



# Annual Report

**April 1, 2022 – March 31, 2023**

**Presented at the Annual General Meeting**

**Held on June 20<sup>th</sup>, 2023  
Nashwaaksis Lions Club**

Meals on Wheels of Fredericton Inc. is a registered charity which provides nutritious meals and social support to seniors, individuals with disabilities, and those recovering from illness, surgery, or injury; to assist them in the enhancement of a healthy and independent lifestyle.



Funding Partner of United Way of Central NB

## **Our Services**

**Meals on Wheels** is a home delivery service which, with the assistance of volunteer drivers, delivers nutritious, balanced meals to seniors, individuals with disabilities, and those recovering from illness, surgery, or injury.

Some clients' meals are subsidized by a referring agency. Others pay privately. The meal includes: an appetizer, a main course, dessert, and bread. Delivery takes place 365 days of the year (weather permitting).

### **§**

**Wheels to Meals** is a dining out program for seniors, which is designed to provide an opportunity for socialization and to combat loneliness and isolation experienced by many seniors in our community.

This program was suspended in March 2020 due to the COVID 19 restrictions, and has not restarted

### **§**

#### **Meals on Wheels of Fredericton Inc.**

301B-880 Hanwell Rd. Fredericton NB E3B 6A3

Tel: 458-9482; Fax: 458-2606

Email: [info@frederictonmealsonwheels.ca](mailto:info@frederictonmealsonwheels.ca)  
[www.frederictonmealsonwheels.ca](http://www.frederictonmealsonwheels.ca)



## **Thank you to our volunteers**

Meals on Wheels Drivers  
Board of Directors  
Committee Members  
Fundraising Volunteers  
Office & Special Events Support  
Adopt-A-Route Organizations  
Summer Students

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## **Thank you to our food providers**

Horizon Health Network  
MOWS Lunchbox

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## **Thank you to our referring agencies**

Dept. of Social Development  
Veterans Affairs Canada  
St. Mary's Health Centre  
Extra Mural Program

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## **Thank you to each of our clients and their families**

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## **Thank you to our staff**

Betty Daniels, Barb Brown, Dawna Egers, Faye Webb, Chris Humble, and all  
members of our Kitchen Team

**Thank you to our Donors, Supporters and Businesses of the month for  
2022-2023 (Fiscal Year)**

6 Colour Copy  
ANBL  
Brunswick Financial Group  
Burton Lions Club  
Cain Insurance  
Canada Helps  
J.T. Clarke Family Foundation  
Danielle LeBlanc and Family  
David Coon  
Dept. of Social Development  
DM White Architecture Inc.  
Donate a Car  
Dress Down Day Contributors  
Egg Farmers of NB  
Forest Hill United Church  
Fredericton Council #746 United  
Commercial Traveler  
Fredericton Direct Charge Co-Op  
Fredericton Elks Lodge # 274  
Fredericton Lion's Club  
Frontstream  
Gagetown & Area Health Services  
Gagetown Legion Branch # 71  
Gibson Memorial United Church  
Kinsman Club of Fredericton  
Letter mail campaign and individual donors  
Marysville United Church  
Medavie Blue Cross

NBEX Gold Rush  
Nashwaaksis Lions Club  
Nashwaaksis United Church Women  
Nashwaaksis Y Service Club  
New Maryland Lions Club  
Nicholson & Beaumont Certified  
Professional Accountants  
Office Interiors  
PC Girls  
Peterbilt Atlantic  
Pizza Delight (Northside)  
Plaza Group Management  
Post-Secondary Education, Training and  
Labour  
Progressive Credit Union  
Province of New Brunswick  
Royal Canadian Legion Branch 15  
S/S Tire & Auto  
Scott Kenne  
Service Master  
Smartypants  
Stewart McKelvey  
Stortec  
United Way of Central New Brunswick and  
other Jurisdictions  
UPS

**AND ALL OTHER ORGANIZATIONS AND INDIVIDUALS WHO DONATED  
AND CONTRIBUTED TO MEALS ON WHEELS OF FREDERICTON INC.**

**THANK YOU!**

**Meals on Wheels of Fredericton, Inc.**

**Annual General Meeting**

**Meals on Wheels of Fredericton, Inc.**  
**Annual General Meeting**  
**Nashwaaksis Lions Club 37 Route 148, Killarney Rd**  
**June 20<sup>th</sup>, 2023– 5:00 p.m.**

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- Refreshments Served
- Welcome and Introductions
- Acceptance of Agenda
- Approval of minutes of June 2022 AGM
- Acknowledgements/Recognition
- Financial Report (Melanie Jones – Nicholson & Beaumont)
  - Appointment of Auditors
- Executive Committee Report (Valerie DeLong)
- Treasurer's Report (Chuck Madott)
- Fund-Raising and Public Relations Committee Report (Vernon Boyer)
- WTM Committee Report (Carol Morrison)
- Document Committee Report (Joan McDaniel)
  - Bylaw revisions
- Recruitment Committee Report (Joan McDaniel)
- Executive Director's Report (Betty Daniels)
- Nominating Committee Report (Jeff Dean)
  - Election of Officers
  - Appointment of Directors
- Thank you to Tony Fitzgerald, Jenn Thomas, Melissa Boyer
- Adjournment

## **Meals on Wheels of Fredericton Inc.**

### **Annual General Meeting ZOOM (Virtual Platform) 5:00 PM June 21, 2022**

The meeting was called to order at 5:05 PM by President, Jeff Deane.

Jeff welcomed Board members, volunteers and staff to the Meals on Wheels Annual General Meeting. The voting procedures were clarified that Meals on Wheels volunteers and staff are eligible to vote on motions.

**Present:** Jeff Deane, Betty Daniels, Barb Brown, Tony Fitzgerald, Joan McDaniel, Dave Blacklock, Chuck Madott, Sharon Vickers, Melissa Boyer, Jennifer Thomas, Carol Morrison, Valerie DeLong, Vernon Boyer, Janet Matheson, Tim Finley, Gail Pilgrim, Heather McTiernan and Melanie Jones (accountant). Charlotte Magasi joined the meeting at approximately 5:30 p.m.

**Acceptance of the Agenda:** Motion by Carol Morrison (Jenn Thomas) that the agenda be accepted. Carried.

**Acknowledgements and Recognition:** Jeff referred to the annual report where volunteers, food providers, referring agencies, Meals on Wheels clients and their families and 50+ donors, supporters and businesses of the month were recognized. He thanked them for their contributions to the success of Meals on Wheels in achieving its goals.

**Approval of 2021 AGM Minutes:** Motion by Dave Blacklock (Valerie DeLong) that the minutes be approved. The minutes had been circulated to Board members prior to the meeting. Carried.

#### **EXECUTIVE & COMMITTEE ANNUAL REPORTS:**

The reports were circulated prior to the AGM as a package.

**Financial Report:** Melanie Jones of Nicholson and Beaumont Chartered Accountants reviewed the Financial Report Year ended March 31, 2022. There was a question regarding the \$2367 noted under Bad Debt. Melanie clarified that despite the increase over last year, percentage wise, this amount is considered low. Barb Brown explained that part of the difference from last year was related to a posting error in the previous year.

