



Gloucester  
Emergency  
Food  
Cupboard

Centre de  
secours  
alimentaire de  
Gloucester

## **GLOUCESTER EMERGENCY FOOD CUPBOARD:** Minutes of Board Meeting February 17<sup>th</sup> 2016

CHAIR: Don Collar

PRESENT: Genevieve Gazaille, Tracy Martineau, Georgina House, Jim Bogues, Tim Comerford, Colin Webster

REGRETS: Andrea Balfour, Linda Lalonde, Grace Skowronski, Mark Simon, Vern Greenshields, Ann Frederking

STAFF: Gwen Bouchard

Guests: Sui-Ling Leung, Rob Danforth

The January 2016 minutes were approved on a motion proposed by Jim, seconded by Genevieve.

The November 2015 minutes were approved on a motion proposed by Georgina, seconded by Tim.

1. Business Arising
  - Freezer purchases: Purchased two and they are working well.
  - Bill 168 training: No dates at present; see report from PC.
  - AGM speaker: Gwen has a speaker in mind to speak regarding the Syrian refugees.
2. Treasurer's Report, Jim Bogues
  - Reviewed Profit & Loss Previous Year Comparison January 2015 / 2016. Note that did not receive Telesat cheque for \$5k – yet. Other differences explained primarily by when the income / expense is received.
3. EC Report, Gwen Bouchard
  - Clients: Working on getting food choice lists translated for Syrian families; more Halal meat donated or at a good price.
  - Tax receipt software: Sui-Ling is still researching.
4. Personnel Committee, Tracy Martineau, Tim Comerford
  - Presented recommendations for addressing Bill 168 and AODA regulatory requirements: strike a working group for each - Complete Workplace Violence Survey, Risk Assessment, create GEFC-Tailored Workplace Violence and Harassment Policy; and purchase and complete templates for two policies, finalize

- Customer Service training, finalize training format and determine delivery, finalize AODA poster to be displayed in GEFC (also on website).
- Colin & Genevieve to work on survey and assessment; Tim, Rob, Georgina to work on AODA requirements.

5. New Business

- Resignations: Grace, Tracy, Ann; require more Board members, Personnel Committee members and Recording Secretary.

The following motion was made by Jim, seconded by Colin:

**The Board appoints Sui-Ling a Board member until the April 2016 AGM.**

The motion was carried.

The meeting was adjourned at 8:30 pm on a motion proposed by Jim and Colin seconded by all. The next Board meeting is set for Wednesday, March 16<sup>th</sup>, 2016.

Regrets for March meeting: Vern