



APRIL 2023-MARCH 2024



Hospitality Ministry Inc.

More than just a meal!

Annual General Meeting Report on June 18, 2024

MISSION STATEMENT

The Upper Room Hospitality Ministry Inc. has as its mission
to:

Provide some of the food requirements of needy people of
Prince Edward Island

Approved by: The Upper Room Hospitality Ministry Inc. Board
September 12, 1989

Office Mailing Address

34 Belmont St., Charlottetown, PEI, C1A 5H1

Upper Room Soup Kitchen
101 Richmond St
(902) 892-1995

Upper Room Food Bank
34 Belmont St.
(902) 892-7092

The Upper Room Hospitality Ministry Inc.
Annual General Meeting 2023/2024
Tuesday, June 18, 2024
The Upper Room Food Bank/PEI Food Banks Office
34 Belmont Street, Charlottetown
Year Ended March 31, 2024

Agenda

1. Call Meeting to Order (5:30pm)
2. Land Acknowledgement
3. Adoption of Agenda
4. Approval of 2022/2023 Annual Meeting Minutes
5. Reports:
 - a. Chairperson
 - b. Executive Director
 - c. Finance Committee
 - i. Upper Room Angels
 - ii. Finance Committee
 - d. Strategic Planning Committee
 - e. Food Drives Committee
 - f. Property Committee
 - g. Human Resources Committee
 - h. Outreach Committee
 - i. Nomination Committee
6. Adjournment

Land Acknowledgement:

"In the spirit of Reconciliation, we acknowledge that the land upon which we gather is unceded Mi'kmaq territory. Epəkwithk (Prince Edward Island), Mi'kma'ki, is covered by the historic Treaties of Peace and Friendship. We have an opportunity now to reflect on the impacts of colonization on Indigenous peoples, traditional ways of life and communal and individual food systems. We pay our respects to Indigenous peoples and communities who have occupied this Island for over 12,000 years and commit to continue building meaningful relationships with Indigenous communities and leaders to further the work of true reconciliation"

The Upper Room Hospitality Ministry Inc.

Annual Meeting Minutes

June 22, 2023

Call to Order

Ken Campbell called to order the annual meeting of The Upper Room Hospitality Ministry Inc. at 5:35 pm on June 22, 2023, at the Food Bank.

Attendance

The following directors were in attendance: Ken Campbell, Dandan Wang, Paul Evoy, Jennifer Fernandes, Richard Collier, David Swan, David Harper, Mike Sirois, Bobbi-Jo Dow Baker, and Jamie Larkin. Katherine Morrow and Elaine Fraser sent their regrets. Staff present was Mike MacDonald, Brenda Moore, Lorraine Goley, Nicole Mountain, and Carol Fitzpatrick.

Land Acknowledgement

Mike Sirois acknowledged that the Upper Room is located in the ancestral and unceded territory of the Mi'kmaq People, and we acknowledge them as the past, present and the future caretakers of this land.

Agenda

Bobbi-Jo Dow Baker moved we accept the agenda. Jamie Larkin seconded the motion. **Motion carried.**

Minutes from the last annual meeting June 28th, 2022

David Harper moved that the minutes, from the June 28th, 2022, annual meeting be accepted. Mike Sirois seconded the motion. **Motion carried.**

Chair

Ken Campbell reported on how lucky we are to live on PEI and how the organization is able to gain strength from its donors and staff. He thanked Mike MacDonald and his team for continuing to help others in need. He feels we are ready to conquer any challenges that we may face in the future.

Executive Director

Mike MacDonald talked about the many challenges we faced in the last year and the successes we had. Fiona and inflation have both had a major impact on our organization.

We were able to stay open after Fiona at the Food Bank because of our generator. We were without power for nearly two weeks. We operated at our old location during this time. The Soup Kitchen had their power restored quickly.

Inflation is having an affect as each month we have increasing numbers of new clients at both locations.

Food drives continued during the last year, bringing in food and money.

We expanded and strengthened relationships with the other Food Banks. Over the past year we worked on standards and procedures for our organization.

I want to thank our staff and volunteers, who I was happy to celebrate at our Volunteer Appreciation Event.

Finance Committee

We don't have Financial Statements tonight as the Auditor hasn't finished reviewing them. We should have them by next week.

This past year has been a tremendous one in terms of contributions. Fiona and inflation had a part in the final figures, although any year the budget for donations is always your best estimate at the time.

The budget for this coming year is showing a sizable deficit. This is based on many factors such as anticipated expenses with our move, a conservative approach to donations, increased food purchases due to rising client numbers and rising supplier costs.

Motion

Paul Evoy moved that Bradley Handrahan be appointed auditors for the fiscal year ending March 31, 2024. Bobbi-Jo Dow Baker seconded the motion. **Motion carried.**

Strategic Plan

David Harper reported that the Strategic Plan Committee was set up and met three times during the year. The main areas of concern were meeting with the other Food Banks that we deal with and discussing formal agreements with them, including encouraging them to use the standards that we have developed in their operations. Next year we will be looking at infrastructure- present and future.

Food Drives

Jamie Larkin reported on how our Food Drives are the backbone of our organization. This year our drives surpassed last year's.

Property

David reported that the major expense was replacing the Soup Kitchen's roof. We are now waiting for the installation of a walk-in freezer and cooler in the Soup Kitchen. Moving the Food Bank to a new location will be our next major challenge and expense.

Human Resources

Richard Collier reported that the committee reviewed employee benefit packages and the package of medical and dental benefits will be available to all full-time employees in the coming year. He thanked volunteers and staff for their great efforts on the Organizations behalf.