**Approval of the Financial Report:** Moved by Sharon Vickers (Dave Blacklock). Carried.

**Appointment of Nicholson and Beaumont as auditors for 2022 – 2023:** Moved by Barb Brown (Chuck Madott). Carried.

**Executive Committee Report:** Presented by Jeff Deane, President. Jeff reviewed his report. He highlighted that MOW has continued to grow and currently over 80,000 meals are delivered annually. There are an average of 24 daily routes and the MOW kitchen is producing approximately 300 meals/day. The staffing has increased and the operational budget has reached a milestone of one million dollars. Jeff stated that priorities for the coming year include reviewing the current facility needs and continue the search for an Executive Director. Jeff thanked Betty Daniels and Barb Brown as well as the dedicated administrative and kitchen staff.

**Thank you to Dave Blacklock and Ed McGoldrick:** Jeff extended a special thank you to Dave Blacklock, the current treasurer, past president and president who has led the organization to its current expansion and success. Dave has been involved with the MoW Board of Directors for 14 years. Ed McGoldrick was thanked for his contribution to the board for the past 2 years.

**Approval of Executive Committee Report:** Moved by Joan McDaniel (Valerie DeLong). Carried.

**Treasurer's Report:** Presented by Dave Blacklock. Dave noted that despite a projected deficit, MoW managed to end the year with a modest surplus of \$6500. The successful fundraising efforts and the support from the community in donations and grants were major factors in contributing to the financial stability of the organization. Expenses have also increased due to higher food costs and wages.

**Approval of the Treasurer Report:** Moved by Tony Fitzgerald (Vernon Boyer). Carried.

**Fund Raising and Public Relations Committee Report:** Vernon Boyer presented the report. Fund raising and donations received for the fiscal year of 2021- 2022 totalled more than \$140,000. The letter campaign was especially successful with generous donations from the Clark Foundation and Brewer Foundation. The Fredericton Co-Op gave a donation of \$15,000.

**Approval of the Fundraising and Public Relations Report:** Moved by Dave Blacklock (Melissa Boyer). Carried.

**Wheels to Meals:** Presented by Carol Morrison. Unfortunately, Wheels to Meals has not been held since February 2020 due to concerns related to Covid. Hope to resume Wheels to Meals in some capacity in the Fall 2022.

**Approval of the Wheels to Meals Report:** Moved by Jenn Thomas (Melissa Boyer). Carried.

**Document Committee Report:** Presented by Jenn Thomas. The Committee did not meet during 2021-22 fiscal year however they plan to resume their work in September 2022.

**Approval of the Document Committee Report:** Moved by Barb Brown (Joan McDaniel). Carried.

**Recruitment Committee:** Presented by Joan McDaniel. The committee met in the Fall to plan the Christmas volunteer appreciation packages. The growing client numbers has created the need for more routes. The committee has begun reaching out for new drivers and will monitor the situation and follow-up with other approaches if the need arises.

**Approval of the Recruitment Committee Report:** Moved by Tony Fitzgerald (Sharon Vickers). Carried.

**Executive Director's Report:** Presented by Betty Daniels. This was the 55<sup>th</sup> year of operation of Meals on Wheels Fredericton Inc. and the third full year of operation for the Meals on Wheels kitchen. The number of meals served was up from 71,705 to 84,643 at year end March 31, 2022 (18 % increase). Betty noted that in March 2022, Meals on Wheels was pleased to secure an increase of \$0.75 for the meals subsidized by the Dept. of Social Development.

Betty highlighted the contributions of the President, Jeff Deane as well as the Board and staff. Betty noted that Simone Quittenton has taken on the "kitchen lead" position and Simone has helped with food procurement and staff scheduling. Betty expressed appreciation to Barb Brown who has been the Meals on Wheels administrator for 21 years and assisted with a multitude of financial activities, payroll and Worksafe requirements.

**Approval of the Executive Director's Report:** Moved by Tim Finley (Vernon Boyer). Carried.

**Nominating Committee Report:** Presented by Joan McDaniel. Joan reviewed the current slate of officers. The current officers have agreed to stay on for another year with the exception of Dave Blacklock and Jeff Deane will be moving to Past-President. Chuck Madott has agreed to let his name stand as a nominee for the position of Treasurer. Valerie DeLong has agreed to accept a nomination as President. Currently we have no members prepared to take on the role of Vice-President. Fortunately, Chuck Madott has agreed to allow his name to stand as VP until a candidate is found.

**Election of Officers:** Joan called for nominations from the floor three times for each of the positions of President, Vice-President, Secretary and Treasurer. As there were no nominations from the floor, all positions were filled by acclamation.

**President** – Valerie DeLong

**Vice-President** – Chuck Madott

**Secretary** – Carol Morrison

**Treasurer**- Chuck Madott

**Past-President** – Jeff Deane

**Motion to elect Officers as above:** Moved by Barb Brown (Charlotte Magasi) Carried.



Joan reviewed the current Board of Directors for 2021- 2022. The current Directors have agreed to stay on for another year with the exception of Dave Blacklock and Ed McGoldrick.

Tim Finley, Gail Pilgrim and Janet Matheson were nominated as new members of the Board.

**Appointment of Directors:**

Vernon Boyer	Tim Finley	Carol Morrison
Melissa Boyer	Tony Fitzgerald	Gail Pilgrim
Joan McDaniel	Chuck Madott	Jennifer Thomas
Jeff Deane	Janet Matheson	Sharon Vickers
Valerie DeLong		

**Motion to appoint Directors as above: Moved** by Jenn Thomas (Valerie DeLong)  
**Carried.**

**Appointment of Committee Chairs:** The following directors were appointed:

**Fundraising and Public Relations Committee:** Vernon Boyer

**Wheels to Meals Committee:** Carol Morrison

**Document Committee:** Joan McDaniel

**Volunteer Recruitment Committee:** Joan McDaniel

The position of chair of the other three committees (Finance, Executive and Nomination), are automatically assigned to the Treasurer, President and Past-President respectively.

**Motion to appoint Committee Chairs as above: Moved** by Dave Blacklock (Betty Daniels). **Carried.**

**AGM Closing Items**

**Thank you to Dave Blacklock, Ed McGoldrick and appreciation to Jeff Deane.**

Dave Blacklock was recognized for his years of service on the Executive. He has been a great source of wisdom and compassion and will be missed on the Board. Jeff was thanked for the wonderful job he has done over the past 3 years as President during this challenging period. Jeff's calm and steady guidance has been greatly appreciated.

**Adjournment:** Tony Fitzgerald moved the meeting adjourn at 5:58 P.M

Respectfully submitted,

Carol Morrison

## **Executive Committee Annual Report for Fiscal Year Ending March 31, 2023**

Meals on Wheels of Fredericton, Inc. is an independent, non-profit organization with the mandate to provide nutritious meals and social support to seniors, persons with a disability and to those convalescing following hospitalization in the greater Fredericton area. The overall goal is to assist individuals in remaining in their homes for as long as possible, by enhancing a healthy and independent lifestyle.

We greatly appreciate the hundreds of committed volunteers, who faithfully deliver hot meals to our clients through sun, rain, sleet, hail, or snow and are so committed to the organization and the individuals they meet along the way. They often develop a friendship and are concerned if the client isn't on the route sheet. Additionally, the agencies, companies, and organizations in the greater Fredericton area—too many to mention individually here, have been so supportive of our continued growth and success over the years and all are very much appreciated.

As in previous years, we continue to experience unprecedented growth.

