to help the organization move forward. She holds a Doctorate in Business Administration from Athabasca University, is a fellow of the

Chartered Professional Accountants (CPA) and the Certified Management Accountants (CMA), and is a Certified Marketing and Research Professional (CMRP).

She spent eight years with Certified Management Accountants (CMA) Alberta, including four years as president and CEO. Kara is currently the CEO of the Canadian Centre for Professional Legal Education (CPLLED), whose organization delivers the Bar admission program for future lawyers in Alberta, Manitoba, Nova Scotia, and Saskatchewan. She also has a decade of experience as an instructor, including time spent at CMA Alberta, Mount Royal University, and Bow Valley College.

Kara is outstanding at moving projects forward, and as a leader and educator, she describes herself as “output-based,” and inspires and equips her team to excel in that regard as well.

In Kara’s free time she enjoys reading, chasing her dogs around, and creating dishes in the kitchen for family and friends to enjoy.

### **Leo Lefebvre**



My wife and I have been Airdrie residents since 1999. Prior to that, we crisscrossed the country on assignments in Milton ON, Brampton ON, Calgary AB, and Regina SK. Born in Montreal, Carol and I met in high school and never looked back. We are very proud and blessed to have 5 children and 11 grand children that live in and around the Airdrie area.

Recently retired (2020) my working career focused primarily on manufacturing and logistics operations. Employed with 2 large global corporations over a 40-year span, I took advantage of opportunities that gave me significant breadth and depth of global and local logistics operations experience. As a Certified Production and Inventory Manager (CPIM), and professional logistician (P.Log), our scope was on the end to end supply chain, from the point of supply (POS) to the point of use (POU) with primary objectives focused on service improvement, efficiency, cost and waste reduction.

I have observed a well established and well-run Airdrie Food Bank organization, evidenced by the confidence, vast interest and support AFB has received from the local community. These include faith-based organizations, the business community, local residents and of course the wonderful cast of volunteers all helping each and every day. This does not happen without an extreme amount of effort. Our community should be very proud. It is these observations along with a personal desire to give back to the local community that compelled me to proudly accept a volunteer board role with the AFB.

As a new volunteer with the AFB, I hope to contribute my work and life experience by listening, observing, and working beside volunteers and all participants in supporting the AFB supply chain logistics.

## Board Nominees

### Jamie Broughton



Originally a Winnipegger, Jamie moved to Calgary in 1990 and has lived in Airdrie since 1994, right around the time Airdrie was getting their second traffic light in the small city of about 12K and has since moved to Balzac in 2003.

His career has spanned over 35 years with various large, medium and small Companies in the fields of Order Management, Project Management, Production Control, Logistics and Warehouse Management, People Management and various Supply Chain Management roles. He has extensive background and experience with Lean Manufacturing and Logistics, 5S with a strong focus on safety. Jamie enjoys coaching and sharing his knowledge and experience with younger Team members, developing them for their next challenge and helping to progress their careers and personal growth.

He is currently Operations Manager at an appliance and home comfort Distribution Centre in Balzac.

Volunteering has been part of his DNA having grown up in a Winnipeg community where everyone looked out for each other and everyone's parents contributed in some way at the local community club or helped out a neighbor or pushed a stranger's car out of a snowbank without hesitation. He is an active blood donor sitting at over 75 donations and shooting for 100.

We have all witnessed the exponential growth in Southern Alberta complete with the booms and busts, which bring along with them challenging situations for many families that need a little help. This is where great organizations like the Airdrie Food Bank are making a difference in the quality of life for so many people and helping them through the rough patches. As a new board member, I am looking forward to contributing and working with the entire Food Bank Team to make hunger a thing of the past.

Jamie and his wife Franca have both been active volunteers in the school arts and sports communities for the past two decades and share four children.



**Airdrie Food Bank – Jan.- June 2021 Annual General Meeting  
October 21, 2021  
Slate of Nominees to the Board of Directors**

**With the passing of this special resolution by the membership at our AGM on May 13, 2021 the Members of the Board of Directors elected will continue their terms as stated below.**

**AIRDRIE FOOD BANK  
NOTICE OF SPECIAL RESOLUTION  
SUSPEND BYLAWS**

The Board of Directors of the Airdrie Food Bank hereby gives notice of the following special resolution:

***“BE IT RESOLVED that the following clauses within Section 5 of the Airdrie Food Bank Bylaws be suspended and unenforced for the 2021 Election of Directors for one (1) term:***

***b) Officers and Directors are to be nominated and elected by members for a term of two (2) years.***

***d) Maximum term for all Officers and Directors shall be three (3) terms or a total of six (6) years, with re-election required at the end of two (2) years.”***

**EXPLANATION OF SPECIAL RESOLUTION**

Bylaw amendments proposed in the 2021 Annual General Meeting will change the Society's fiscal year end to June 30. This Bylaw transition has created a situation whereby directors elected at the 2021 Annual General Meeting (in May of 2021) will not have their term end until the 2023 Annual General Meeting. The result is that directors elected at the 2021 Annual General Meeting will serve a term which exceeds the current two-year terms prescribed by the Bylaws.

**May 13, 2021 Board of Directors, Airdrie Food Bank**



### **Board Members October 21, 2021**

#### **Board Members Standing For Election**

- Jamie Broughton (1<sup>st</sup> two year term)

#### **For Information Only**

#### **Board Members Continuing in Their Terms**

- Cam Acheson
- Rob Agnew
- Dr. Phillip Hoffmann
- Leo Lefebvre
- Kara Mitchelmore
- Tony Mauro
- Lori Reist
- Nick Sawkiw
- Tracy Seaman

Maximum term for all Officers and Directors shall be three (3) terms or a total of six (6) years, with re-election required at the end of two (2) years. Past Officers and Directors having served the maximum of six (6) years, may be re-elected after a one (1) year absence from the Board.