

7 HILLS COMMUNITY PANTRY
BOARD MEETING
January 19, 2017

Present: Carolyn Lee, David Pollack, Barb Taylor, Jan Findlay, Gail Covert, Kim Allen-McLean

Guest: Rene vanOosten

Carolyn called the meeting to order at 1300 hours

There were no additions to the agenda.

Motion by Jan to accept the minutes as presented. Seconded by Kim. Carried

Motion by David to accept the minutes from Dec 15, 2016 as written. Seconded by Gail. Carried

Business Arising

1. Present board members each paid their \$10.00 membership fees.
2. David presented a revised job description for the treasurer position. The line pertaining to using Quick Books for the financial records will be deleted

Motion by Jan to accept the changes to the treasurer's job description. Seconded by Barb. Carried

3. David stated he had contacted Lynda Kay the CEO of Northumberland United Way who told us There would be no money coming from the United Way for the 7 Hills Community Food Bank in 2016 or 2017 as their donations were about 20% below their fundraising targets. Neither David or Carolyn had received any notification regarding this issue. The United Way was notified about this lack of communication.

Executive Reports

4. **Chair:** 21 hampers were given out for Christmas. We still have 11 turkeys, 5 hams and some roasts left. We will give these out for Easter.

The second beef we received was all put into ground beef.....about 300 pounds. The first beef we received was about 200 pounds. This should do us for this year.

The Regional meeting will be held February 24, 2017 in North York. Carolyn is unable to attend.

The Hub meeting hosted by the Salvation Army will be on Feb 23, 2017 in Port Hope. Gail will go in Carolyn's absence.

Carolyn is away from Feb 21, 2017 to March 1, 2017
We will need someone to order milk while she is away.

Carolyn received an e, mail from Liz from Our Lucky Stars regarding a dance they are planning for February 18, 2017. They will ask the people coming to bring a donation to the food bank and she asked Carolyn what to ask people to bring.. Carolyn suggested juice, canned fruit, crackers, cookies and tea and coffee.

Treasurer Report: David presented his report . Copies were emailed to all the board members prior to the meeting.

Our net worth is \$24222.65 and we have \$7300.00 in the bank.

Motion by David to accept the financial report as written. Seconded by Kim. Carried

Secretary this position is still vacant

6. Committee Reports

- 6.1 Operations:** Kim stated there were too many veggies for the number of clients we have. We Also people have had to go through the gathering room to use the bathroom as the kitchen is locked. We are going to try to have a greeter in the common area to encourage people to take lots of veggies and to monitor the kitchen if we open the door to allow people to access the bathroom that way. Thus we can try to ensure nothing from the UCW goes missing. Carolyn, Kim, Jan and Gail will be scheduled to monitor for the first little while.
- 6.2 Volunteer:** Aila Belton wishes to become a volunteer with our food bank. John took the papers to her and they were returned last week. Volunteers are generally working about 1 Friday a month.
- 6.3 Purchasing** This position is vacant right now.
Carolyn is ordering milk from Scott's. Gail is picking up bread and ordering weekly from the warehouse. She has emailed Laver's to deliver 10 dozen eggs weekly unless she emails them otherwise. We will receive eggs from Food 4 All in April.
Gail sends the order in on Wednesday for pick up on every other Monday by Sonny and Wayne.
Gail returned the float money she had to David.
The person who does the unpacking will review the food bank supplies and purchase the supplies that are needed except for the milk, eggs and bread and put in a receipt for David to be reimbursed.
- 6.4 Hospitality:** Carolyn stated that a Mr. Peel from the Trenton Food Bank contacted her saying they had skids of food given to them from Walmart after the fire and we were welcome to use some of it.
- 6.5 Publicity:** Carolyn sent thank you notes to Hilts Butcher and Dave Denure for their part in us getting the beef.
A thank you was also sent to Brenda Partridge's webpage for the community to for the food donations, financial donations and also to Secret Santa for the toys
- 6.6 Fundraising:** A notice from the Warkworth Business Association was received that we could have free advertising for upcoming events.
Carolyn suggested our Hunger awareness campaign the third week of Sept. She thought we could have a poster contest at Percy Centennial and participate in the Fill the Cruiser and High School Food drive.
- 6.7 Food 4 All:** Our emails to food4All have been bouncing back to us. Carolyn is to find out if they have a new email address
- 6.8 Church Reno:** Gail and Carolyn went to a meeting with Bryce Allen and Bob Rowe on January 4, 2017. There was a sketch from an engineer that the church had hired. They are aware we have \$15000.00 total to add to their monies for changes. The church is now getting formal plans drawn up.

7. New Business

We need to redo our website and our face book page.....they haven't been updated in years.

Our guest Rene vanOosten volunteered to redo out website and face book page

- 8. Round table** Gail stated we need to redo our filing system for the food bank. Carolyn is going to contact the High School to see if we can get a student who needs community service hours to help us out in the summer.

Motion by David to nominate Rene vanOosten to act as secretary for the 7 Hills Community Food Bank. Seconded by Gail. Carried.

Next Meeting.....February 16, 2017 at 1pm at Mill Manor
Motion by David to adjourn the meeting. Seconded by Kim. Carried