- We are delivering just over 93,000 meals annually, which represents an increase of 10.6% growth over the previous year and the third largest increase in meals over a 24-year span.
- On average 24 routes are delivered daily.
- Our Lunchbox Kitchen prepares 250 to 300 meals daily, while DECH prepares approximately 40 meals daily.
- Our operational budget has reached the milestone of just over \$1.2 million, and our staff has grown to accommodate the demands of such growth.

In October, we hired Client Coordinator, Dawna Egers, who has been performing a variety of administrative tasks and thus adding to the office staff complement.

Since 2020, and in the past fiscal year, we have continued to deal with the challenges of Covid 19, which not only impacts staff and volunteers but also has created stress on the individuals to whom we deliver meals. We have had to continually update our Covid 19 Operational Plan in accordance with the recommendations from Department of Health and can proudly say that we were always able to continue our meal preparations and deliveries. Covid 19 also impacted our fundraising efforts to some extent, but we were still able to reach our goals with the wonderful support of Frederictonians.

As you will see from the Committee Reports, they have been very busy and were very successful during the past year.

For the coming year some of our priorities are:

- Continuation of our search for an Executive Director to replace Betty who has graciously postponed her retirement for some time now. Betty continues to be a strong leader, advocate, and the heart of Meals on Wheels.

- Review and create a new Strategic Plan as the previous one of five years has expired.
- Creation of a Business Plan keeping in mind that our current location is reaching near capacity and the need to explore options over the next two years is essential.
- Restart the Wheels to Meals Program.

I would like to thank the Board for their tremendous commitment and all their input into the overall operations of the organization over this past year. We started out having meetings over Zoom and moved into in-person meetings in the fall. I can honestly say it is so nice to have everyone in the same room, meeting, having great discussions, and coming up with suggestions and resolutions. Also, your commitment on the various Committees is phenomenal!! Thank you so much!!

On behalf of the Board and myself, we want to thank Betty, Barb, Dawna and all the kitchen staff for their dedication and commitment to Meals on Wheels and for all the work they do for the organization and the people we are serving.

I consider it a great privilege and honor to be President of this wonderful organization and look forward to where we will evolve in the future.

Respectfully submitted,

Valerie DeLong  
President

## **Treasurer's Annual Report for Fiscal Year Ending March 31, 2023**

March 31, 2023 was the end of a very significant year. Our meal volume finished at 93,658, 10.6% more than the prior year, which was itself a year that saw an amazing 18.0% increase over the year before. In other words, we are now doing 30.6% more meals than we did at the end of March 2021.

This very significant increase in volumes just happened to occur during one of the worst food inflation periods of the past 30 years, a time window that also included the worst of the Covid-19 pandemic economic woes.

Despite this doom and gloom, the wonderful staff of Meals on Wheels of Fredericton overcame the significant increase in foods costs of 70 cents per meal by keeping all other costs under strict control.

Through the efforts of our fundraising committee and grant applications, we significantly exceeded our budgeted expectations, \$215,000 versus a budget of \$130,000. This amount reflects not only the efforts of the committee but also the enthusiastic support of the many hundreds of small donors within the Fredericton community. Along with this, service organizations such as Elks, Kinsmen, Lions, Legion, NBEX, all of our fair city answered the call with buckets full. The combined generosity of individuals and the clubs allowed us to meet the challenge associated with a very generous matching donation of \$50,000 from the J.T. Clark Family Foundation during our annual letter mail campaign. Another example of community support is the number of grants we applied for and received, totaling close to \$30,000. Without all this varied financial support, we simply would not be able to provide the service we do.

Given our expectations for a year with many financial demands, our budget projected an operating deficit of close to \$19,500. Thanks to all the hard work and the positive "over and aboves" I just mentioned, we managed to end the year with an operating surplus. This past fiscal year was the fourth full year in our Hanwell home and we have continued the process of developing the facility while continuing to grow the number of meals produced and routes to deliver them. Direct revenue from the sale of our meals represents just over 80% of our total revenue.

Our financial success is also directly related to the many, many hours contributed by our 250 strong fleet of volunteer drivers who deliver the meals and help ensure that our clients are safe and secure.

While we exceeded our income expectations this past year, our expenses also exceeded our expectations primarily attributed to higher food costs and wages. I would expect that the coming year will see disproportionately higher food costs given the continued current financial environment. We are looking forward to 2023-2024, knowing that we have the support of our community, that our financial position is solid and that we have an excellent team of staff and volunteers who are dedicated to producing and delivering healthy, wholesome meals.

Finally, in this my first year as Treasurer, I need to extend a personal thank you to our financial administrator, Barb Brown, for her patience and understanding as I acclimatized to my new role.

The financial details for the fiscal year will be reported by Nicholson Beaumont, Chartered Accountants.

Respectfully submitted,

Chuck Madott, Treasurer

## **PR and Fundraising Committee Report for Fiscal Year Ending March 31, 2023**

The year fiscal year 2022/23 continued to present challenges related to COVID and fund raising. The year got off to a slow start, but thanks to the generosity of the people and businesses of Fredericton we were able to once again grow and expand our operation. This was only possible because our dedicated staff managed to hold the line on expenses while experiencing startling increases in the cost of food. The local businesses and individuals stepped up to the plate and made it possible for us to have a record year for fund raising.

The total raised this year was \$ 183,000.00 from individual, corporate and online donations.

During the first part of the year we managed to get a few businesses enrolled in our business of the month campaign but this was drastically reduced from previous years. Our first fund raiser was the Pizza Delight coupons which raised a few hundred dollars. Our concentration was on the letter campaign which is our main fund raiser for the year. Once again a big thank you to UPS for stuffing the envelopes for us which enabled us to get our letters out to the people of Fredericton in November. The J.T. Clark Family Foundation really came through for us and offered to match the first \$50,000.00 of donations. We were able to raise a total of \$128,060.00 from the letter campaign, which is a \$35,000.00 increase from the previous year. This was thanks to the generosity of the people and businesses of Fredericton. We approached many local businesses and service clubs in the area and the response was amazing.

I am attaching a list of all the businesses, service clubs and churches that supported us this year. Meals on Wheels could not operate without the ongoing support of local individuals and businesses.

We plan to have more events in coming years not only to raise funds but also to raise awareness of what Meals on Wheels does for the community. We want Meals on Wheels to be a charity individuals and businesses in our area want to support, not only financially but with their time and effort.

Respectfully submitted,

Vernon Boyer, Chair

## **Businesses, Service Clubs and churches that supported MOW**

J.T. Clark Family Foundation  
Fredericton Direct Charge Coop  
Nashwaaksis Lions Club  
Kinsman Community Center  
Fredericton Elks Club  
S & S Tire  
DM White Architects  
Progressive Credit union  
New Maryland Lions Club  
Storetec  
Plaza Corp.  
Brunswick Financial Group  
Royal Canadian Legion Branch #15  
Egg Farmers of NB  
Prospect Building Contractors  
Deloitte  
NBEX Gold Rush  
Fredericton council #746 UCT  
Kinsman Club of Fredericton  
Nashwaaksis United Church Women  
Forest Hill United Church  
Victoria Lodge #13  
Gibson Memorial United Church  
Medivie Blue Cross  
Peterbilt  
Nashwaaksis Y Service Club  
Marysville United Church

### **Wheels to Meals Report for Fiscal Year Ending March 31, 2023**

We have not been able to resume the Wheels to Meals program during the past year. We hope to resume Wheels to Meals in some capacity in the Fall 2023.

