



## **GLOUCESTER EMERGENCY FOOD CUPBOARD:**

Minutes of Board Meeting, February 18, 2009

**In Attendance:** Don Collar (chair), Glenda Dare (recorder), Vivien Runnels, Tracy Martineau, Marion Washington, Jim Bogues, Ann Frederking, Marjorie Gardner

**Executive Coordinator:** Gwen Bouchard.

**Regrets:** Linda Lalonde, Pauline McNally, Valerie Hall, Vern Greenshields

**Adoption of Minutes:** Marjorie moved the adoption of the minutes; seconded by Vivien and carried by the Board.

### **Business Arising:**

Gwen posted information about food security in the monthly newsletter.

### **Reports:**

1. Executive Coordinator's Report from Gwen Bouchard
  - a. Database: Gwen reported that she has spoken to someone who is willing to do this as a volunteer. The Board agreed that we would be willing to pay mileage and an honorarium.
  - b. Statistics from 2008
    - i. For drop campaign = \$6, 487.
    - ii. Direct appeal – increase of \$11,000 in 2008 even though the number of donors remained the same.
    - iii. Gwen indicated that the cost was 13 cents for each letter sent for fund raising.
    - iv. Because not all letters were distributed, there was some lost monies as the letters cannot be reused for another year, though envelopes and contribution slips can be.
  - c. Canada Summer Jobs –
    - i. We have applied for this assistance
    - ii. We heard back already, that we will get up to \$5,145.
    - iii. Gwen proposed that we increase the salary to \$10.50 from our funds
    - iv. Gwen asked last year's student, but she was not interested. Another of last year's applicants has expressed an interest. We may have to post the position anyway in order to meet the requirements of the funding. Gwen will look into this.
  - d. We will be submitting statistics to the Hunger Count again this year.
  - e. The City is going to put down new carpeting in the packaging and distribution areas.
  - f. Web site – should be ready for beta-testing in the next month.  
(Dreamweaver is free to non-profits for websites)

- g. Marking our 20<sup>th</sup> anniversary – sample of the draft booklet of the history of the GEFC was circulated to the Board.
- 2. Treasurer's Report presented by Jim Bagues
  - a. Preliminary work-up for our annual statement
    - i. We put \$40,000 away and may not have to touch it this year
    - ii. We have received more in-kind contributions.
    - iii. Suggested that we purchase some meat with this money to replace what is no longer donated. We will start exploring the issue to discuss with Eugene. Gwen was asked to explore the meat situation, and how we will acquire it. Also to look into purchasing cheese.
    - iv. Our expenses and revenues were almost the same as 2007 and 2008.
      - 1. The difference is made up by in-kind donations
    - v. Insurance costs will be going down because we found a better provider as a member group of non-profit organizations.
    - vi. Gwen was asked to purchase a new monitor for the computer.

**Other Business:**

None

**Motion to Adjourn** by Marion, and seconded by Vivien.

**Next meeting** will be held on March 25, 2009 at 7:00 pm.