

**Gloucester Emergency Food Cupboard
Board Meeting
October 17, 2007**

CHAIR: Don Collar
PRESENT: Jim Bogues, Pat O'Driscoll, Marion Washington, Vivien Runnels, Ann Frederking, Huguette Jean-François, Glenda Dare (recorder), Valerie Hall (visitor)
STAFF: David Brault, Executive Director
REGRETS: Jerome Bower, Pauline McNally, Marjorie Gardner

Adoption of Minutes

Amendment to remove item # 5 under New Business. The amended minutes were approved by Vivien Runnels and carried by the Board.

Business Arising

- 1) Marjorie was to be contacted to find out if Abu Zaid intends to join the Board.
- 2) Snack Program: Jim Bogues said that we could now afford to increase the snack program. Following discussion, it was decided that since there was no consensus among Board members regarding what kind of snacks should be made available for older children, we will consult with volunteers to determine how to improve/increase the allotment to his group.

Ann Frederking moved that we reinstate the snack program as it was, up to 18 years of age, to the end of this year. After Christmas we will review the items in the quality of snacks provided and review the program semi-annually in January and June to decide if we will continue the program. This motion was carried by the Board.

Treasurer's Report

- 1) Year to date, expenses are substantially lower than in 2006. Jim suggested that we should make a careful analysis of why/how this year is so very different from previous years and to its effect on future/current plans.
- 2) In the four year comparison from January to September, snacks and food expenses were down, otherwise no marked differences were observed in the other categories.
- 3) Discussion of coin boxes concluded that this was a good way to keep the GEFC in the public eye and are therefore worth continuing.

Executive Director's Report

The City grant application has been submitted. In the application there was a request for an annual audit. Since an annual audit cost \$1500. We opted for an annual review last year. David wants to discuss this issue with city counselors to see if any alternatives are available.

- 1) Drop Campaign and Direct Appeal - A few remain to be delivered. Some early returns are already arriving.
- 2) Dragon Boat – The application has been submitted. By November 23 we will know if we are receiving their contribution.
- 3) We are in a very good state of food supply. The produce from the "Herb and Spice" has been wonderful.
- 4) We've had several major food drives from schools.

- 4) Vouchers: David asked if we should increase the voucher amount this Christmas. The Board decided to increase vouchers to the 2005 levels (\$25.00 & \$30.00). Jim moved to adopt this amount; Ann seconded; the motion was carried.
- 5) The executive director's report was approved with changes.

Recommendations of the Personnel Committee

The Board reviewed the proposed changes to the Conditions of Employment for the Executive Director and the suggestions that had been generated when the proposed version had been circulated by E-mail following the last Board meeting. The final document was approved by the Board.

The next meeting is scheduled for November 21, 7:00pm.

Minutes submitted by Glenda Dare