Outreach

Mike Sirois reported that the Upper Room is changing as times change so we can meet the challenges ahead. Committee continues to support the other Food Banks, the Community Outreach Center, the Safe program, and organizations in the Cornwall Area. Intermediate high schools in the Charlottetown area were also helped with their lunch program and next year we plan to expand this program to all schools.

Nominations

Dandan Wang reported that five Directors have finished their three-year term and are up for reelection. Two of the Directors are retiring – Bobbi-Jo Dow Baker and Katherine Morrow. We want to thank them for their many years on the Board and the work they 've done. Flowers were presented to Bobbi-Jo Dow Baker as she was in attendance.

Motion

Jamie Larkin moved that Paul Evoy, Mike Sirois, Jennifer Larkin, Richard Collier, and Dandan Wang be reelected for a three-year term. Bobbi-Jo Dow Baker seconded the nominations. **Motion Carried.**

Next regular meeting will be on Tuesday, September 12, 2023.

Adjournment

Dandan Wang moved the meeting be adjourned at 6:06 pm. Jamie Larkin seconded the motion. **Motion Carried.**

X

Chair

X

Secretary

The Upper Room Hospitality Ministry Inc.

Chairperson Annual Report 2023-2024

It is my honor to present the Chairperson Report for The Upper Room Hospitality Ministry Inc. at our 2023-2024 Annual General Meeting. This past year has been both challenging and rewarding, marked by significant achievements and ongoing efforts to support our community's food needs.

We have experienced another difficult year, as the need for food continues to dramatically increase across our community and our province. The rising cost of living, lack of housing, and concern for our future has forced community members to make difficult decisions such as choosing what bill they are able to pay that month or skipping meals to feed their family members. Thanks to technology and word of mouth amongst community members, more and more people have found out about our services and have been able to access groceries at our food bank and/or hot meals at our soup kitchen.

We will soon be reaching a new milestone at our organization. As many of you know, we are going to be moving into the building behind 34 Belmont. This move represents growth, change and new opportunities. We have learned so much from our previous locations and have a deeper understanding of our clients to help serve our community better. So much progress has been made in this new building and we are excited for the next chapter.

We want to extend a sincere thank you to all our dedicated staff, volunteers, and board members who continue to go above and beyond for our organization. It is because of each of you that our organization continues to thrive and grow better and stronger.

Today, we want to give a profoundly special acknowledgment to the passing of our dear board member, treasurer, and friend, Paul Evoy this past year. Paul served as our treasurer with integrity and an unwavering commitment to our organization's mission.

In conclusion, this year has been a testament to what we can achieve together. As we move forward, I am confident that with our continued efforts, we will make even greater strides in the fight against food insecurity.

Submitted by Ken Campbell, Chairperson

The Upper Room Hospitality Ministry Inc.

Executive Director Report 2023-2024

In our 2023-2024 fiscal year, we faced numerous challenges and celebrated significant achievements. The number of people using our food bank and soup kitchen services increased significantly by 100% since 2019 and for many reasons, such as inflation, high cost of living and unprecedented times ahead, we do not see this changing for the foreseeable future. We are so grateful for all the continued support; without it, we could not provide our services at no cost to clients through groceries and hot meals.

Our staff and volunteers are our community ambassadors, innovators, inspiration, and motivation to our clients and all of us at The Upper Room Food Bank and Soup Kitchen. Our organization has 9 current board members who contribute to our organization's strategic goals, financial planning, and overall wellbeing of our organization. We have 10 food bank staff and 4 soup kitchen staff and over 200 volunteers who help us at our food bank, soup kitchen, and food drives. To put our volunteers into perspective, they have contributed almost 9500 hours to our services. We continue to engage our volunteers through our Annual Volunteer Appreciation Event.

Reflecting on this past fiscal year, our most challenging time was between the months of November and February. Despite this challenging time, our Christmas Hamper Program was very successful. Our team gave out regular hampers in the first two weeks of December and Christmas Hampers in the following weeks; the whole operation was efficient and effective. December is also the time of year we have our CBC Feed a Family turkey drive. We purchased large amounts of turkeys, not only to help our organization, but members of our association and other community organizations to meet the needs of Islanders across Prince Edward Island.

The Upper Room has taken in 772,083 lbs of food this past year, compared to 608,907 lbs the previous year. We continue to have successful food drives such as the Y Service Charlottetown Club Food Drive, Stratford and Area Food Drive, Ocean 100 Stuff a Bus Food Drive, and CBC Feed a Family Food Drive. We also saw an increase in donations from community organizations, individuals, businesses, teams, and churches that continued to think of our organization through gifts of food and funds.

We had reached a significant achievement through Food Banks Canada by completing our accreditation through the National Standards of Excellence Program. We look forward to helping food banks across PEI receive this same accreditation. As the PEI Association of Food Banks, we focussed on nurturing our relationships with our members. This past April, we had our first PEI Food Bank session that was successful and helped to create a deeper understanding of our community.

This past year has been a testament to our resilience and commitment to fighting food insecurity. I want to thank our dedicated team of staff and volunteers who continue to go above and beyond everyday; you are valued and appreciated, and we thank you for all you do. As we look to the future, we remain committed to expanding our reach, improving our services, and ensuring that no one in our community goes hungry. Thank you for continued support and dedication.

Food Bank and Soup Kitchen Statistics:

Soup Kitchen meals served:

2023-24=46,901
 2022-23 = 46,565
 2021-22 = 40,651
 2020-21 = 40,410

Food Bank Totals

	2023/24	2022/23	2021/22	2020/21
Families	12960	10208	7867	7512
Adults	22181	17457	13640	11879
Children and Infants	11336	9430	7323	7332
Total People	33547	25331	20982	19211
New Clients	1157	750	393	421

The Upper Room Hospitality Ministry Inc.

