



**GLOUCESTER EMERGENCY FOOD CUPBOARD:**  
Minutes of Board Meeting, September 16, 2009

CHAIR: Don Collar

PRESENT: Pauline McNally, Marjorie Gardner, Vivien Runnels, Natasha So, Jim Bogues, Angele Cloutier, Vern Greenshields, Don Collar, Marion Washington, Tracy Martineau

REGRETS: Pat O'Driscoll, Ann Frederking, Linda Lalonde, Valerie Hall

STAFF: Gwen Bouchard

Don began by welcoming guest and possible new board member Angele Cloutier.

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

1. Treasurer's Report, Jim Bogues

- Closing balance YTD 2009 as compared to YTD 2008 difference does not include student grant so will be much closer in numbers than looks at this time.
- Suggestion from auditors to use an accounting software package to save time and money. Instead of reviewing Excel spreadsheet, auditors could use same software they are using. No change internally for GEFC administration. QuickBooks (\$150-250 estimate) agreed on. Not necessary for a motion as less than \$500.
- Some discussion regarding solid financial position and increased number and need of clients. Don asked if there were any areas we could expect changes in the amount of purchasing (i.e. snacks). Gwen to speak to this in her report.

2. Executive Coordinator's Report, Gwen Bouchard

- Gwen projects approximately 2000 more people over the previous year if May-August trend continues.
- Fill-A-Bus at Metro Convent Glen resulted in 140 paper grocery bags of food and \$491.18 in cash donations.
- It was pointed out that while donations from churches and schools have been down over summer, they are beginning to increase and we live in a generous area.
- The Drop Campaign – Direct Appeal will be more targeted again this year with volunteers distributing flyers already being organized. Gwen asked for suggestions on how to get more people involved. Suggestions included speaking with walking groups (i.e. Foot Locker) and approaching the cadet core(s) in area.

- The Bellemare BBQ proceeds were \$2053.49, making this the best year ever. It was suggested that perhaps the exceptionally desirable prizes (i-POD touch, digital camera, VIA pass for four) contributed to the increase in proceeds.
- A two-part motion was proposed by Marjorie and seconded by Pauline regarding the Access database: 1) Gwen is directed to find someone to create our database and is authorized to spend up to \$2000 (and may come back to the board if a greater amount is required); 2) A December 1<sup>st</sup> completion date for the initial program has been set with additional consultation time as required with an end of January firm deadline. Additional discussion related to where to locate a suitable programmer. Suggestions included universities and colleges for recent graduates and teachers.
- New website not as professional as Gwen would have liked so she suggests looking for a university or college student to do some fine tuning. We will continue to use the current website.
- Concern was raised regarding Ottawa Food Bank and Ottawa Public Health pilot project providing GEFC clients with food samples and recipes. Specific concerns included how this was presented to clients in order to not be insulting and how success was to be evaluated. Consensus was to go ahead with pilot project, monitor closely and discontinue if not working. Also, any evaluation should be confidential and anonymous.
- Some discussion regarding our H1N1 readiness. Suggested measures will appear in October newsletter.
- Because of new volunteers joining GEFC on a regular basis, proposed the necessity of guidelines for volunteers to be able to refer to in terms of code of conduct and how to address any problems. It was suggested to add this to the orientation package for new volunteers. Vivien suggested some sources and will provide to Gwen and Board for next meeting.

### 3. Resignation of Valerie Hall

- A letter of thank you to Valerie will be sent out and our welcome back when she is ready.

### 4. Volunteer's Party

- The party will be held at Ann's house on October 24<sup>th</sup> at 7 p.m.

The meeting was adjourned at 8:10 p.m. on a motion proposed by Jim and seconded by Pauline. The next meeting is set for October 21<sup>st</sup> at 7 p.m.