



GLOUCESTER EMERGENCY FOOD CUPBOARD:
Minutes of Board Meeting, November 18, 2009

CHAIR: Don Collar

PRESENT: Vern Greenshields, Tracy Martineau, Pauline McNally, Pat O'Driscoll, Vivien Runnels, Natasha So, Marion Washington,

REGRETS: Jim Bogues, Angele Cloutier, Ann Frederking, Marjorie Gardner, Valerie Hall, Linda Lalonde

STAFF: Gwen Bouchard

The minutes from the October meeting were approved on a motion proposed by Vivien and seconded by Tracy.

1. Executive Coordinator's Report, Gwen Bouchard
 - Gwen reported a 10% increase in clients each month from year to year.
 - In terms of fundraising, some letters will not be delivered due to lack of volunteers.
 - Taking referrals 1 month early worked well for Christmas.
 - Programmer has been working well. Contract was signed with an end of December completion date and final transfer to occur in January. Training will begin in January. Will speak with John regarding intellectual property issues. Originally created by Heron, adapted by John for GEFC use. Would like to see others be able to use it with permission.
 - Some discussion regarding options of new computer. Could upgrade motherboard for reliability/quality. Will use Windows 7 Professional. Gwen will go back to Orleans Computers/Tony regarding motherboards and then go ahead with purchase.
 - Possibility of Community Food Advisors returning in January. Will look at setting up in waiting room if we do this again. Will compare notes with other locations and advisors.
 - It was agreed that we needed to keep the logo catch phrase focused on our mission. A motion to keep the phrase as is, Bridging the Hunger Gap, was proposed by Pauline and seconded by Pat. The motion was passed.
 - In discussing the OFB Open Forum, there was general agreement for involvement with the Just Food (Food Security in Ottawa) project, but firmer dates were required. Pauline and Tracy volunteered to attend workshops.
 - Pat volunteered to attend Food Bank AGM.
 - Gwen suggested that board members attend next risk-management session to better position ourselves to meet challenges of future using resources available.

She noted 3 areas to work on: 1) create list of who to call, 2) business continuity plan (i.e. sickness), and 3) develop job/volunteer and volunteer/interviewer guidelines.

2. Personnel Committee, Vivien Runnels

- Vivien reported the guideline review was approximately half completed. Board may expect to review document by end of December.
 - Requested a leave of absence from January into the summer. After some discussion, it was agreed that Vivien would remain as Chair, with Don acting as Co-Chair. Vivien will follow up with other Personnel Committee members to arrange for someone to coordinate the scheduling of meetings.
3. Gwen requested 5 instead of 3 weeks of holidays. This would mean an additional week of unpaid time in addition to the 1 week unpaid already in her contract. Will touch base with Personnel Committee as her schedule is confirmed.
4. There will be no December meeting. Gwen will email if there are any issues.

The meeting was adjourned at 8:43 p.m. on a motion proposed by Pauline and seconded by Tracy. The next meeting is set for January 20th at 7:00 p.m.