UPPER ROOM ANGELS

Fiscal Period

April 1, 2023 – March 31, 2024

Our thirty-fifth fundraising campaign started September 1, 2023. Newspaper advertising began on that date, and newsletters were mailed requesting Angels to renew their membership. The amount of \$112,510 was raised at the end of March 31, 2024.

In the last fiscal year, the angels contributed \$127,363 to help with the purchases of food and supplies that was needed to assist the clients. The remaining balance on hand is committed for distribution through the last week of June 2025.

The awareness of more people having to use the food bank since Covid-19 and the continued high cost of food is present with those that were able to give more generously. There are 2,164 angels. Membership is gratifying, 1,745 members or 95% have renewed their membership. Ninety-eight new members enlisted. Thank you letters were sent to all members.

Since its inception in August 1989 through March 31, 2024, the Angels have raised a total of \$2,675,214 at a very low cost.

The thirty-sixth annual campaign for distribution 2024 will begin September 3, 2024, with a goal of \$75,000.

Respectfully submitted,

Nancy Barrett

Chairperson

The Upper Room Angels

Finance Committee Report for the year ended March 31, 2024

The Finance Committee this past year consisted of Paul Evoy (Treasurer), Dandan Wang (Secretary), and Brenda Moore (Finance Manager). Unfortunately, as you have heard Paul passed away this past January after having a long relationship with the Upper Room. He is missed.

Bradley Handrahan Chartered Professional Accountants have audited our financial statements again this year. Everyone here will be receiving a copy.

Last year when Paul was drawing up the budget there was major uncertainty over donations given inflation on the Island. We were already seeing that the number of clients were increasing, but inflation was also affecting our donors and there could be a significant drop in revenue. I'm pleased to report that donations even surpassed the prior year's amount except for government donations. Some donors have lowered their donations, but others gave twice a year or more, instead of their normal once a year. Most feel that they are fortunate in their own personal circumstances and wish to help those who are struggling. The interest rate on our investments has increased 100 times in some cases. Allowing our interest revenue to more than double. The downside to inflation was seeing most of our costs rise also.

Some of the specific changes this year were:

- Giving each school on PEI money to implement some changes in their approach to food insecurity. Some schools developed impressive new activities relating to food.
- Post Covid Mike MacDonald was once again able to participate in the Food Banks Canada annual meeting in Edmonton. The close relationship between us has allowed us to do a better job serving our clients using their expertise. The food and donations sent through Banks Canada has benefited not just us but also the other food banks on the Island that we are associated with.
- The number of people donating online continues to rise. We received over \$400,000 through Canada Helps. Our relationship with them is over 15 years old and we are quite happy with it. The number of 3rd party companies collecting donations on behalf of registered charities has risen dramatically. We now deal with Canadian Online Giving, CHIMP, Canada Donates, PayPal Giving, and My Tribute. These would all bring in less than \$3,000 a year.
- Major purchases are capitalized, the major items this year were purchasing a used cooler truck, purchasing an electric van fully funded by CAA, trading in our old truck for a new one, buying a commercial dishwasher and installing a walk-in freezer and cooler at the Soup Kitchen.

The Board has approved the budget for 2024/25 which shows a deficit of eighty-four thousand dollars. We are also expecting to spend two hundred thousand dollars on getting our new place outfitted. This expenditure will be capitalized not expensed.

We are all fortunate to be connected to a charity that is so respected and vital in our community. We are then able to exist and even expand services at times will many charities are struggling.

Respectfully submitted by Brenda Moore on Behalf of the Finance Committee

The Upper Room Hospitality Ministry Inc.

