

**GLOUCESTER EMERGENCY FOOD CUPBOARD
BOARD MEETING
February 28, 2007**

CHAIR: Don Collar
PRESENT: Jerome Bower, Marjorie Gardner, Vivien Runnels, Pat O'Driscoll, Marion Washington, Huguette Jean-Francois, Jim Bogues, Glenda Dare (recorder)
STAFF: David Brault, Executive Director
REGRETS: Liz Hong-Farrell, Lisa Brown, Ann Frederking

The minutes from January were approved.

Business arising from the minutes:

David reported that:

- a. Conversion to Access:
 - i. Two new computers will be arriving soon.
 - ii. Progress in the conversion is going very well.
 - iii. Vivien suggestion that formal training on Access might be useful for some of the volunteers and/or the Executive Director. Huguette agreed to give orientation lessons on Access if they are needed.
- b. Summer Student Placement Program (SSPP):
 - i. We are awaiting official comment on the SSPP from the government, but we are optimistic that the SSPP program will still be available for non-profit organizations.
- c. Food Drives:
 - i. A food drive is being organized in all of the local industrial areas and business parks.
 - ii. Easter food drives are being organized, Marie-Lucie, Jerome's wife will be assisting; food will be picked up on April 19.
- d. MBNA:
 - i. We are hoping that the GEFC will be accepted as an authorized MNBA charity. Contacts have been made by David.
- e. AGM:
 - i. Two speakers have agreed to participate in the annual meeting. These are Tom MacWilliam and Jacqueline Richards from the Eastern Ottawa Chamber of Commerce.
 - ii. Marjorie Gardner will be organizing the nominations for Board Members.
- f. City Grant:
 - i. We have been accepted for this grant. The amount has not yet been confirmed, but we expect the same amount as last year.
 - ii. The money will come into our account in March.
- g. City of Ottawa Activism Award
 - i. Marjorie Gardner suggested that we should submit the name of the GEFC for consideration for this award.
 - ii. David has submitted the application.
 - iii. David suggested that in response to the City, should we win the award, we would ask for a single plaque, rather than individual certificates for individuals.

- h. Fund Raising
 - i. Councillor Bellemare's Bar-B-Que:
 - (1) We have been invited to participate this year in Councillor Bellemare's Bar-b-que. David met with him, and thanked him for his continued support of the GEFC.
 - (2) They are seeking prizes to be raffled off at the event, the proceeds of which will go to the GEFC.
 - ii. Christmas, 2007:
 - (1) The letter that was submitted to the Activism Award competition will be used as the core of the letters in the Drop Campaign and the Direct Appeal. This letter will be translated, and preparations for these campaigns will get started immediately.
 - iii. Zellers:
 - (1) A drop box for food donations will be placed in the Zellers store. They have requested that we provide a metal bin for this purpose. Des will be approached about making this bin ASAP. This was a staff driven effort from Zellers.
 - iv. Timothy's Coffee:
 - (1) They have agreed to contribute items to the GEFC when they have them available.
 - v. Tim Hortons:
 - (1) They will contribute things if we indicate what is needed. David will pick up these contributions. More plastic containers will be needed to hold their contributions.
 - vi. Planned Giving: will soon be set up
 - vii. Book Sale:
 - (1) Valerie is organizing a book sale for the end of March.
 - (2) Left over books might be sold at the Bellemare Bar-B-Que.
 - viii. Magical Village:
 - (1) We have received \$5,000.00 from the Magical Village.
 - (2) The check presentation will be made at the AGM.
 - ix. Telesat:
 - (1) David has contacted Telesat to thank them for the \$5,000.00.
 - (2) Communication is good with this organization.
 - x. Web Contributions:
 - (1) CanadaHelps is being used for contributions, but not a lot.
 - (2) Thank you letters are being sent out on the day that the contribution is received for food contributions, un-receipted money contributions, and Web donations.
 - i. Food Drives:
 - i. Pat Brett is involved in this year's food drives. She will go into the schools and make person-to-person contact.
 - ii. Pat is also going to visit all of the dentists in the community and ask for donations of toothbrushes, toothpaste and dental floss.
 - j. Insurance:
 - i. GEFC insurance has been renewed.

2. Jim Bagues reported that::

- a. Annual Budget/Accounts Review
 - i. Jim reported that the review may be done by a volunteer from the Toronto Dominion Bank.
 - ii. It was agreed that next year, the AGM should be held in later in the year in order to facilitate the review of our finances.

- b. Treasurer's Report:
 - i. The report was submitted and approved.
 - ii. Income and expenses were both below normal.
 - iii. Food drives brought down our costs.

- c. Balance Sheet:
 - i. The board agreed to reduce the statement of contingency fund to reflect the actual amount that we have, that is \$38,000.

The next meeting will be held on Wednesday, March 21, 2007 at 7:00 pm.