Respectfully Submitted,

Carol Morrison



## **Document Committee Report for Fiscal Year Ending March 31, 2023**

During the past year, the Document Committee has undertaken a review of both the Board of Directors Manual and the Organization By-Laws, checking for clarity, consistency, and relevance for the current realities. Some minor changes were made to the Board Manual and approved at a meeting of the Board. Changes to the By-Laws were also approved by the Board but must be ratified by the general membership in order to be officially adopted. Attached, you will find the amended version of the By-Laws, with sections that have been modified highlighted.

A few minor changes which were made throughout the document were:

- Use of “will” and “shall” – Legally, “will” implies an obligation, whereas “shall” implies merely an intention. In some cases, we changed the usage according to how rigorously we felt the adherence to the clause should be.
- Pronoun use – the plural forms of the third person pronouns (they, them, their) were substituted for he/she, him/her, when the gender of the reference was not clear.
- Contractions such as “don’t” were removed in favor of the full form (“do not”)
- For the sake of consistency we substituted the words “Director” for “member of the Board”, and “AGM” for “Annual General Meeting”.
- Consistency in the use of upper and lower case and punctuation.

We also propose the following changes:

- Article 4.4 regarding the term of office of Directors was changed slightly to clarify under what circumstances a Director could remain on the Board beyond five years.
- In Article 4.7, reference to an Annual meeting of the Board of Directors (Section a) was removed and – instead – a clause was added to section b specifying that Board meetings would normally be held on a monthly basis from September to June. This change was made to reflect the reality of what has been normal practice in recent memory – that the June meeting is simply a regular monthly meeting.
- Also in 4.7, the circumstances under which the Chair can cast a vote has been changed slightly to be consistent with our Board manual. Instead of just being able to vote in order to break a tie, the Chair can also vote in order to create a tie, thereby delaying the approval of something that is contentious. This stipulation was added to the notes at the end of the document.
- By-law 5 regarding committees has been changed to include the Document Committee and the Volunteer Recruitment Committee, two standing committees that have been added in recent years. Also, some

minor changes have been made to the terms of reference for the committees for the sake of consistency and efficiency.

- There seemed to be some discrepancy about who was considered an Officer of the organization. Article 6.1 listed the Officers, but we added the word Immediate to Past President as a point of clarity. In addition, the definition of Officer in the notes specified that the Executive Director should be designated as an Officer if they are authorized to sign binding contracts, which they are (Article 10.1), so we added the ED as a non-voting Officer in Article 6.1, and removed that specification from the notes. This inclusion is meant to give the ED the same accountability and protection as other officers have.
- Upon review of the banking by-laws, we felt that the procedures for approval of Electronic Funds Transfers (EFT's) should be moved from Article 12.3 to the notes, since this is subject to change more often than other matters, and is a matter of procedure rather than policy.
- There was some feeling that Article 6.7, regarding the term of office for Officers, was ambiguous in that it could be interpreted as limiting the length of time a person could be an office holder, even if they change office. For example, if a person were Vice President, then President, then Immediate Past President, we needed to specify that the term limits were for each office and not for the conglomerate. The wording of the clause has been changed to clarify that. We also added the word "elected" to Officer so that the term of the Executive Director is not limited by this clause.
- In order that items such as EFT procedures can be changed as needed, a note was added to the disclaimer that allows the Board to make revision to the notes with a 2/3 majority but without AGM approval.

Respectfully submitted

Joan McDaniel, Chair

# Meals on Wheels

## BY-LAWS

JUNE 2023  
MEALS ON WHEELS OF FREDERICTON INC.  
880 Hanwell Rd. Unit 301 B  
Fredericton, New Brunswick  
E3B 6A3

Note Any articles marked with an asterisk (\*) are explained in the section of special notes attached to the end of this document.

## **BY-LAW NO. 1**

### **MEMBERS**

**1.1 Membership:** A member is a person who has applied and has been accepted to join the Company \* as a volunteer or as a member of staff.

Membership shall continue as long as the individual remains active in the Company.

Responsibility for the membership list rests with the staff. The list should be reviewed and updated on a regular basis, and the updated list passed on to the Secretary of the Board of Directors prior to the Annual General Meeting (AGM) each year.

**1.2 Suspension of Membership:** A membership can be suspended for cause by the Executive Director. This decision will be reviewed at a meeting of the Board of Directors, at which time a final decision will be made by a majority vote.

## **BY-LAW NO. 2**

### **CORPORATE SEAL**

**2.1 Form of Seal** The corporate seal of the Company shall consist of the words “Meals on Wheels of Fredericton Inc. 1979” upon it and shall be as shown in the impression of the margin hereof.

**2.2 Use of Seal:** The corporate seal shall only be used with the approval of the Officer or Officers authorized to sign contracts, documents, or instruments under paragraph 10.1 of these by-laws.

**2.3 Custody of the Seal:** The safe keeping of the corporate seal shall be the responsibility of the Executive Director.

## **BY-LAW NO. 3**

### **HEAD OFFICE**

**3.1 Head Office:** The head office of the Company shall be located at the City of Fredericton, in the County of York, at the place therein where the business of the Company may from time to time be carried on.

## **BY-LAW NO 4**

### **BOARD OF DIRECTORS**

**4.1 Number of Directors:** The business and affairs of the Company, save as provided by statute, by the letters patent of the Company, or by these by-laws, shall be managed by a Board consisting, ideally, of from ten to fifteen \*Directors. If the number falls below ten, every effort shall be made to bring the number up to a full complement at the earliest possible opportunity.

**4.2 Composition of Board:** Directors shall be recruited on the basis of interest in the operations of the Company and should reflect the diversity of the community. In some cases, attention should also be paid to meeting specific needs of the Company in areas of expertise such as finance, nutrition, and social services.

**4.3 Election of Directors:** The Directors shall be elected at the AGM. Vacancies can be filled between AGM's by a majority vote at a duly constituted meeting of the Board of Directors, such election to be ratified at the next AGM.

**4.4 Term of Office:** Each Director shall hold office until the next AGM following his/her election or appointment. Ordinarily, a Director shall be limited to five terms, but this can be extended by mutual agreement of the Director and the membership.

**4.5 Disqualification:** A Director shall cease to hold office:

- (a) Should they resign by instrument in writing delivered to the Secretary of the Company.
- (b) Should they become unable to carry out their duties as a member of the Board of Directors.
- (c) Where a Director has been absent without legitimate cause from two consecutive meetings of the Board of Directors, the Board may declare their membership on the Board to be vacant.
- (d) A Director may be disqualified due to failure to disclose a conflict of interest as per 4.11.

**4.6 Removal of Directors:** A Director may be removed from office by resolution passed by more than two thirds of the votes cast at a meeting of the members of the Company duly called for considering such resolution, or at a meeting of the Board of Directors. In the latter case, if contested, this action must be ratified by a two thirds vote cast at a general meeting of the members of the Company.

#### **4.7 Meetings of the Board of Directors**

**(a) Annual Meetings:** An Annual Meeting of the Board of Directors may be held immediately following the Annual General Meeting of members for the purpose of election and appointment of officers and such other business as may properly come before such meeting. Notice of such a meeting shall be given in the manner hereinafter provided.

**(a) Regular Meetings:** Regular meetings of the Board shall normally be held on a monthly basis from September to June. Directors may by resolution fix the time and place for regular meetings. Notice of such meetings shall be given in the manner hereinafter provided. A regularly scheduled meeting can be cancelled for legitimate cause by a resolution of the Board of Directors or by the President or designate in consultation with the Executive Director. Except in extraordinary circumstances, no two consecutive meetings should be canceled.