Comparative Income Statement

	Actual Apr 01, 2023 to Mar 31, 2024	Actual Apr 01, 2022 to Mar 31, 2023	Actual Apr 01, 2021 to Mar 31, 2022	Budget Apr 01, 2023 to Mar 31, 2024	Budget Apr 01, 2024 to Mar 31, 2025
REVENUE					
REVENUE					
Upper Room Angels	99,249.59	102,600.00	100,835.00	82,000.00	90,000.00
Angles - Campaign Expense	4,903.69	5,285.71	3,510.44	7,000.00	7,000.00
Angels Revenue: Totals	94,345.90	97,314.29	97,324.56	75,000.00	83,000.00
Donations: General	495,128.27	432,388.85	474,614.09	400,000.00	450,000.00
Donations: Church & Community Grps	105,096.66	71,823.88	58,666.44	51,500.00	70,000.00
Donations: Corporate	332,926.77	304,094.86	253,197.93	200,000.00	275,000.00
Donations: Corporate Angels	257,834.13	230,000.00	81,000.00	150,000.00	200,000.00
Donations: Schools	-	-	3,623.50	-	-
Food Banks Canada	17,582.26	81,667.28	60,826.75	40,000.00	20,000.00
Donations to be shared with others	272,099.82	1,150,507.70	325,100.81	400,000.00	250,000.00
Paid out to Other Food Banks	178,344.45	396,458.32	248,177.97	152,000.00	115,000.00
Given to Clients	-	162,511.50	-	-	-
Grants	-	-	115,897.00	-	-
VIK Donations	12,000.00	22,313.26	6,432.57	-	6,000.00
Gift Cards	62,828.30	7,025.72	8,009.83	10,000.00	35,000.00
General Donations	1,377,151.76	1,740,851.73	1,139,190.95	1,099,500.00	1,191,000.00
Interest revenue	69,935.39	33,851.20	12,992.60	68,000.00	80,000.00
Transfer from Upper Room Angels Fun	127,363.00	70,668.00	70,668.00	-	127,000.00
Transfer to Operating Fund	127,363.00	70,668.00	70,668.00	-	127,000.00
TOTAL REVENUE	1,541,433.05	1,872,017.22	1,249,508.11	1,242,500.00	1,354,000.00
TOTAL REVENUE	1,541,433.05	1,872,017.22	1,249,508.11	1,242,500.00	1,354,000.00
EXPENSE					
Operating Expenses					
Amortization	25,000.00	22,458.16	23,451.16	30,000.00	40,000.00
Professional Services	25,613.48	43,298.96	8,175.00	19,500.00	10,000.00
Advertising	-	43.86	-	100.00	-
Bank charges and interest	2,886.84	2,873.75	2,659.64	3,000.00	3,000.00
Donations, Gifts	3,022.90	2,642.33	3,464.56	5,000.00	5,000.00
Equipment purchases	3,057.89	1,466.75	13,019.30	420,000.00	5,000.00
Food Purchases	444,020.94	357,356.11	224,493.33	570,000.00	450,000.00
School Food	140,000.00	-	-	-	-
Garbage collection	5,916.28	4,764.19	3,775.68	6,000.00	7,000.00
Freight Charges	1,709.16	2,531.65	6,872.18	-	1,500.00
Food or Fundraising	12,907.43	14,992.40	14,060.16	15,000.00	15,000.00
Insurance	12,216.79	11,563.09	8,780.92	14,000.00	15,000.00
Membership	305.20	301.00	294.30	1,500.00	1,000.00
Miscellaneous	3,981.38	3,119.30	781.06	1,000.00	4,000.00
Office supplies	22,866.66	14,112.34	12,184.91	17,000.00	22,000.00
Propane	170.92	2,281.69	-	-	1,000.00
Repairs and maintenance	6,080.11	2,520.48	10,226.62	3,000.00	5,000.00
Warehouse Rent	90,479.95	90,376.01	90,687.96	90,500.00	91,000.00
Shop Supplies	10,748.27	33,941.75	14,484.88	17,000.00	15,000.00
Telephone-Soup Kitchen	1,886.34	1,155.50	1,087.03	1,500.00	2,000.00
Telephone-Food Bank	1,876.66	1,615.05	1,082.49	4,000.00	2,000.00
Cell Phone	1,212.10	1,466.47	1,586.75	1,500.00	1,500.00
Telephone Warehouse	1,528.93	1,545.19	3,510.44	1,600.00	1,600.00
Total-Telephone	6,504.03	5,782.21	7,266.71	8,600.00	7,100.00
Travel: Other	-	308.04	-	-	1,000.00
Travel: National meetings	5,897.68	-	-	12,000.00	3,000.00

Vehicle - Gas	5,751.16	4,910.34	4,080.05	7,000.00	7,000.00
Vehicle - Repairs/Tires	4,082.62	2,815.30	3,732.68	2,000.00	5,000.00
Vehicle - Insurance/reg	3,453.58	2,564.87	2,796.88	5,000.00	6,300.00
Total Vehicle Lease Expenses	13,287.36	10,290.51	10,609.61	14,000.00	18,300.00
Wages	574,173.49	547,117.99	497,733.97	620,783.00	620,000.00
UI Expense	12,619.89	11,756.61	10,409.03	15,439.00	15,439.00
CPP Expense	25,935.20	27,356.44	22,747.59	30,475.00	32,000.00
WCB Expense	378.41	79.51	3,990.84	4,025.00	3,200.00
Pension expense	2,439.45	2,310.51	2,152.96	2,445.00	2,500.00
Medical Insurance Expense	7,707.83	-	-	-	10,180.00
Wage reimbursement	2,700.31	7,495.68	30,812.63	8,000.00	1,000.00
Payroll Expense: Total	619,797.14	581,125.38	506,221.76	665,167.00	682,319.00
TOTAL OPERATING EXPENSES	1,456,470.41	1,208,149.96	961,509.74	1,912,367.00	1,402,219.00
BUILDING EXPENSES					
Garbage - Soup Kitchen	7,029.83	5,947.36	4,417.20	8,500.00	8,000.00
Electricity-Soup Kitchen	5,755.76	5,721.67	5,128.54	5,500.00	6,000.00
Equipment - Soup Kitchen	3,367.97	2,678.34	1,257.37	55,000.00	3,000.00
Heat-Soup Kitchen	1,140.53	1,533.07	1,262.33	1,800.00	1,500.00
Propane-Soup Kitchen	3,112.57	3,854.54	2,472.05	4,000.00	3,200.00
Property Tax-Soup Kitchen	3,356.70	3,227.39	-	3,300.00	3,400.00
Repairs & Maintenance-Soup Kitchen	9,356.64	9,375.82	11,004.87	3,000.00	10,000.00
Water & Sewer - Soup Kitchen	671.16	565.26	552.90	700.00	700.00
TOTAL BUILDING EXPENSE	33,791.16	32,703.45	26,095.26	81,800.00	35,800.00
TOTAL EXPENSE	1,490,261.57	1,240,853.41	987,605.00	1,994,167.00	1,438,019.00
NET INCOME	51,171.48	631,163.81	261,903.11	751,667.00	84,019.00

Note: In the new building we anticipate spending \$200,000.00 to make it suitable for our purposes. This figure is not reflected in the Income Statement above as these amounts would be capitalized and show up on the Balance Sheet They still will be a cash flow item, which means we are planning on spending \$1,638,019.00 in total.

