



GLOUCESTER EMERGENCY FOOD CUPBOARD: Minutes of Board Meeting September 16th 2015

CHAIR: Don Collar

PRESENT: Tim Comerford, Genevieve Gazaille, Tracy Martineau, Georgina House, Ann Frederking, Vern Greenshields, Colin Webster

REGRETS: Mark Cimon, Claudette Friesen, Andrea Balfour

STAFF: Gwen Bouchard

Guest: Sui-Ling Leung

The June 2015 minutes were approved on a motion proposed by Ann, seconded by Vern. The August 6, 2015 minutes were approved on a motion proposed by Tracy, seconded by Genevieve.

1. Business Arising
 - Produce letter (follow up): scheduled for September; Genevieve to follow up.
2. EC Report
 - Summer visits down from last year, but September has been busy.
 - Drop Campaign letters delivered September 24; Direct Appeal October 8.
 - Propose hiring Meagan: \$2412.80 for September through December 25; 10 hours per week, \$14.50 / hour; Projects include link2feed training, manual for link2feed, direct appeal, Christmas referrals, and tax receipts.

Motion proposed by Ann, seconded by Genevieve:

“The Board proposes to hire Meagan to assist with identified projects from September through December 2015 at \$14.50/hour for maximum of \$2412.80 total cost.”

Motion carried.

- Volunteer interest form to go onto website French / English (Genevieve).
- Job descriptions will be done by September 23.
- Volunteer handbook will be done by September 23.

3. Personnel Report

- EC Review (Tim): positive feedback; some action items being addressed; salary increase proposed.

Motion proposed by Colin, seconded by Ann:

“The Board approves a 2% increase (above COLA) to the Executive Coordinator’s salary retroactive to May 2015.”

Motion carried.

- Follow up on Personnel Committee activities (Tracy): require policy for workplace harassment, policies and process for accessibility, mandate, recommendations from EC review, short reorientation (yearly) for volunteers, and compulsory orientation for volunteers.
- Georgina and Colin agreed to research Bill 168 and accessibility for October meeting.

The meeting was adjourned at 8:45 pm on a motion proposed by Vern and seconded by Tim. The next meeting is set for Wednesday, October 21, 2015.