



Minutes Meeting Thursday April 20, 2017

Mill Creek Manor- Warkworth 1pm

1. Welcome

- Present: Carolyn Lee, Gail Covert, Barb Taylor, Kim Allen-McLean, René van Oosten
- Regrets: David Pollack and Jan Findlay.

2. Adoption of Agenda

- Moved by Kim, Seconded by Gail. Carried

3. Approval of previous minutes

- Addition to Treasure Job description. Need access to email account
- Moved by Barb, Seconded by Kim. Carried

4. Business arising from previous minutes

- 4.1. Elvis impersonator fund raising concert-Sept 15th
 - Confirmed Legion booked from 7-11:30
 - Paul will do 2 x 30 Minute sets for \$250 (gift certificate)
 - Investigate opening act by Pat Kelleher
- 4.2. **TO DO** David to contact Pat Kelleher (If David doesn't have the time than Carolyn will do it)
- 4.3. **TO DO** Carolyn to send letter with regards to proceeds to the legion
 - 50 – 50 draw
 - Poster
 - Set Ticket Price
- 4.4. Website and Facebook
 - Rene is now able to get into Facebook to make posts
- 4.5. Re-organize filing system
 - Carolyn and Rene started sorting-out filling cabinet in the pantry
 - Found highlighters and various other office supplies in bottom draw
- 4.6. OAFB
 - membership dues are paid
 - send picture of the board member by request
- 4.7. Soup Program
 - on hold
 - Move to restart in September
 - Gail found better containers for the soup \$85 for 250
- 4.8. 2017-2018 Budget
 - Deferred
- 4.9. Chair and Secretary positions
 - To be approve at annual meeting

5. Executive Report

5.1. Board Chair

- Easter handout went well. Still a few hams and turkey left.
- Community Living employees can come to pick them up.
- **TO DO** Carolyn to check and give Karen a list of current key holders , Carolyn, Gail, Rene, Jan and Sonny
- Homeless workshop session 2 days in June assessing the need of homeless people and families in Northumberland. Gail will attend the meeting on Wednesday June 7th.
- **TO DO** Rene and Carolyn Walmart capacity boast grand. Application for metal table is in process and needs to be applied by May 26 2017

5.2. Treasurer's Report

- Deferred
- **TO DO** Carolyn looking for missing Giant tiger gift certificates

5.3. Secretary

- N/A

6. Committee Report

6.1. Operations- Kim Allen-McLean

- New Monthly intake form approved and uploaded on website

6.2. Volunteer-Jan Finlay

- N/A

6.3. Purchasing

- **TO DO** Carolyn to Evaluate the coming month with regards to what we need and what we don't need from food4all. Maybe switch to once a month. Gail no longer doing the ordering.
- **TO DO** Rene to post Volunteer week Purchasing Director Facebook

6.4. Hospitality/Client Matters-Carolyn Lee

- N/A

6.5. Publicity-Carolyn Lee

- ad for concert
- hunger awareness Week
- Cram the cruiser need to talk to OPP

6.6. Fundraising

- N/A

7. Church Renovation

- no news

8. Report-Homelessness Session

- **TO DO** Rene to place message on Facebook re "Wrap around Northumberland program" check out www.wraparoundnorthumberland.ca for various programs that are available for families with children Families on ODSP.

9. New Business

9.1. Job Description

- Vice Chair
- Past Chair

10. Round Table

11. Next Meeting

- May 18, 2017?

12. Adjournment



TO DO LIST

Outstanding Item	Assigned to	Completed by
Contact Pat Kelleher	David or Carolyn	ASAP
Northumberland's Homelessness meeting	Gail	June 2
Letter to Legion	Carolyn	May Meeting
2017 – 2018 Budget	David	May Meeting
Evaluate Food needed from Food4All	Carolyn	May Meeting
Key Holder list for Karen	Carolyn	May Meeting
Giant Tiger Gift Certificates	Carolyn	May Meeting
Walmart Capacity Grant Application	Rene and Carolyn	May 26 2017
Send out to email to friends of the pantry in for additional help.	Jan	June
2017 OAFB Annual Conference	Carolyn	June 4 th
Facebook Volunteer Notice/Wrap Around Northumberland	Rene	May Meeting
Buy a Bowl+	Barb Taylor	On-going
Re-organize filing system	Carolyn Lee and Rene van Oosten	On-going
Add financial statements to Board Only section on web	Rene	On-going