Strategic Planning Committee Report 2023-2024

We continued to follow the URHM Strategic Plan. The committee met 4 times over the past year to review and enact the “Year Three” deliverables. One of our members, Katherine Morrow stepped down from the Board and this committee, and she is certainly missed. Unfortunately, we also lost another member Paul Evoy, who’s contributions are missed as well. Key deliverables discussed during these meetings include:

1. The implementation of meeting with other Island Food Banks individually to discuss food insecurity Island wide.
2. The possibility of creating an alliance to assist other Food Banks on the Island.
3. The creation and development of URHM standards which will be sent to Food Banks Canada for approval.
4. Propose meetings with Island Food Banks to meet all together on an annual or semi-annual basis.
5. Monitored and made suggestions on the URHM Food Bank move which will happen later this year.
6. The need to update and add to our URHM vehicles.

This fall, the committee will focus on the “Year Four” deliverables:

1. Monitor and plan key deliverables and milestones and adjust as required.
2. Monitor current and future infrastructure requirements and opportunities.

Submitted by: David Harper, Richard Collier and Ken Campbell

**The Upper Room Hospitality Ministry Inc.
Food Drive Committee Annual Report
2023-2024**

The mandate of The Upper Room Hospitality Ministry Inc. is to provide some of the food requirements to people in need in Prince Edward Island. In order to help fulfill that mandate, our organization depends greatly on community groups, businesses, schools, churches, etc. to host food drives. As events are held, not only do we receive food and/or funds, but awareness is also created about our work and our needs.

As the cost of living continues to soar in our province, an increasing number of Islanders are turning to The Upper Room for assistance. The latest Hunger Count, released by Food Banks Canada in October 2023, shows a 27% increase in PEI food bank usage over 2022 and 42% since 2019.

Despite rising costs, the generosity of Islanders remains constant in support of The Upper Room. Our three largest and long-running food drives continue to amaze with their results. As of 2023, the Charlottetown Y Service Club has been leading its food drive in the Charlottetown - Cornwall - Winsloe areas for thirty-eight years; the Stratford & Area Food Drive has been contributing for thirty-three years; and the Ocean 100 Stuff-A-Bus event for nineteen years. The longevity of these three events is a testament to generosity of donors coupled with the commitment of organizers.

Throughout the past year, several grocery stores, churches, schools, community groups, service clubs, media outlets, restaurants, law offices, accounting firms, car dealerships, local businesses, etc. held events and/or made monetary donations. There are far too many to mention individually, but we appreciate every donation we receive!

Sincere thanks to everyone for their great efforts in providing food, funds and/or volunteer time to The Upper Room as we strive to continue our work of helping our fellow Islanders in need.

Submitted by: Elaine Fraser and Jamie Larkin

URHM PROPERTY COMMITTEE AGM REPORT

JUNE 2024

1. Food Bank: We are actively planning to move the Food Bank from 34 Belmont St to Plywood Place sometime in the second half of 2024. Everything possible will be done to ensure the Food Bank is open during this process.
2. Soup Kitchen: We installed a walk-in freezer and walk-in cooler.
3. Vehicles: We purchased a used pick-up truck which came with a refrigerated unit attached. We traded our 2018 truck in on a 2023 GMC Sierra truck. We received a donated electric van from CAA Atlantic. CAA Atlantic were very generous and provided money for a charger, maintenance, and insurance for a year.

Submitted by: David Harper and David Swan

Report from the Human Resources Committee (2023-24)

This Fiscal Year brought exciting changes and a renewed sense of community. The Human Resources Committee has remained committed to inclusive excellence and ensuring a safe, welcoming working environment at both the Soup Kitchen and the Food Bank, that enables staff to do their best work every day.

The committee also supports the Board in fulfilling its mandate to provide governance oversight in relation to the Upper Room Hospitality Ministry's current and future human resource needs; employee recruitment; compensation and employee relations matters; occupational health and safety; organizational development; the CEO's plan for continuity; and any other human resource related matter that is referred to the Committee by the Board for its consideration and recommendation.

In the past year, the Human Resources Committee:

- URHM began to compensate full time staff with insurance programs that include Life Insurance, Extended Health Care coverage, and Dental Insurance coverage.
- URHM began an Employment Recognition Program that acknowledges employees who have been with the URHM for many years.
- Together with MRSB, the HR Management Policies were reviewed to ensure they comply, at minimum, with employment labour standards, health and safety, and current legislation for all staff and volunteers. These include anti-violence/harassment, conflict resolution, and staff compensation.
- Supported the Strategic Plan process that enables autonomy and decision making, better alignment of operation resources and create a structure that supports local connections with community partners and local teams
- We continue to support the development of the CEO's Strategic Plans for the URHM Workplace.

Committee Membership during 2023-24: Richard Collier, Jennifer Fernandes, & Ken Campbell

Respectfully submitted,

Jennifer Fernandes

The Upper Room Hospitality Ministry Inc.

Outreach Committee Annual Report 2023-2024

During the past year, the Outreach Committee continued its efforts in supporting not-for-profit, charitable organizations, and public schools on Prince Edward Island.

Over the past year we have worked with and supported many organizations within the province. Below is a list of some of those organizations we have been able to support:

- Six other food banks across the Island
- Shelter support organizations: Lennon Recovery House, Anderson House, Bedford MacDonald, and Blooming House
- Community Outreach Centre and SAFE program in Charlottetown
- Some community organizations in Cornwall

Starting this past fall, the Upper Room has been able to provide food support to 56 schools in the PEI Public School Branch. Each school has received \$2500 that was to be used to “fill in the missing cracks” of the supports that are presently intact. In order to do this most effectively we have connected with the Guidance Counsellors and administration of each school to make some guidelines and suggestions on how the money was expected to be spent. Each school is submitting a summary of how they used their money and has expressed how helpful this donation has been in supporting the families that were previously lacking.

