

GLOUCESTER EMERGENCY FOOD CUPBOARD: Minutes of Board Meeting, June 21, 2006

In attendance: Don Collar, Pat O'Driscoll, Glenda Dare, Jerome Bower, Linda Lalonde, Vivien Runnels, Ann Frederking, Pauline McNally, David Brault (staff), Valerie Hall (observer)

Regrets: Lesa Brown, Liz Hong-Farrell, Huguette Jean-François, Marion Washington

The meeting was chaired by Don Collar.

Motion to accept minutes put forth by Ann Frederking, seconded by Pat O'Driscoll, and carried unanimously.

1) EXECUTIVE DIRECTOR - David Brault presented his report

- a) Matters arising from last report:
 - i) Insurance of Building: David said that Jim Bogues had reviewed the policies, and suggested that an inventory list should be sent to the insurer, and then with agreement, we will move forward. David intends to make a video recording of the interior of the building and its contents to support this inventory.
 - ii) Building Repairs Committee: Pat reported that Eugene decline to join the committee, but that a committee of three (Pat O'Driscoll, Linda Lalonde, Glenda Dare) have already met once to consider the building's needs.
 - iii) Summer Student: HRDC has approved payment of our summer student for 12 weeks. David reported that she is performing well, and may be considered for employment next summer.
- b) New Matters arising:
 - i) Working together with Ann and Telesat, the web page and statistics will be priorities for David over the next month.
 - ii) Planned giving- David reported that we can set up the program and produce brochures and a marketing plan even before there is a bequest. He indicated his intention to start on this.
 - iii) Orientation package - A few things will be added to the current package to emphasize safety and hygiene. New volunteers are already being taken through this orientation with a view to obtaining suggestions on how to improve it.
 - iv) Drop Campaign: The aim is to complete preparation of the campaign while our summer student and volunteer are still available to work on it.
 - v) Fundraising - We have had 2 fill-a-vehicle events, and been the recipients of two school spring food drives since the last report.
 - vi) Building maintenance and signage will be arranged though Al Valley, City of Ottawa.

- vii) Premises Committee: The committee has met and prepared a list of things to do. B&W Construction has offered its services on a volunteer basis and to obtain many materials for us at no cost.
- vii) Client Files: Jordana Cox and Natasha So have been trained on analyzing client files, data entry and producing daily reports as a back-up to David
- ix) Volunteer Drivers: David is looking into the insurance needs of volunteer drivers and will report back to the Board. If there is need to increase our policy to cover volunteer drivers, then we should do it.

The GEFC's policy is that volunteers do not drive clients and it is suggested the volunteers be reminded of the policy. The volunteer driver's insurance is for volunteer's picking up goods and carrying on the GEFC's business.

- x) Statistics: referral of Blackburn Hamlet clients is going smoothly.

2) PERSONNEL COMMITTEE REPORT

- a) Vivien reported that the committee was pleased with the performance of David Brault, and made the recommendation to renew his contract. David agreed to this arrangement
- b) Arising from discussions at the meeting of the personnel committee, the following recommendations regarding operational issues were made :
 - i) The committee recommended that the Board get professional advice from auditors and or/ the Canadian Revenue Agency regarding the appropriate method and personnel that the GEFC should engage for the issuing of tax receipts.

Vivien moved, Pauline seconded, approved.

- ii) David will review the confidentiality agreement and develop a means of annual renewal with all volunteers.

Vivien moved, Pauline seconded, approved

- iii) No one person should speak on behalf of the Board unless they have been specifically directed to do so by the Board as a whole. In any statement-making, unless the Board has specifically given direction, the individual speaks on his/her own behalf and should identify this clearly.

Vivien moved, Jerome seconded, approved

- iv) All questions and concerns regarding human resource issues should be taken to the Executive Director to be resolved. If resolution cannot be achieved, they will be routed to the Human and Volunteer Resources Committee.

Vivien moved, Ann seconded, approved.

3) SIGNING OFFICERS

- a) Motion to approve David Brault as a signing officer for the Gloucester Emergency Food Cupboard was made by Pauline McNally, seconded by Pat O'Driscoll, and approved unanimously by the Board.
- b) Motion that the treasurer be authorized to review and make recommendations to the Board regarding who the other remaining signing officers are, was made by Pauline McNally, seconded by Pat O'Driscoll, and approved by the Board.

4) NEXT MEETING:

The next meeting is scheduled to take place on Wednesday, September 20, 2006 at 7:00 pm, unless one is required before that time.

Minutes submitted by
Glenda Dare