**(b) Special Meetings:** Special meetings may be held at such times and places as may be fixed by resolution of the Board of Directors, by the President or designate in consultation with the Executive Director, or by any three Directors. Notice of such a meeting shall be given in the manner hereinafter provided.

**(c) Place of Meetings:** Meetings shall normally be held in such place in the City of Fredericton as fixed by resolution of the Board of Directors, by the President or designate, or by the convening Directors. Any decision to hold the meeting outside of Fredericton must be mutually agreeable to all parties involved.

**(d) Notice of Meetings:** Normally, notice of the time and place and the purpose of a Board meeting shall be given to each Director at least ten days before such meeting. In case of special need, a meeting may be held with less notice, provided all the Directors can be present in person or waive notice of the meeting in writing or electronically.

**(e) Voting:** At all meetings of the Board of Directors each Director shall have one vote. \* In case of an equality of votes the chair of the meeting shall cast the deciding vote. \*

**(f) Quorum:** At all meetings of the Board of Directors, the presence of fifty percent of Directors shall constitute a quorum for the transaction of business. In the instance where, temporarily, the Board consists of fewer than ten Directors, the presence of at least five Directors shall constitute a quorum. The act of the majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors except as may be specifically provided by statute, by the letters patent of

the Company, or by bylaw. If less than a quorum shall be in attendance at the time for which any meeting of the Directors has been called, the meeting may, after the lapse of fifteen minutes, be adjourned.

**4.8 Remuneration:** Directors of the Company shall not receive remuneration for their services as Directors.

**4.9 Irregularities, etc.:** \* All acts done by any meeting of the Board of Directors shall, notwithstanding that it is afterwards discovered that there was some defect in the election or appointment of any such Director or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly elected or appointed and were qualified to be a Director.

**4.10 Indemnity:** \*The Directors, auditors, President, Vice-President, Secretary, Treasurer and other Officers for the time being of the Company, and the Trustees (if any) for the time being, acting in relation to any of the affairs of the Company, and every of them and every of their heirs, executors and administrators shall be indemnified and secured harmless out of the assets and profits of the Company from and against all actions, costs, charges, losses, damages and expenses which they or any of them or any of their heirs, executors or administrators shall or may incur or sustain for or by reason of any act made, done, permitted or omitted in or about the execution of their duty or supposed duty in their respective offices or trusts except such (if any) as they shall incur or sustain by or through their own willful neglect or default respectively.

**4.11 Conflict of Interest:** \* A Director of the Company may hold office as a Director or Officer of any company with which the Company may have business relations and no such Director shall be under any obligation to account to this Company for any benefits received by ~~him~~ **them** as Director of any such company. No Director shall be disqualified by ~~his~~ **their** office from entering into contracts, arrangements or dealings with the Company nor shall any contract, arrangement or dealing with the Company be avoided nor shall any Director be liable to account to the Company for any profit realized or arising out of any contract, arrangement or dealing with the Company by reason of such Director being a party to or interested in or deriving profit from any such contract, arrangement or dealing with the Company, provided that such Director discloses to the Board at or before the time when such contract, arrangement or dealing is determined upon, the nature of ~~his~~ **their** interest therein if ~~his~~ **their** interest then exists or in any other case at the earliest opportunity after the acquisition of ~~his~~ **their** interest. No Director shall, as a Director vote in respect of any contract, arrangement or dealing in which ~~he is~~ **they are** interested and if ~~he does~~ **they do** so vote, ~~his~~ **their** vote shall not be counted. The prohibition shall not apply to any contract or arrangement by the Company to give to the Directors or any of them any security by way of indemnity. A general notice that a Director is a member and/or officer of any specified firm, syndicate or association or company shall be a sufficient disclosure under this paragraph as regards such Director and the said transactions and after such general notice it shall not be necessary for the said Director to give special notice of any particular transaction with that firm or syndicate or association or company.

#### **BY-LAW NO.5** **COMMITTEES**

**5.1 Committees:** The Board of Directors may establish such standing and special committees as may from time to time be considered desirable and will appoint the Chair of each from among the members of the Board. **Committee Chairs will take the leadership in recruiting a suitable number of other committee members.** Committees of the Board may enlist the assistance of individuals who are not

Directors. The required standing committees shall be Executive, Finance, Public Relations/Fund-raising, Nominations, **Volunteer Recruitment, and Document**.

**5.2 Executive Committee:** The Executive Committee shall consist of the President and any or all of the other Officers of the Company. Additional members may be added for specific meetings. The Executive Committee shall be responsible for the affairs of the Company between meetings of the Board of Directors. Resolutions taken by the Executive Committee shall be approved at the next meeting of the Board of Directors. The President or **his or her** **their** delegate shall chair the Executive Committee.

**5.3 Finance Committee:** The Finance Committee shall consist of the Treasurer, the Executive Director, and the President. Additional members may be added when appropriate. The Chair of the Finance Committee, who will normally be the Treasurer, together with committee members, shall develop and present to the Board of Directors matters concerning the fiscal policies of the Company. The committee will prepare the budget for presentation to the Board of Directors before the end of the fiscal year. Additionally, they will assist as needed in the preparation of any financial statements required by funding agencies or organizations.

**5.4 Public Relations/ Fund-raising Committee:** This committee shall be responsible for ensuring that the Company's activities and needs, and the services it provides are adequately publicized to engage public interest, support and involvement. It will also work with staff members in developing, carrying out, and publicizing fund-raising strategies and events. **The Chair of the committee should normally be a member of the Board of Directors, and should be selected at the Annual General Meeting. The Chair will be responsible for recruiting a body of committee members large enough to carry out the tasks involved.**

**5.5 Nominating Committee:** The Chair of Nominations, who is normally the Immediate Past-President, together with committee members, shall be responsible for preparing a ballot of nominees for the Annual General Meeting. In addition, they shall offer to the Board names of candidates for vacancies which occur between AGM's, recommend policies and procedures regarding selection of Directors and recruit potential candidates.

**5.6 Volunteer Recruitment Committee:** This committee shall assist the Company in the recruitment and maintenance of sufficient numbers of volunteers to appropriately support the programs and services of the Company.

**5.7 Document Committee:** This committee shall be responsible for reviewing and updating the documents which govern and guide the Company and ensuring that Directors have access to and familiarity with those documents.

## **By-Law 6**

### **Officers\***

**6.1 Officers:** The Officers of the Company shall be the President, Vice-President, **Immediate** Past President, Secretary, and Treasurer. A Director may be appointed to one or more offices.

The Executive Director is considered a non-voting Officer and as such is subject to the same legal liability and protection as other Officers.

**6.2 President:** The President, or delegate, shall preside at meetings of the Board and at meetings of the general membership. They shall see that all orders and resolutions of the Board are carried into effect and may act as official representative of the Company at public or official occasions.

**6.3 Vice-President:** The Vice-President shall perform all the duties of the President in the President's absence. They shall also act as President -in-training and will normally succeed the current President.

**6.4 Secretary:** The Secretary shall keep proper records of all meetings of the general membership and of the Board of Directors and shall forward these in timely fashion to the other members. They shall also perform such other duties as may be assigned to them.