The Outreach Committee will continue assessing food needs and keeping up its effort in providing support.

Respectively submitted,

Mike Sirois
Ken Campbell
Mike MacDonald
Dandan Wang

Nominating Committee Report

TO: URHM Membership

FROM: URHM Nominating Committee

DATE: June 16, 2024

**RE: Nominating Committee Report
2024 Annual General Meeting**

The Nominating Committee is a Board Committee that is tasked with various items, including nominating individuals to the Board, and nominating the Board's executive for the next year.

This year the Nominating Committee nominates the following individuals to be appointed to a three (3) year term as a Board Member on the Board:

- Bob Steen; and
- Sean Bradley.

This year the Nominating Committee (Ken Campbell abstaining) nominates a current Director to be reappointed for a three (3) year term as a Board Member on the Board:

- Ken Campbell.

This year the Nominating Committee (Ken Campbell abstaining from nominating the Chairperson) intends on nominating the following Board Members to serve as the Board's executive for the upcoming year:

- Chairperson - Ken Campbell;
- Vice-Chairperson - Jennifer Darby;
- Treasurer - Sean Bradley; and
- Secretary - Dandan Wang.

Trusting the foregoing is satisfactory.

Best Regards,

Richard A. Collier
On behalf of the Nominating Committee

BY-LAWS of THE UPPER ROOM HOSPITALITY MINISTRY INC.

Wholly Amended June 11, 2019

Article 1: Title

- 1.1 The legal name of this organization shall be: "The Upper Room Hospitality Ministry Inc." (hereinafter the "Ministry").

Article 2: Objectives

- 2.1 To operate the Ministry as a volunteer supported charitable and non-profit organization on Prince Edward Island.
- 2.2 To provide some of the food requirements to people in need in PEI.
- 2.3 To operate kitchen and dining facilities.
- 2.4 To raise the awareness of appropriate persons in nongovernmental and governmental agencies to the food requirements of needy people of Prince Edward Island.

Article 3: Membership

- 3.1 "Active member" is any individual who pays the annual dues of one Canadian dollar to the Ministry just prior to the annual general meeting.
- 3.2 "Honorary membership" may be conferred on a person, in recognition of outstanding contribution rendered to the Ministry. Such recognition will be given by means of a majority vote of a quorum of the Board.
- 3.3 "Charter members" are founders of the Ministry.
- 3.4 Charter members shall participate as 'active members' do, except they shall not move or second or vote on motions.
- 3.5 The board shall have the authority to suspend or expel any member, active or honorary, for any one or more of the following grounds:
 - 3.5.1 violating any provision of the articles, by-laws, or written policies of the Ministry;
 - 3.5.2 carrying out any conduct which may be detrimental to the Ministry as determined by the board in its sole discretion; and
 - 3.5.3 for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Ministry.

- 3.6 A member is in good standing if they are in compliance with Article 3.1 and not subject to discipline outlined in Article 3.5.
- 3.7 A member ceases to be a member when:
- 3.7.1 the member dies, or, in the case of a member that is a corporation, the corporation is dissolved;
 - 3.7.2 a member fails to maintain any qualifications for membership described in Article 3.1 of these by-laws;
 - 3.7.3 the member resigns by delivering a written resignation to the chair of the board of the Ministry in which case such resignation shall be effective on the date specified in the resignation, which shall be no less than 60 days after the date of such resignation; and
 - 3.7.4 the member is expelled in accordance with Article 3.5 of these by-laws or is otherwise ceases to be a member in accordance with the articles or by-laws.
- 3.8 Upon any cessation of membership, the rights of the member automatically cease to exist.

Article 4: Meetings

- 4.1 The annual general meeting shall be held within six months of the Ministry's fiscal year end.
- 4.2 Notice of the annual general meeting shall be given by
- 4.2.1 Placing an advertisement in the Guardian at least ten (10) calendar days prior to the annual general meeting and
 - 4.2.2 Notifying all active members by email who have provided an email address to the Ministry at least two weeks prior to the annual general meeting.
- 4.3 A special meeting of the general membership may be held as determined by the Chairperson or Board members or on the written request by the lesser of twenty (20) or fifty (50) percent of the active members in good standing.
- 4.4 Notice of a special meeting of the general membership will be given to the members at least seven (7) calendar days prior to the meeting and will state the purpose of such a special meeting. Notice of a special meeting of the general membership shall be given by placing an advertisement in the Guardian at least seven (7) calendar days prior to the meeting.
- 4.5 The quorum of any general meeting shall be those active members in good standing in attendance at that meeting.

- 4.6 A special meeting of the Board may be held as determined by any member of the Executive or on the written request by fifty (50) percent of the Board members.
- 4.7 Notice of a special meeting of the Board will be given to the Board members in writing (including email) at least seven (7) calendar days prior to the meeting and will state the purpose of such a special meeting. Any Board member may waive notice if such waiver is signed and appended to the minutes approving a proposed change.
- 4.8 The quorum for any Board meeting shall be fifty (50) percent.

