



Minutes Meeting Thursday May 18, 2017

Mill Creek Manor- Warkworth 1pm

1. Welcome

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

2. Adoption of Agenda

- Moved by David Seconded by Jan. Carried

3. Approval of previous minutes

- Moved by Gail, Seconded by Kim. Carried

4. Business arising from previous minutes

- 4.1. Elvis impersonator fund raising concert-Sept 15th
 - Cost for Legion Rental Est \$150
 - Cost of tickets \$15.00 Adult, \$7.50 under 17
 - David has confirmed Pat Kelleher
 - Will do 50-50 draw sell tickets at the door.
 - **TO DO:** Carolyn to investigate if kids are welcome with or without parents
 - **TO DO:** David to talk to Homestead to produce 20 posters of 8 1/2" x 11"
 - **TO DO:** David to investigate bag stuffers
 - **TO DO:** David to look into producing tickets
 - Sales of tickets to start in July:
 - **TO DO:** David to contact Lucky Star and Shannon Lawrance for sale of tickets
 - **TO DO:** Carolyn to contact "I'm coffee"
 - Publications:
 - **TO DO:** Rene to write press release and add to free community event calendars in the various newspapers
 - **TO DO:** David to contact Chamber of Commerce
 - **TO DO:** Carolyn to write email for Brenda Patridge
- 4.2. Job Descriptions
 - Vice Chair OK
 - Past Chair OK
 - Treasurer OK
- 4.3. Capacity Boost Grant
 - **TO DO:** Carolyn to find out the name of Walmart Contact (Manager Cobourg or head office)
- 4.4. Supplies
 - Carolyn checked with Sonny and things seem to work out ok
 - Will give out roast and chickens next month

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5. Executive Report

5.1. Board Chair

- Giant Tiger gift certificate missing. They are not being tracked.
- June 5th phone coverage by Gail.
- Donnybrook Times needed to be covert are Thursday 4-9, Friday 9-4, Saturday 4:30-7 and Sunday 10-12.
- Discussion about the Ontario Budget. The Supermarket recovery program will help foodbank. Reduction in hydro prices, prescriptions for kids. Minimum wage under review. There will be an income pilot program.

5.2. Treasurer's Report

- David presented the March and April Financials
David moved to approve the Financials, Seconded by Kim Carried
- David presented year-end 2016-2017
Bruce Taylor created an adjusting entry for bank charges that had doubled up
David moved to approve the year-end Financials, Seconded by Gail Carried
- David presented the 2017 – 2018 budget
It's a conservative budget
- David moved to approve budget, Seconded by Jan. Carried
- David explained about the RBC Community Grand 2018 days of caring 3 people for 3 hours for \$1000. Should we apply?

5.3. Secretary

- N/A

6. Committee Report

6.1. Operations- Kim Allen-McLean

- **TO DO:** Kim to make a poster to inform that volunteers need to restock the fridge and the shelves if time permits.
Kim added ant traps

6.2. Volunteer-Jan Finlay

- Floater needs to inform the clients about the fresh food

6.3. Purchasing

- The 12 items don't need to be ordered.
- The cost of eggs, milk and bread is \$184 per month.

6.4. Hospitality/Client Matters-Carolyn Lee

- N/A

6.5. Publicity-Carolyn Lee

- Concert publicity thing to do. Poster, Tickets, Bag stuffer, Press Release, Event calendar, Chamber of Commerce.

6.6. Fundraising

- Donnybrook
Cram the Cruiser contact name of OPP contact is Steve Baits
the concert

7. Church Renovation

- Slowly moving forward

8. Food 4 All Warehouse

- July will be the next meeting

9. New Business

9.1. Job Description

- Operation Director
- Volunteer Director

9.2. Decrease opening the foodbank to 2x a month for July and August

10. Round Table

11. Next Meeting

- June 22, 2017?

12. Adjournment

By Gail

TO DO LIST

| Outstanding Item | Assigned to | Completed by |
|--|-------------|--------------|
| investigate if kids are welcome with or without parents | Carolyn | August |
| contact "I'm coffee" | Carolyn | August |
| write email for Brenda Patridge | Carolyn | August |
| find out the name of Walmart Contact (Manager Cobourg or head office) | Carolyn | August |
| 20 posters of 8 1/2" x 11" | David | August |
| bag stuffers | David | August |
| Tickets | David | August |
| contact Lucky Star and Shannon Lawrance for sale of tickets | David | August |
| press release and add to free community event calendars in the various newspapers | Rene | August |
| poster to inform that volunteers need to restock the fridge and the shelves if time permits. | Kim | August |