**6.5 Treasurer:** The Treasurer shall oversee all moneys and securities of the Company. They shall also oversee the books of account and ensure that the same are balanced annually and at such other times as shall be required by the Directors. They shall serve as Chair of the Finance Committee and shall deliver monthly reports prior to each regular Board meeting and yearly reports to the Annual General Meeting. They shall perform such other duties as are incident of the office or as may be required from time to time by the Directors.

**6.6 Immediate Past-President:** The Immediate Past-President shall, in addition to advising the Board of Directors, chair the Nominating Committee.

**6.7 Term of Office:** All elected Officers of the Company shall hold a specific office for a one-year term and may be elected to that office for up to two additional and consecutive terms. When special circumstances exist, this may be extended by a special motion of the Board of Directors.

## **By-Law No.7**

### **Members Meetings**

#### **7.1 Votes of Members**

All members of the Company shall have one vote. \*

#### **7.2 Annual General Meeting:**

There shall be an Annual General Meeting AGM of the Company within four months of the end of the fiscal year of the Company for the purpose of:

- (a) the reception of the Annual Report and any other reports
- (b) consideration of the financial statements
- (c) consideration and, if thought fit, confirmation of any by-laws made or amended by the Board of Directors
- (d) the appointment of Directors and election of Officers
- (e) the appointment of auditors
- (f) the consideration of such other matters as may properly come before the meeting

#### **7.3 Special General Meetings**

A Special General Meeting of the members may be called at any time by resolution of the Board of Directors, by the President, or upon a written request signed by ten members setting out the purpose for such a meeting and delivered to the Secretary, President, or Vice-President.

#### **7.4 Notice of General Meetings**



Public notice of Annual General and Special General Meetings ~~shall~~ will be given at least 7 days prior to the date of such meeting. In the case of Special General Meetings, the notice ~~shall~~ will state the purpose thereof.

#### **7.5 Quorum**

A quorum ~~shall~~ will be the presence of the number of current Directors required to constitute a Board meeting quorum (see section 4.7.g) or the presence of any twenty members of the ~~Corporation~~ Company.

#### **7.6 Place and time of General Meetings**

All General Meetings shall be held at an easily accessible place and time as shall be selected by the convening party.

#### **By-Law No. 8**

##### **Auditors**

**8.1 Auditors:** The members shall at the ~~Annual General Meeting~~ AGM appoint auditors for the current year. The auditors appointed are to be professional independent auditors having qualifications deemed by the appointing authority to be sufficient for the purpose.

#### **By-Law No. 9**

##### **Annual Report**

**9.1 Contents of Annual Report:** The Board of Directors of the Company shall present to its members at or before the ~~Annual General Meeting~~ AGM of the Company, a full statement of the affairs and financial position of the Company.

#### **By-Law No. 10**

##### **Execution of Contracts**

**10.1 By Whom Contracts May be Executed:** Contracts, documents or instruments in writing requiring the signature of the Company may be signed by the President or Vice-President, together with the Executive Director, Treasurer, ~~Immediate Past President~~ or Secretary. The Board of Directors is authorized from time to time, by resolution, to appoint any Officer or Officers or any person on behalf of the Company to execute and/or deliver contracts, documents or instruments in writing. All contracts, documents or instruments so signed shall be binding upon the Company without any further authorization or formality.

The Corporate Seal may, when required, be affixed to contracts, documents, or instruments in writing.

#### **By-Law No. 11**

##### **General Borrowing**

**11.1 Borrowing:** The Board of Directors may from time to time:

- (a) Borrow money upon the credit of the Company
- (b) Limit or increase the amount to be borrowed
- (c) Authorize an overdraft

**11.2 Arrangements:** The Board of Directors may from time to time authorize any Director or Directors, Officer or Officers, employee of the Company or other person or persons, whether connected with the Company or not, to make arrangements with reference to the money borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan.

**11.3 Execution of Documents:** The Board of Directors may also from time to time authorize any Director or Directors, Officer or Officers, employee of the Company or other person or persons, whether connected with the Company or not, to sign, execute and give on behalf of the Company all documents, agreements and promises necessary or desirable for the purposes aforesaid. All contracts, documents or instruments so signed shall be binding upon the Company without any further authorization or formality.

## **By-Law No. 12**

### **Banking**

**12.1 Accounts:** The Company may maintain one or more bank accounts in such chartered banks or trust companies or credit unions as the Board of Directors may deem appropriate.

**12.2 Receipts and Payments:** All receipts of moneys shall be deposited in an account and all payments shall be made by cheque or electronic fund transfer (EFT).

**12.3 Signing Authority:** Financial signing authority shall rest in the President or designate, Treasurer, and the Executive Director of the organization. Signing authority will require signatures of two of the above mentioned. If payment is made via "EFT" a list of the payments will be submitted for approval by two signing officers prior to month end closing. \*

#### **Approval of expenses for EFT**

1) — Administrator prepares a list of expenses and submits it to the Executive Director with supporting documents/invoices.

2) — Two signing officers review, initial and date the list.

• — Routine payments including salaries and rent may be processed without prior verification from signing officers but must be verified upon review of bank statements as outlined below.

3) — Administrator transfers the payments to the respective bank accounts.

#### **Approval of incoming EFT**

1. — Transfers are sent to a dedicated email address (finance@frederictonmealsonwheels.ca) that is assigned to both the Administrator and the Executive Director

2. — Administrator deposits the transfer into the Meals on Wheels general checking account

3. — Administrator advised the Executive Director that the deposit has been made

4. — Administrator checks all EFTs on the bank statement against the approved list of revenue and expenses, signs and dates and submits the documents to Executive Director.

5. — If satisfactory, Executive Director signs and dates the bank statement and list of revenue and expenses to show that both documents were verified/reconciled.

## **By-Law No. 13**

### **Fiscal Year**

**13.1 Fiscal Year:** The Financial and Fiscal Year of the Company shall be the period ending on March 31<sup>st</sup> in each year.

## **By-Law No. 14**

### **Amendments**

**14.1 Amendments:** The Board of Directors may from time to time repeal, amend, add to or re-enact these by-laws or any of them but such changes, unless in the meantime confirmed by at least two-thirds of the votes cast at a Special General Meeting of members, shall have force only until the next Annual General meeting of members, and, if not confirmed by at least two-thirds of the votes cast thereat, shall from that time only cease to have any force.

## **By-Law No. 15**

### **Parliamentary Authority**

**15.1 Parliamentary Authority:** If, during any meeting of the Board of Directors (Article 4.7), or the general membership (By-Law 7), any member feels that due process has not been followed, a motion can be made to refer to the current edition of Robert's Rules of Order Newly Revised for direction as to how to proceed.

## **By-Law Notes**

**Disclaimer** - These notes are provided to assist board members with understanding the by-laws. They are not an interpretation nor clarification of the by-laws and do not replace the by-laws in whole or in part. Where there is a difference in meaning between the by-laws and these notes the by-laws will be considered correct. The notes may be revised from time to time, such revisions subject to a majority approval of the Board of Directors.

### **Terms:**

**Company** – Meals on Wheels of Fredericton

**Director** – A member of the Board of Directors

**Officer** – An executive of the Company who shares legal liability for the Company's actions and can legally represent the company, e.g. sign binding contracts See 10.1

~~Officer – An executive of the Company who shares legal liability for the Company's actions. An officer can legally represent the company, e.g. sign binding contracts. If the Executive Director can sign contracts (even if with restrictions) then the position needs to be designated as an officer with the liabilities and protections that comes with that designation. See 10.~~

### **By-Laws 4.7 & 7.1 Voting**

- In Board meetings, all Directors have one vote. Ordinarily the Chair does not vote on motions but may cast a vote if their vote would change the result, either by breaking or by creating a tie. To pass, a motion must have more votes for than against. Abstentions do not count, nor need they be recorded. Similarly, in general meetings, each member present has one vote, and the same rule applies for the Chair.

