

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

Chair: Don Collar

Present: Linda Lalonde, Pauline McNally, Jim Bogues, Pat O'Driscoll, Glenda Dare (recorder).

Staff: Ann Frederking

Regrets: Vivien Runnels, Marjorie Gardner, Marian Washington, Sabreen Abu-Zeyada

Adoption of Minutes:

The minutes were adopted unanimously, with the following corrections: Treasurer's Report – Jim Bogues moved to adopt the motion to increase the contingency fund; Ann Frederking seconded the motion. The motion was carried.

Business Arising from the Minutes:

1. A letter of thanks was sent to Liz Hong-Farrell for her contributions to the Board.
2. The Constitution and Bylaws need to be amended to reflect the change of name from "Executive Director" to employee of the Food Cupboard or Executive Coordinator depending on the context. Changes to the bylaws can be made by the Board of Directors while changes to the constitution need to be brought to the AGM. Linda agreed to look through the Constitution to see if there are other items which should also be changed and will bring her recommendations to the April Board meeting for approval before it goes to the AGM.
3. Motion by Pat O'Driscoll, seconded by Jim Bogues, that "Any references in the by-laws shall be changed from "executive director" to executive coordinator". Carried.

Reports:

Treasurer's Report – presented by Jim Bogues

- Our costs are still low.
- The report reflects last month's decision of the Board to increase the contingency fund.
- The financial review will be done before the AGM.

Interim Staff Report – presented by Ann Frederking

- Use of the program was down compared to last year.
- Illegal parking caused major problems with snow removal during the last storm. Warnings and tickets were handed out.
- Major food donation arrived from Cumberland Food Program. They had nowhere to store it.
- Dove Tale collections also made a major donation.
- Tax receipts – the first run for 2008 was sent out.
- Loblaws will no longer be making donations of meat. We have written to them to see if we can remedy this problem.
- The cost for hiring a student for 1 extra week will be \$475. Pauline moved that we extend the hiring of the summer student for an extra 1-3 weeks, and subsidize this from our reserves. Linda seconded the motion, and it was carried.
- Use of the program by clients was down from June to December, although the number of families has not changed much from June.
- There is a shift toward a slightly higher percentage of adults using the program.
- Ann spoke to Bellemare's assistant re: Bar-B-Que. It will be going ahead
- The Co-op student will prepare for the AGM

Personnel Committee – presented by Glenda Dare

- Ann indicated that there are about 8 applications so far for the position of Executive Coordinator, and they are still coming in.
- The timing of the hiring of the Executive Coordinator should enable a start date approximately by the end of April 2008
- Advertising was placed in the Charity Village; otherwise we will rely on word of mouth.
- We plan to introduce the new Executive Coordinator at the next AGM

New Business

- The GEFC will be closed next year for the February Family Day holiday since it is a Provincial Statutory holiday.
- Ann mentioned the Civic Appreciation Awards. Our member of parliament is looking for nominations for this award. Ann requested suggestions for our nominations.
- We need to start looking for people to fill the vacancies on the GEFC Board. There are two vacancies for a two year term and one for a one year term to be filled. We need these names before the AGM.
- Jim Bogues attended a meeting on behalf of the GEFC re: Updating of Corporations Act. It doesn't effect us at the moment, but they will be updating criteria for non-profit and charity organizations.

The next meeting will be held on April 23, 2008

Motion to adjourn was made by Pauline....carried.

Minutes submitted by Glenda Dare.