Article 5: The Board

- 5.1 The Board is a governing body having legal and ethical responsibilities to the Ministry (see Appendix "A").
- 5.2 The members of the Board shall be active members of the Ministry as defined in Article 3.1 and in good standing as defined in Article 3.6 and new members if any shall be elected at the annual general meeting or at a special meeting of the Board, as the case may be. Each member who is elected to the Board at the annual general meeting shall be elected for a term of three (3) years. For greater certainty, a member of the Board may serve additional terms if elected in accordance with this by-law.
- 5.3 The Board shall be comprised of five (5) to twelve (12) duly elected members.
- 5.4 If a membership of the Board falls vacant, the Board may fill the vacancy for the balance of the term of office at a special meeting of the Board.
- 5.5 Termination of a membership on the Board shall occur by any of the following:
 - 5.5.1 On a Board member's written resignation communicated to the Secretary of the Board, to be effective on the date of acceptance by the Board at a regular or special meeting of the Board;
 - 5.5.2 Three (3) consecutive absences from the Board meetings without providing adequate reasons, to be effective on the date of action by the Board at a regular or special meeting of the Board. Determination concerning adequacy of absences shall be determined by a majority of the members present at a regular or special meeting of the Board in which action is taken;
 - 5.5.3 On failing to uphold legal and ethical responsibilities required of a Board member (such responsibilities described in Appendix "A" of

this document) to be effective on the date of action by the Board at a regular or special meeting of the Board; or,

5.5.4 On the death or legal incapacity of a member.

Article 6: Executive Officers

- 6.1 Executive Officers shall be elected by the Board.
- 6.2 The Board shall meet within a reasonable time after the annual meeting to elect its Executive Officers for the current year.
- 6.3 The Executive Officers shall consist of the Chairperson, the Vice-chairperson, the Secretary, and the Treasurer. The Chairperson, Vice-chairperson, Secretary and Treasurer shall be elected from the Board.
- 6.4 If an Executive Officer resigns, the Board may appoint a new Board member to fill the vacancy for the remaining period of the current year.

Article 7: Duties of the Executive

- 7.1 The Chairperson shall conduct the meetings of the Ministry, including the annual general meetings and special general meetings; shall conduct meetings of the Board; and provide leadership in executing the objectives of the Ministry as listed in Article 2 of the by-laws.
- 7.2 The Vice-Chairperson shall preside over any meetings of the Ministry or the Board, in the absence of the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, meetings may be conducted by an officer selected from among those Board members present. The Vice-Chairperson shall have such other duties and powers as the board may specify.
- 7.3 The Secretary shall give notice of all general meetings of the Board to its members. The Secretary shall attend all Board, annual general meetings and special general meetings. If the Secretary is unable to attend any Ministry meetings, or Board meetings, the chair of that particular meeting shall appoint another board member who shall act in place of the Secretary at that meeting. The Secretary shall keep a register of the members of the Ministry, be the custodian of the Corporate Seal, and also perform all other normal duties of this position. The Secretary shall have such other duties and powers as the board may specify.
- 7.4 The Treasurer shall receive, keep accounts, and make deposits in a chartered bank, trust company or credit union, of all funds of the Ministry. The Treasurer shall collect the membership dues, and other monies and revenues accruing to the Ministry, and submit financial report together with the Ministry appointed Auditor's assessment to the annual meeting. The

Treasurer shall render an accounting of all financial transactions at Board meetings, at the annual meeting and shall exhibit accounting records of the Ministry whenever called upon to do so. All documents shall be returned to the Chairperson of the Board at the end of the Treasurer's term of office. This official shall otherwise perform all duties pertaining to the treasurer.

- 7.5 Signing officers shall be any two of the following: - Chairperson, Vice-chairperson, Secretary, and Treasurer. The Board may by resolution assign signing duties to any member of the Ministry's staff as specified in the resolution.

Article 8: Board Meetings

- 8.1 After consultation with the other Board members, the Chairperson shall determine the time, dates and venue of the regular Board meetings.

Article 9: Board Committees.

- 9.1 The Board shall establish such committees as may be necessary to provide services and implement operations and procedures as required by the constitution and by-laws and give effect to policies and programs approved by the Board.
- 9.2 Committees shall be appointed for a period determined by the Board.
- 9.3 There shall be an Angels Program Committee consisting of the Treasurer, one other Board member, and at least one person appointed by the Board. The Chairperson of the Angels Program Committee shall be chosen by it from its members.
- 9.4 Except in the case of the Angels Program Committee, a committee shall consist of a Chairperson, who shall be from the Board, and at least one other Board member.
- 9.5 The chain of authority of a committee is through the committee Chairperson to the Board.
- 9.6 The terms of reference for each committee will be prescribed by the Board.
- 9.7 The Board has the full and absolute discretion to dissolve committees.
- 9.8 The resignation of a committee member, who was appointed by the Board, shall be deemed to be effective from the date of receipt of the resignation letter by the Secretary.
- 9.9 All committee reports shall be prepared by the committee's Chairperson and presented at the annual general meeting.

- 9.10 Committees may include, but are not limited to the following: 1) Finance, 2) Fund Raising, 3) Food Drive 4) Social Media, 5) Nominating, 6) Property, and 7) Volunteer.

Article 10: Audit

- 10.1 The account books of the Ministry shall be audited annually.
- 10.2 The Auditor's report shall be submitted to the annual meeting.
- 10.3 At each annual meeting, the members of the Ministry will appoint an auditor to hold office until the next annual meeting.

Article 11: Fiscal Year

- 11.1 The fiscal year of the Ministry shall be from April 1 to the next March 31.

Article 12: Seal

- 12.1 The seal of the Ministry shall be a circular impression of the words and figures: "Incorporated 1985", surrounded by the words "The Upper Room Hospitality Ministry Inc."

