

**GLOUCESTER EMERGENCY FOOD CUPBOARD  
BOARD MEETING  
March 21, 2007**

**CHAIR:** Vivien Runnels  
**PRESENT:** Pat O'Driscoll, Ann Frederking, Marion Washington, Lesa Brown, Jim Bogues, Jerome Bower, Glenda Dare (recorder).  
**STAFF:** David Brault, Executive Director  
**REGRETS:** Don Collar, Huguette Jean-François.

The minutes from the February meeting were approved.

**Business arising from the minutes:**

- 1) Treasurer's Report
  - a) The volunteer from the TDBank has agreed to do the review, including checks and balances of annual figures and will report back in time for the AGM
  - b) Adjustments to the 2006 annual report were made in keeping with the recommendations of the Board, specifically, to reduce the statement of contingency fund to reflect the actual amount that we have, that is \$38,000.00
  - c) Insurance costs were reflected in the February expenses
- 2) Executive Director's Report
  - a) David reported that all of the members of the Board currently serving have agreed to continue, except Lesa and Liz from whom she is still waiting a reply.
  - b) A letter was presented from a CUPE group indicating their interest in doing a food drive on behalf of the GEFC. David will provide the information that they have requested.
  - c) Concern was expressed by David and Jim over the annual short falls during the summers when we have had to use our contingency fund to cover costs. This suggests the need for a comprehensive fund raising plan and the consideration of cash flow options. It was agreed that David will set up a committee to look at ways to reduce food and non-food item costs either by reduction or donation, and to generate a list of options. These options will be discussed on the internet among Board members with the goal of making a decision by the first week in April, that David will implement. It was agreed that if it is necessary, a short meeting may be held before the AGM to finalize this decision.
  - d) The 2007 Fund Raising Plan is well underway. David reported that several funeral homes in the area will be approached to make information available to their clients if someone wanted to make a donation in memoriam. Book sale arrangements are making good progress, and many books have already been donated.
  - e) David is in the process of renewing contact with a number of past donors with the hope of encouraging their support of the GEFC.

**The next meeting will be held on April 25<sup>th</sup> at 7:00 pm. This will be the Annual General Meeting. This will be followed a meeting on May 16<sup>th</sup>, at 7:00 pm.**