**By-law 4.9: Irregularities, etc.**

This by-law ensures that acts of the Board do not become undone simply because of an election irregularity. If a Director is discovered to not have been properly elected then that means that they had a vote on board motions while not a director. Even if a director is later discovered to not have been properly elected then the motions passed while that person was voting as a Director remain passed.

**By-law 4.10: Indemnity**

This by-law gives Directors and others protection in case of a legal action like someone suing because of something the Company did or did not do. If a legal action is brought against a Director, auditor, or Officer of the Company then all of the assets of the Company will be used to protect that person unless they willfully acted in neglect of their duties.

**By-law 4.11: Conflict of Interest**

This by-law ensures that directors do not personally gain from voting on a motion that benefits another company they work for. A director may be an Officer, Director, or employee with any other company with which the Company has a business relationship provided that the Director discloses their relationship prior to any board vote on a resolution or motion related to that company. The Director cannot vote on any resolution or motion related to any company with which they are an officer, director, or employee. If the Director fails to disclose their conflict of interest prior to such a vote, then any vote cast by the Director on that vote is not counted and the board may remove the Director.

**By-law 12.3: Banking/Signing Authority****Approval of expenses for EFT**

- 1) Administrator prepares a list of expenses and submits it to the Executive Director with supporting documents/invoices.
- 2) Two signing Officers review, initial and date the list.
  - Routine Payments including such as salaries, and rent, and other regular expenses may be processed without prior verification from signing Officers but must be verified upon review of bank statements as outlined below. A list of such regular expenses should be prepared and revised from time to time to reflect the current situation of the Company.
- 3) Administrator transfers the payments to the respective bank accounts.

**Approval of incoming EFT**

1. Transfers are sent to a dedicated email address (finance@frederictonmealsonwheels.ca) that is assigned to both the Administrator and the Executive Director
2. Administrator deposits the transfer into the Meals on Wheels general checking account
3. Administrator advises the Executive Director that the deposit has been made
4. Administrator checks all EFTs on the bank statement against the approved list of revenue and expenses, signs and dates and submits the documents to Executive Director.
5. If satisfactory, Executive Director signs and dates the bank statement and list of revenue and expenses to show that both documents were verified/reconciled.

## **Volunteer Recruitment Report for Fiscal Year Ending March 31, 2023**

We are happy to report that our organization has experienced a steady trickle of new volunteers over the past year, such that very little action has been necessary from our Volunteer Recruitment Committee. We did feature some of our current volunteers on social media along with an appeal for new volunteers and have also tried to keep posters in public places to keep our organization and its need for volunteers in the public eye. At Christmas, we organized, packaged, and distributed gift bags to show our appreciation for our many volunteers. We will be meeting over the next few weeks to assess the needs for the summer and fall, and to take whatever steps are necessary to meet those needs.

Respectfully submitted

Joan McDaniel, Chair

## Executive Director Annual Report for Fiscal Year Ending March 31, 2023

This year marks the 56th year of operation of Meals on Wheels of Fredericton Inc. It is an honour to serve this organization as we continue to provide an important and much needed service to our community.

As stated in the treasurer's report, 2022 – 2023 showed another increase in need for our meals. We continued to face challenges associated with the COVID 19 health crisis however, the situation had become much more manageable, and we were able to complete the year with a small surplus, maintaining a sound financial situation for our organization.

Some of the significant factors that have had an impact on our operational and financial situation in the past year are as follows:

### 1) Meals Served:

The number of meals served increased from 84,643 in the previous fiscal year to 93,658 at year end March 31, 2023 (**10.6%** increase). The following is a summary of the numbers of meals provided for clients in various categories the past two fiscal years.

Referral Source	2021/22	2022/23	Net change
Private Pay	23,501	24,585	1,084
DSD	50,520	54,848	4,328
St.Mary's Health	5,679	5,458	(221)
DVA	3,829	5,595	1,766
Frozen	1,050	3,106	2,056
Free Meals	64	66	02
<b>Totals:</b>	<b>84,643</b>	<b>93,658</b>	<b>9,015</b>

Meals were purchased from the Chalmers Hospital at a cost of \$6.65 (no change from the previous year) We are now producing the majority of our meals from our own Meals on Wheels kitchen. We produce an average of 7,200 meals per month from our own facility. The cost per meal produced by the Meals on Wheels kitchen continues to be inconsistent during this time period as we continued to develop efficiencies and increase staff.

### 2) Community Support:

Our Public Relations/Fundraising committee has been extremely effective, and much appreciation is extended to Vernon Boyer, Chair, and to the dedicated members of this committee. We exceeded our budgeted revenue considerably as Vernon's report will explain. Though still unable to hold fund raising activities as we had prior to Covid 19, our letter mail campaign was once again our main source of additional funds for our

organization with tremendous support from a number of community foundations and organizations (as identified on the first page of our Annual Report).

### **3) Grants:**

**United Way:** We are both grateful for and dependent on the annual financial support we receive from United Way of Central New Brunswick. We received \$ 25,000 for our Meals on Wheels program.

**Fredericton Coop Community Fund:** We once again received a very generous grant of \$15,000 from the Community Fund (received in December 2022) to assist with our program operations. This fund has provided us with grants every year for the last seven years, and we greatly appreciate their ongoing support. I extend sincere appreciation to our Board member, Joan McDaniel, for the work she has done in these past years to ensure our grant application was strong, sincere, and worthy of support.

**SEED and Canada Summer Jobs:** We were very fortunate to receive funding for 3 students during the summer of 2022. Two were funded through the province's SEED program, and the other through Canada Summer Jobs.

### **4) Meals on Wheels Kitchen:**

This fiscal year represented the fourth full year of operation in our own Meals on Wheels kitchen. This continues to be a very significant project for our organization, and we have moved forward with our action plan carefully. This past year saw the majority of our meals being prepared in our kitchen. We continue to be very grateful to the Food Services department of the Dr. Everett Chalmers Hospital for preparing meals for us as well.

The following outlines accomplishments in this fiscal year:

- We were very pleased to move to biodegradable meal and soup containers this year. We were able to source the containers at slightly less cost than the aluminum ones (given the increase in the price of the aluminum-containers), and it has long been a goal of the organization to move to this more environmentally friendly option.
- Following Board discussion and deliberation and a positive meeting with our landlord, we signed a two-year lease renewal agreement with JA Properties for our facility at 880 Hanwell Rd. (effective April 2023 to April 2025)
- We continued to request staff remain at home if they tested positive for Covid, and these days of absence were paid by the organization.
- We continued to request that our volunteers adhere to our Covid policy of using hand sanitizer, wearing masks, and contactless delivery to our clients. We have relaxed this requirement as of May 2023.
- The number of meals produced in our kitchen continued to grow throughout this fiscal year (as outlined above).
- We have continued with our Harvey and Queens County Frozen Outreach meal programs. The commitment to providing our service to these rural communities remains an important initiative.

- A decision was made to introduce an Operations Manager to our team, and we were delighted to welcome Faye Webb who was hired in March of 2023, beginning her employment in April. Faye brings many years of experience as the Food Services manager at York Care.

