



## **GLOUCESTER EMERGENCY FOOD CUPBOARD:**

Minutes of Board Meeting, November 19, 2008

**In Attendance:** Vivien Runnels (chair), Glenda Dare (recorder), Pauline McNally, Jim Bogues. Ann Frederking, Tracy Martineau, Marjorie Gardner, Linda Lalonde, Verne Greenshields, Valerie Hall

**Executive Coordinator:** Gwen Bouchard

**Regrets:** Don Collar, Pauline McNally, Marion Washington

### **Adoption of minutes**

Marjorie moved to adopt the minutes as amended. Jim seconded.

### **Reports**

#### **1. Treasurer:** presented by Jim Bogues

- Jim reported that the bank statements were not available at this time.
- For the past month revenue has exceeded expenses by about \$6,000.
- We have so far received less in donations than last year. Direct appeal, drop campaign and donations were the areas of greatest change.
- Ann noted that donations are close to same number of donations compared to last year, but the amount has not yet been tallied.

#### **2. Executive Coordinator:** presented by Gwen Bouchard

- Colonel By Secondary School student is redesigning our web to be ready by March or April
- We now have a new freezer. A date should be put on it.
- A new cooler was donated by Jean Coutu.
- Use of GEFC. Compared to last October, the numbers are up this year. More people are using the program two times per month, and more people who are working poor are using the Food Cupboard.
- Fund Raising: A comprehensive list of fund raising activities is found in the Executive Coordinator's report. Highlights include: Fill-a-bus donations were down a bit compared to last year.
- Drop campaign and Direct appeal are almost complete. Next year the organizations will have to be contacted earlier in the summer to get people to drop the letters off.
- Five schools have replied that they will do Christmas food drives with more to come.
- The Magical Village is not going to happen this year because a rent-free, safe venue could not be found.
- Regarding the suggestion that we do a bottle drive, the Board felt that if someone wanted to organize this on our behalf that would be fine, but we would not

encourage someone to stand at the door of the beer store. Keeping the collected bottles at the Food Cupboard was also not considered to be appropriate.

- Office: Access data base – Two people are interested helping us free of charge.
- A sign will be put on the Nerds on Site car at the Parade of Lights indicating that they are participating in support of the GEFC.
- Marking 20 years of service – Suggestion that a photo Hall of Fame could be displayed – feedback from volunteers will be solicited.

### 3. New Business

- Linda presented the idea that we might discuss ways to reduce the need for the food cupboard. Ann wanted Don involved. A history of our position on advocacy should be examined. Legal limitations also need to be considered. We might be interested in mobilizing other groups.
- A motion to set up a committee and make recommendations to the Board based on our mission statement (should we keep the second half of our mission statement and proceed with suggestions of how to further that?), was made by Linda and seconded by Marjorie. Linda will give Don a call to set this up for January and report back with their first ideas.
- *Personnel Committee* – Report of 6 month performance review of Gwen Bouchard.
- A motion was made that, based on a satisfactory review; Gwen's contract will be renewed, and converted from probationary to permanent. This motion was seconded by Marjorie and carried unanimously.
- A motion was made that Gwen be invited to be a signing officer for the GEFC. This motion was seconded by Marjorie and carried unanimously.
- *Missing Data*: It was noted that from discussions with Gwen, there appears to be missing or disorganized data in the office files. Gwen should ask the Nerds on Site to check back up files for this data, and when re-entering new files, that she should encourage others in the office to work on this project.

The meeting was adjourned at 8:15 pm.

There will be no meeting in December.

The next meeting is scheduled for January 21, 2009 at 7:00 pm.