



GLOUCESTER EMERGENCY FOOD CUPBOARD:
Minutes of Board Meeting, October 21, 2009

CHAIR: Don Collar

PRESENT: Marjorie Gardner, Vivien Runnels, Jim Bagues, Vern Greenshields, Don Collar, Tracy Martineau, Pat O'Driscoll, Ann Frederking, Linda Lalonde

REGRETS: Marion Washington, Pauline McNally, Natasha So, Angele Cloutier

STAFF: Gwen Bouchard

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

1. Treasurer's Report, Jim Bagues

- Jim reports we are following the last 3 years' trend where expenses are less than earnings, but it would be better to be more balanced.
- There was a discussion on how to reach those that need help.

2. Executive Coordinator's Report, Gwen Bouchard

- Some discussion of the increase in numbers being served. This is consistent with what other agencies are seeing.
- Approximately 14,000 households reached in drop campaign. An increase in number of volunteers as compared to last year.
- Timelines flexible to start but dates will be set for programmer for Access database by next meeting.
- New dates for Community Food Advisors. Some discussion regarding evaluation. We've responded back that GEFC doesn't want to be involved in the evaluation portion.
- A motion was proposed by Vivien and seconded by Jim regarding vouchers, that: Families of 1 will receive \$10 voucher, families of 2 will receive \$20 voucher, families of 3-4 will receive \$30 voucher, and families of 5+ will receive \$40 voucher. Turkeys and vouchers will be based on decisions made at food selection. Gwen will display a sign that makes it clear that our finances allow us to make these increases this year only. Motion was passed.

3. Community Garden

- Gwen raised the issue of parking for those using the gardens that it would be made clear to them that when we are giving out food, they could not use our parking.
- On the issue of sharing our dumpster, it was agreed that they could and that we would like to be able to share their composter.
- All other concerns, such as water supply, should be approved by city and once approved by city would be acceptable to us.

- Gwen has drafted letter to help smooth things for the community garden board – giving our approval as a “neighbour” to the gardens.
4. Personnel Committee
- A motion was proposed by Vivien and seconded by Ann to adopt Volunteer Code of Conduct as circulated at the meeting. Recommendation is that document be placed prominently. Motion was passed.
 - Volunteer Orientation Manual review was discussed. Ann, Gwen, Eugene, and Marjorie will look to keep this document current and add new code of conduct as recommended by Personnel Committee.
 - Vivien to draft and review with Personnel Committee an Employee Guidelines document. This is intended to replace personnel policy and employment policy to update and make current.
 - Changes to our Constitution are required as a result of changes in other documents and should be approved before AGM.
5. New Business
- Pat has agreed to attend other AGMs, as the GEFC representative, and report back to the board.
 - Vivien has recommended the board look at Volunteer Canada Code for Volunteer Involvement in creating a checklist of what we expect. Further discussion at next meeting.
 - Gwen is to make some recommendations for computer hardware and software purchases in order to increase efficiency.

The meeting was adjourned at 8:35 p.m. on a motion proposed by Marjorie and seconded by Jim. The motion was passed. Next meeting is set for November 18th at 7:30 p.m.