## **5) Volunteers:**

Volunteers have been the heart and soul of Meals on Wheels from its beginning. In fact, in the early years we did not have employees, and volunteers created the organization we are now all so proud of.

We deliver to more than 165 routes per week, and it is amazing beyond words how this is accomplished entirely by our small army of volunteers! We have the most dedicated volunteers any organization could hope for, and I am inspired and grateful every day to have the pleasure of meeting and greeting these wonderful, caring members of our community.

My sincere appreciation is extended once again to our Board of Directors. The support, oversight, and the commitment of our Board is essential to the continued success of this organization. As we transitioned to a new President during this fiscal year, I could not have been more appreciative of Jeff Deane, our outgoing President and Valerie DeLong, our new President. The transition was amazingly smooth as they worked so well together sharing the commitment and dedication to this organization. They led our Board through this transition with ease and we truly did not skip a beat! As Valerie has settled into this position it is apparent that her vision for Meals on Wheels is one of growth, vitality and long term sustainability. She has made tremendous strides in reaching out to representatives at all levels of government to raise awareness and plant seeds for support and understanding of the value of this service. She has also been truly supportive of the daily operations of the organization, and is a great mentor. We also transitioned to a new Treasurer during this year, and again, the transition between Dave Blacklock and Chuck Madott was seamless, and very much appreciated. Chuck has assumed the oversight of our finances with knowledge and insight. As the Executive Director of a nonprofit organization, a Board with commitment and professionalism is critical, and I am so grateful.

## **6) Staff:**

Our kitchen continues to meet the ever-increasing growth we have been experiencing. They are producing between 200 and 300 meals 7 days a week, 364 days of the year. Having our own kitchen was a very difficult decision made in 2018, and it has taken this hard working committed team to make this vision a reality.

We were very grateful for the continued efforts of our lead cook, Simone Quittenton and were very pleased to add Chris Humble as a second lead in our kitchen. Simone left our organization in recent months, and Chris continues to fill this important position. We were very pleased to welcome Ryan as a very accomplished cook. We are very grateful for the continued support of our baker, Kathy Astle (who has been with us from the opening of our kitchen), and Cody Gale who is our cook most every weekend.



With this cooking team we have a tremendous team of kitchen helpers and I know I speak for our cooks recognizing that we could not manage without each of them! Thank you Hal, Susan, Steven, Eric, Terri, Tracy, and Rob.

We are very appreciative of individuals working behind the scenes with us. Thank you to Krista Challas, our graphics designer, Michelle Spencer, administrative help organizing our menus each week, and Marc and Lynne Aube who have provided invaluable expertise to us on a number of occasions when we have needed additional help.

We were sad to see Drew Blaney leave our organization in the Fall of 2022. She had been with us as a student and stayed with us as her first position following her graduation from University. In October of 2022 we welcomed Dawna Egers as our Client Care Coordinator. Her experience in administration was evident from the outset as she has settled into this position very quickly. It seems she has been with us for years! Listening to her speak with our clients is a highlight of my days, and I know of theirs as well! She has become so important to all of us as she organizes our menus, production numbers and client information everyday.

Barb Brown continues to manage the financial affairs of Meals on Wheels as though it was an easy task. It is not! We have been through so many ups and downs in recent years as we have continued to organize around having our own kitchen, the increasing need for our service, constant growth, and the challenges of the Covid 19 pandemic. She has been a truly dedicated coworker and friend through it all. I am so grateful for all she does for Meals on Wheels.

I had planned to retire in 2022, however, this decision was delayed slightly as we made the decision to introduce the position of Operations Manager to assume some of the responsibilities previously handled by the Executive Director. Given that we now have our own kitchen facility and continue to experience an increase in number of meals needed to meet the growth, having a position dedicated to operations was clearly a step that was needed. As mentioned, Faye Webb was hired for this position, and it has been a pleasure to work with her in recent months. We will once again seek my replacement in 2023.

Meals on Wheels of Fredericton is a true example of what a community-based organization can accomplish. I remember a volunteer explaining to me when asked “why he volunteers” that he wanted to be a part of a caring community. I could not agree more. I am honoured to have been a part this organization for the past 7 years. When I am a retired person, I cannot wait to be a Meals on Wheels volunteer!

On behalf of those we serve, please accept my sincere appreciation for your compassion and dedication, and for all that you do for Meals on Wheels of Fredericton.

Respectfully submitted,

Betty Daniels, Executive Director

## Nomination Committee Annual Report June 2023

**The slate of officers of the Board of Directors for the year 2022-23 has been the following:**

**President** – Valerie DeLong

**Vice President** – Chuck Madott

**Secretary** – Carol Morrison

**Treasurer** – Chuck Madott

**Past President** – Jeff Deane

Chuck Madott has served as our Vice President for the past year. He is also our treasurer, and his intention was to fill the position of Vice President for the year hoping we would have a nominee for the coming year. Thank you, Chuck, for taking this responsibility for the past. We are very pleased that Janet Matheson has agreed to let her name stand for this position.

Carol Morrison has decided to step down as Secretary, however will continue as a Board Director. Thank you Carol for an excellent job as Secretary. We are pleased that Gail Pilgrim has allowed her name to stand for this position.

**The current Board of Directors is comprised of the following individuals:**

Valerie DeLong	Jeff Deane
Chuck Madott	Janet Matheson
Joan McDaniel	Carol Morrison
Tim Findley	Sharon Vickers
Gail Pilgrim	Jenn Thomas
Tony Fitzgerald	Melissa Boyer
Vernon Boyer	

We are sorry to say goodbye to three members of our Board this year, all who have contributed greatly for many years:

- Tony Fitzgerald has been on our Board for the last 10 years and has served on our Document Committee for a number of years.
- Jenn Thomas has been with our Board for 5 years and has served as a member of our Document Committee, Fund Raising Committee and the ad hoc Hiring Committee.
- Melissa Boyer has also been with us for 5 years and has been a member of our Fundraising Committee.

The other Directors have all indicated their willingness to return, but this must be confirmed with a vote of affirmation.

In addition, I would like to officially nominate Peter Steeves and Kathleen Starke as new members of the Board.

Peter is a retired school principal having worked 35 years in the New Brunswick Education system. He has been an active volunteer with Meals on Wheels for 5 years. Additionally he has directed a number of choirs including the Fredericton Women's Choir and the Handbell choir.

Kathleen is a lawyer with Stewart McKelvey law firm. Prior to this position, she worked as a wildland firefighter, an exchange coordinator with the YMCA, at Treego Mactaquac, in retail, and others. She has recently started volunteering on a route with Meals on Wheels through her firm. She also has experience volunteering with youth hockey organizations as a coach, with a legal aid clinic, the Boys and Girls Club, and a local lunch program.

Both come highly recommended and would make excellent additions to the Board.

The chairs of the standing committees of the organization will be approved by the Board of Directors at their June meeting. They are as follows:

**Fundraising and Public Relations Committee:** Vernon Boyer

**Wheels to Meals Committee:** Carol Morrison

**Document Committee:** Joan McDaniel

**Volunteer Recruitment Committee:** Joan McDaniel

The position of chair of the three other committees (Finance, Executive, and Nomination), are automatically assigned to the Treasurer, President and Past President respectively, and therefore need no confirmation.

Respectfully submitted,

Jeff Deane, Chair