Article 13: Amendments to the by-laws

- 13.1 Amendments to these by-laws shall be voted on at a meeting of the Board. At least two-thirds majority of eligible voters, namely the Board members, shall have the authority to amend or add to the by-laws of the Ministry, provided such amendments or additions are not contrary to the objectives of the Ministry as defined in Article 2,
- 13.2 All Board members must receive at least ten (10) calendar days notice in writing (by email or post) of any meeting at which proposed changes in the by-laws are to be discussed, with details of proposed changes. Any Board member may waive notice if such waiver is signed and appended to the minutes approving a proposed change.
- 13.3 At least two-thirds ($\frac{2}{3}$) of the total members of the Board must be present at any meeting at which current by-laws are changed or new ones added.
- 13.4 At each regular or special annual meeting of the Ministry the Chair will present any amendments made by the Board to the by-laws in the past year. The Chair will call for any properly presented amendments, the Chair will declare the by-laws, as amended, or as is, to be the up-to-date by-laws of the Ministry, as of that date, affixing that date at the end.

Article 14: Borrowing Powers

14.1 Board members may from time to time

- 14.1.1 borrow money or otherwise obtain credit upon the credit of the Ministry in such amounts and upon such terms as may be considered advisable;
- 14.1.2 issue, reissue, sell or pledge debt obligations of the Ministry, including without limitation, bonds, debentures, debenture stock, notes or other securities or obligations of the Ministry, whether secured or unsecured for such sums, upon such terms, covenants and conditions and as such price as may be deemed expedient;
- 14.1.3 Charge, mortgage, hypothecate, pledge, assign, transfer or otherwise create a security interest in all or any currently owned or subsequently acquired real or personal, movable or immovable property of the Ministry, including among other things, book debts, and unpaid calls, rights, powers, franchises and undertaking, to secure any money borrowed or any other debt or liability of the Ministry;
- 14.1.4 guarantee to a Canadian chartered bank or credit union the indebtedness and liability of any person, firm or corporation, in either a limited or unlimited amount and either with or without security; and,
- 14.1.5 Delegate to such one or more of the Executive Officers and Board members of the Ministry as may be designated by the Board members all or any of the powers conferred by the foregoing clauses of this by-law to such an extent and in such manner as the Board shall determine at the time of each delegation.

***Note:** In the context of this document, "Hospitality" is to be understood as the kind and gentle acts of providing some food needs to the users of the Ministry in a compassionate and respectful fashion.

Date Approved: June 11, 2019.

THE CONSTITUTION OF THE UPPER ROOM HOSPITALITY MINISTRY INC.

The Upper Room Hospitality Ministry Inc., hereafter referred to as the "Ministry", has as it's mission to fulfill some of the food requirements of needy people on Prince Edward Island.

THE FOLLOWING PRINCIPLES WILL BE ADHERED TO

1. Each client of the Ministry will be treated with respect and dignity.
2. Client confidentiality will be strictly maintained.
3. The Ministry shall be non-denominational and serve needy persons regardless of their age, race, religious belief or political affiliation
4. Contacts will be maintained with neighbouring churches and other benevolent organizations concerned with the food requirements of needy people for the purpose of harmonizing food aid services.
5. Affiliations will be maintained with other food banks on Prince Edward Island, the Atlantic region, and across Canada for the purpose of optimizing the distribution and utilization of donated food.

Article 1: Constitution amendments

1. The Constitution of the Ministry shall be amended only by the eligible voters at an annual meeting, or by a special meeting called for this specific purpose.
2. Proposed amendment(s) to the constitution can only be placed on the order of business at an annual meeting by
 1. The Board of Directors, hereafter referred to as the "Board",
 2. A two-thirds majority of eligible voters who favour placing the amendment(s) on the order of business.
3. A motion to amend the constitution shall require a two-thirds majority vote of eligible members.
4. The effective date of all amendments to the constitution shall be the day following the annual meeting or special meeting.
5. At each annual meeting or special general meeting the Chair will call for properly presented amendments, the Chair will declare the constitution amended, or as is, to be the up-to-date constitution of the ministry, as of that date affixing that date at the end.

*Note: In the context of this document, the "Hospitality" is to be understood as the kind and gentle acts of providing some food needs to the users of the Ministry.

DATE CONFIRMED/APPROVED: NOVEMBER 29, 2004

APPENDIX "A"

The Board is a trusteeship for carrying out public trust in the Ministry. Some of the legal and ethical responsibilities of the trustees are as follows:

Legally and ethically a trustee

- *is a fiduciary having an obligation of loyalty and duty to uphold the integrity of the Ministry;*
- *must exercise due care, skill and diligence in conducting the Ministry's business;*
- *must not allow personal interest or interest of some third party to conflict with those of the Ministry;*
- *must maintain confidentiality of the business of the Ministry;*
- *must not contract with another trustee or a third party, or otherwise influence or be influenced as to how voting will proceed during the meetings of the Ministry;*
- *must declare any interest in contract or arrangements with the Ministry, and not vote in respect of such conflicts of interests;*
- *is liable for any loss sustained due to breach or negligence in performance of duties to the Ministry; and,*
- *must give unqualified support in achieving the objectives of the Ministry.*

APPRECIATION

The Board of Directors expresses sincere appreciation to all who make it possible to meet “...some of the food needs...” of our sisters and brothers by generously sharing their food, financial resources, and their time.

Thank you to those who serve from time to time on the Board of Directors, including this year –

Ken Campbell

Jamie Larkin

Richard Collier

Mike Sirois

Jennifer Fernandes

David Swan

Elaine Fraser

Dandan Wang

David Harper