



GLOUCESTER EMERGENCY FOOD CUPBOARD:
Minutes of Board Meeting, March 19, 2014

CHAIR: Don Collar

PRESENT: Jim Bogues, Ann Frederking, Genevieve Gazaille, Valerie Hall, Tim Comerford, Tracy Martineau, Grace Skowronski, Vern Greenshields

REGRETS: Marjorie Garner, Linda Lalonde

ATTENDEE: Andrea Balfour

STAFF: Gwen Bouchard

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

1. Business Arising

- Adoption of AGM Agenda.
- Nominations update: a 2 year position remains open. Colin will take 2 year position, Andrea will complete to 2015 with option to continue.
- Website (Genevieve): annual report and board minutes added; a few months' minutes missies (Gwen will send); issue of putting stats on site (client usage stats raw data vs. summary); graph from AGM suggested (year by year comparson); over 25 years served, almost ½ million visits, nearly 50% children, number of volunteer hours; bullet items for press release, annual report, website.

2. Treasurer's Report, Jim Bogues

- Income for both periods reviewed virtually same; expenses: 3 pay periods in March for 2013 to explain difference.
- Receiver General paid different times to explain difference.
- Journal entries for 2014 for food program have not been entered until auditor's report to explain \$5k difference; expect report by May.
- Needed new motion from January motion as contingency fund was not increased sufficiently.

Jim made the following motion, seconded by Valerie:

“Increase contingency fund to \$85,000 to represent 6 months operation.”

The motion was carried.

3. EC Report, Gwen Bouchard

- Budget clinic is for educating clients (multiple insurances, high wireless bills, etc).
- OFB looking at changing how they assess accepting new agencies to avoid overlap (to be more stringent to look at existing agencies serving the area).

4. Other Business

- Personnel Committee: presented EC review; number of suggestions raised (tabled for future meetings); issue of salary review.

Jim made the following motion, seconded by Valerie:

“Executive Coordinator will receive salary increase to account for COLA 2% plus additional 3% increase over current salary, effective May 1, 2014.”

The motion was carried.

The meeting was adjourned at 8:05 pm on a motion proposed by Jim and seconded by Tracy. The next meeting is set for June 18th, 2014.