

**Gloucester Emergency Food Cupboard  
Board Meeting,  
September 19, 2007**

**CHAIR:** Don Collar

**PRESENT:** Glenda Dare (recorder), Linda Lalonde, Pauline McNally, Marion Washington, Jerome Bower, Jim Bogues, Marjorie Gardner, Ann Frederking, Vivien Runnels.

**STAFF:** David Brault, Executive Director

**REGRETS:** Huguette Jean Francois, Pat O'Driscoll, Lesa Brown

Don welcomed everyone back after the summer

**Adoption of Minutes**

The minutes were adopted with amendments to the attendance and regrets list.

**Business Arising:**

**1) Executive Director's Report.**

David discussed the items in the Executive Director's Report, highlighting the following points:

- a) A grant application for the Dragon Boat Festival was going to be pursued, asking for \$25,000 in 2008 and \$25,000 in 2009 to be used for the Egg and Milk Sponsorship Program.
- b) The City Grant 2008 application will be submitted on September 21.
- c) A number of fundraisers took place over the summer. David mentioned four more that were upcoming.
- d) Suggestions and comments by the city inspector on the Public Health Inspection report are being looked into.
- e) The conversion of computer data from Paradox to Access is still in progress.
- f) Contact with schools regarding the School Christmas Food Drive has begun.
- g) Snowsuit referrals commence on September 24.
- h) Christmas exchange referral are to begin on October 29.
- i) Six trees will be planted on the GEFC property through a city program/

**2) Treasurer's Report:**

- a) Jim reported that the overall loss for the year is well below expectations as revenue is above normal and expense below normal for the year. Consequently we have not had to move money from investments this year.
- b) The direct appeal and Drop Campaign will start in October.
- c) Altogether, the financial situation was a positive one.

**New Business:**

- 1) Marjorie reminded us that Abu Zaid may still be interested in joining the Board of Directors. Marjorie moved that we would invite her to join the Board and to come to the next meeting. Jim seconded the motion.

2) Marjorie also raised her concerns about the reduced amount of food being given teenagers due to the reduced school snacks program. It was decided that by next meeting, Jim will give us a financial estimate of what we might be able to afford.

3) To assist with bag shortages, a notice will be put up on the bulleting board asking people to bring their own bags if they have some.

4) Personnel Committee: A brief review of the changes to the Conditions of Employment for the Executive Director were presented and discussed by Vivien. The written changes are to be e-mailed to Board members for closer scrutiny, and we will discuss them again at another Board Meeting.

5) Vivien Runnels went through the recommendations of the Personnel Committee, and promised to send a written copy of their proposed changes to the Conditions of Employment for the Executive Director. Members were asked to go through this document and circulate feedback for further discussion.

**The next meeting will be held on October 17, at 7:00 pm.**

**Minutes submitted by Glenda Dare.**