

# GLOUCESTER EMERGENCY FOOD CUPBOARD

## Minutes of Board Meeting, 13 September 2006

**In Attendance:** Jerome Bower; David Brault; Lesa Brown; Jim Bogues; Don Collar; Glenda Dare; Huguette Jean-François; Ann Frederking; Marjorie Gardner; Liz Hong-Farrell; Pauline McNally; Pat O'Driscoll;

**Regrets:** Linda Lalonde; Vivien Runnels; Marion Washington;

### Adoption of Minutes

**MOTION:** Motion to accept minutes from the last meeting:

Moved: Pauline / Seconded: Marjorie. All in favour. Motion passed.

No errors or omissions noted.

### Business Arising

- Inventory Report – David reported that it has been completed
- Web Page – David reported that Ann has helped update the page
- Planned Giving – Liz is working on the brochure
- Building Maintenance and Signage – All parking signage has been put up. Building has been prepped for painting to be done on Sep 29th – 30th
- Insurance for Drivers – In case of accident, GEFC insurance will cover volunteers if their own insurance does not cover it.. All volunteer drivers have been asked to check if they are covered within their own insurance plans.
- Signing Officers – Necessary documentation has been completed

### Reports

#### a. Executive Director's Report

David provided his September report. Highlights are as follows:

- David thanked Pat, Jerome, Ann, Marjorie for their assistance in the last few months
- Mila, a volunteer from Cognos, will take on the database migration
- GEFC is registered with the Christmas Exchange. Forms to be received in October and will start registering clients in November
- Board commented that high speed service to GEFC would be very useful. Magma has highspeed light, which should work well. They may even donate this service.

**MOTION – GEFC should invest in high speed internet access. David to investigate. MOVED: Marjorie / Seconded: Pauline. All in favour. Motion passed.**

- Drop Campaign/Direct Appeal – Blackburn Hamlet area is a sensitive area and we will be cautious. DA in this area will provide opportunity for donors to be informed about the organization in their area, yet still continue their support to the GEFC (noting that GEFC has helped many people to date). GEFC will continue to maintain contact with those who have been supporters in the past.
- Board also indicated that a PSA or information could be sent to local papers to let people know about the campaign.
- Gloucester High School Food Drive – we have requested a modification of their human chain so that there is less damage done to the food donations.

## **b. Treasurer's Report**

Jim provided the Treasurer's Report for June, July and August 2006. Other Highlights include:

- Some concern around the trend for net loss. Reserve is being used to make up for expenditures: we are spending more than is coming in
- Jim recommended analyzing where funds are being spent and where there can be cutbacks. Biggest difference from past financial situations is the expenditure on salaries and benefits.
- Will be receiving large amount of donations in the fall - have withdrawn \$26K in the last 3 months, but donations will be more than that in the next 3 months.
- Need to look at strategic fundraising campaign for the winter. Need to appeal to different audience or appeal in a different way than was done in June
- Also need to consider the potential impact (in donations) of Blackburn Hamlet supporters
- David indicated that a fundraising committee is a possibility – he is making contact with local businesses and leveraging the relationship with the community. Also raised the success of the Kiwanis Club Christmas Carolling – GEFC volunteers will be doing that this year
- It was recognized that a partnership with Gloucester's Loblaws store was a triumph
- Don recommended asking churches for specific portion of Christmas Eve donations
- Other ideas – use of food vouchers at specific stores; discuss possible at-register donations with Farm Boy

### **ACTION:**

- Jim will get expenditure breakdown to the Board at the next meeting
- Board directed David to take on the development of a fundraising strategy for January

### **Other Business**

- **Shredder and Fax Machine**  
Both are broken and must be replaced. Liz will see if one can be donated from Grand and Toy. If not, it was confirmed that David has authority to purchase supplies and equipment when needed.

### **Next Meeting**

The next meeting will be October 18th, 2006 at 7:00 pm

Minutes prepared by Liz Hong-Farrell.