

**GLOUCESTER EMERGENCY FOOD CUPBOARD
BOARD MEETING
February 20, 2008**

Chair: Don Collar

Present: Glenda Dare (recorder), Ann Frederking, Jim Bagues, Sabreen Abu-Zeyada, Marion Washington, Pat O'Driscoll, Marjorie Gardner, Vivien Runnels.

Visitors: Valerie Hall, Eugene Young

Regrets: Pauline McNally, Huguette Jean-Francois

Adoption of Minutes

With corrections to the spelling, the minutes from January were accepted. Moved by Marjorie and seconded by Ann Frederking.

Business Arising from the Minutes:

1. It was decided that a written report will be given by the Personnel Committee highlighting the recommendations that they are bringing to the Board. A summary of the Board's conclusions should be entered in the minutes. Confidential information will not be tabled.

Reports:

1. Treasurer's Report – Jim Bagues
 - There was a large income in January due to money from the Magical Village.
 - Cash on hand and short term GICs have increased from 2006-2007
 - We are getting money from "foundations". This is a new category of revenue.
 - The biggest change has been in a reduction of expenses.
 - Motion made by Jim "To increase our contingency fund from \$38,000 to \$48,000 to cover increased operational and general funds" Seconded by Ann. It was carried unanimously.
 - Jim pointed out that if we need to do an audit, costs will increase by \$1,500 - \$2,000.
2. Drop Campaign and Direct Appeal Summaries – Ann Frederking
 - Direct appeal had a 46% response, which is phenomenal. The Drop Campaign had only 9 responses more responses than the much smaller Campaign in 2006. She recommended that we should appeal to the K1J area every year, but to rotate the others.
3. Report of the Chairperson - Don Collar
 - A letter was sent to Mantha canceling our insurance with them and indicating that we were taking insurance with another company.
 - Lisa and Jerome have resigned from the Board. Don sent a letter of thanks to both of them.
 - Vivien asked that a letter of thanks be sent to Liz Hong for her help.

Staffing:

a) A lengthy discussion evolved regarding how the Board perceives the needs of the cupboard in terms of personnel. The following tasks and talents were cited:

- Knowledge of Access computer skills
- Able to recruit volunteers, liaise with outside agencies, coordinate volunteers for fundraising events
- Overseeing maintenance of files and databases
- Grant writing and writing reports
- Public speaking or recruiting speakers to represent the GEFC
- Coordinate volunteers for food pickups
- Is available after hours

- Liaises with city re: building and equipment maintenance as need arises
- Ensures that GEFC acts on the reports of the Public Health office
- Is the go-to person for decision making

While we are looking for one person to do both administrative and outreach activities, the emphasis should be on administrative and enabling volunteers to do the food distribution. The Personnel Committee will work on roles and responsibilities, and a job description which will be circulated by email for comments

It was suggested that the name of the position should be changed to "Executive Coordinator". It was decided to establish and name a volunteer co-ordination team. Members are Valerie Hall, Marjorie Gardner, and Eugene Young.

Motion by Jim, seconded by Marjorie to approve the above recommendations. Accepted.

b) The Personnel Committee will advertise, coordinate and select screeners and interviewers, make recommendations for a candidate for this position of executive coordinator. The Personnel Committee will use the employment agreement as a basis for the boundaries of what we can offer. A recommendation will be brought to the Board for approval before an offer is made. Flexibility in working hours will be part of the job parameters. A log or time sheet should be kept to keep track of hours worked. The personnel committee can recruit as required and report at the next Board meeting.

Mileage rate for the executive Coordinator was approved at \$.50/ km on a motion by Marjorie and seconded by Jim.

c) Interim staffing: It was recommended that we recruit a term staff for 20 hours per week until we fill the position. The Board agreed to offer this position to Ann Frederking at the current rate of pay, pro rated. This was carried unanimously. Ann submitted her letter to the secretary requesting a leave of absence from the Board and Personnel Committee during the time that she is working temporarily for the Food Cupboard.

d) Vivien suggested that we need an AGM delegate. The roles and responsibilities of this position were discussed as follows:

Background: The Chair of the GEFC has identified a need for a person to attend annual general meetings of boards of organizations which the Gloucester Emergency Food Cupboard is linked to. Such organizations include the Food Bank, the Christmas Exchange, the Snowsuit Fund, the CVSO AGM and others. In the past, meetings have been attended by GEFC volunteers on an ad hoc basis. The meetings present an opportunity to collect information of potential use to the GEFC which an AGM Delegate can present to the Board. We also believe that the regular presence of such a delegate at annual general meetings is an effective way of showing our interest with our linked organizations

Responsibilities of the AGM delegate:

- The AGM Delegate attends annual general meetings of organizations that are linked with the GEFC.
- The delegate presents brief reports on AGMs, verbally or in writing, to regular meetings of the Board of the Gloucester Emergency Food Cupboard.
- The delegate represents the Gloucester Emergency Food Cupboard as an attending member to collect information.
- The delegate does not speak on behalf of the Board and the GEFC, unless given specific direction by the Board to act as spokesperson.
- The delegate will coordinate his/her attendance with the GEFC's staff representative.
- Reasonable travel expenses will be reimbursed by the Cupboard.

Pat O'Driscoll was appointed to this position.

David's report:

- We will have to take David's name off as signatory when we get a new person on staff to replace him.
- We will not apply for an Ontario summer student. David promised the position to our present co-op student but he can use her at his new position at the Chamber of Commerce. The application for an HRDC funded university student was due at the end of February and Ann completed it.
- The current co-op student will split her time between the GEFC and the Chamber of Commerce.
- Ann will prioritize the jobs that need to be done, and work at them during the 20 hours per week that she works.

Jim Bagues moved to **adjourn** the meeting. The next meeting will be held on March 19, 2008.

Minutes submitted by Glenda Dare.