



## **GLOUCESTER EMERGENCY FOOD CUPBOARD:** Minutes of Board Meeting November 18<sup>th</sup> 2015

CHAIR: Don Collar

PRESENT: Tim Comerford, Genevieve Gazaille, Tracy Martineau, Georgina House, Colin Webster, Jim Bagues, Grace Skowronski (phone)

REGRETS: Mark Cimon, Ann Frederking, Andrea Balfour, Mark Simon, Vern Greenshields, Linda Lalonde, Claudette Friesen.

STAFF: Gwen Bouchard

Guest: Sui-Ling Leung

The October 2015 minutes were approved on a motion proposed by Colin, seconded by Georgina.

1. Business Arising
  - AODA: A draft policy was circulated. Tim's AODA consultant at work suggested websites for modules that can be viewed online for free.
  - Bill 168: Jim consulted with an HR firm and was informed GEFC draft was missing important information for both documents. Jim consulted with a lawyer and reviewing materials would be \$325/hour but would use (less expensive) articling interns. Jim will clarify what is missing from documents and exactly what training needs to be done as well as cost.
  
2. Treasurer's Report
  - HST rebate adjustments noted. Income: November / December largest income months. Expense: Food spent \$4k more this year; salary \$3k higher. Net income <31,000> as of October.
  - Budget: Appliance budget may need to be used – necessity for appliance replacement plan. Gwen will ask Vern if he will take on this task and recommendations / input. Genevieve will look into options in order to purchase one replacement fridge / freezer before end of 2015 (as budgeted).

Motion proposed by Jim, seconded by Tim:

**“The Board proposes to accept budget for 2016 / 2017 as proposed by Treasurer.”**

Motion carried.

3. EC Report

- Discussed tasks / volunteers: 12 new volunteers in last month; volunteers taken on tasks to fill gaps; Gwen feels we are on the right path to getting covered.
- Summer Program Assistant salary for 2016:

Motion proposed by Jim, seconded by Genevieve:

**“The Board proposes to hire a student for the summer (as part of the Summer Program Assistant program) for 2016 at \$14.50 / hour for 35 hours / week for 14 weeks.”**

Motion carried.

The meeting was adjourned at 8:35 pm on a motion proposed by Jim and seconded by Colin and Tim. The next meeting is set for Wednesday, January 20<sup>th</sup>, 2016.