



**7 Hills Community Pantry
General Board Meeting Agenda
Mill Creek Manor - October 18, 2018**

1. Welcome

Present: Carolyn Lee, Barb Taylor, Kim Allen-McLean, Gail Covert, Jan Findlay, Emilio Ojeda, Rene van Oosten and Robin English

Carolyn welcomed Maureen Lennon to the meeting to discuss the process for collecting information to facilitate Christmas gift giving to the children of Food Pantry clients through the Giving Tree project. Beginning Nov 2nd, Maureen will come to each weekly food bank during the month of November to meet with parents to gather appropriate gift suggestions. Carolyn will begin advising parents of this program at the food bank tomorrow. The final day to submit specific gift requirements is Dec 5th.

2. Adoption of Agenda

Moved by Barb; seconded by Rene.

3. Approval of Minutes of Previous Meeting – Sept 13/18

Moved by Jan; seconded by Barb.

4. Business Arising

4.1 SOS Lounge to Sponsor Family

Justine is presently away for two weeks and upon her return would like the Food Pantry to provide her with a family with young children to sponsor for Christmas. Carolyn will investigate a possible candidate for this project. Approaching Percy Centennial School or the Campbellford Mental Health Centre to determine an eligible family is also a possibility.

Organizing a networking meeting of various community agencies/services in the future was tabled as a means to encourage open and up-to-date communication of the social needs of this area.

4.2 Pamphlet

Emilio offered to re-write the pamphlet for printing and Rene will forward pictures.

4.3 Meeting in Brighton

The funding presentation to the Brighton group was not successful, however, Emilio anticipates the Food Pantry will be called upon again for a future funding opportunity.

4. Business Arising (Cont'd)

4.4 Northumberland County Meeting

Gail reported that participants at this meeting are looking to establish guidelines for the standardization of food distribution at all county food banks. The Food for All program believes this will be helpful to their agency.

4.5 Insurance

The Food Pantry is obligated to have two insurance policies – one covers the property and the other applies to the directors.

4.5 Replacement of Stainless Steel Table

The new table is being used and Rene will call to ask that the old table be picked up.

4.6 Draw at Natural

The proceeds from the draw at The Natural are yet to be received.

5. Reports from Executive

5.1 Chair

- Attended the Christmas Hub meeting with Maureen Lennon to discuss what various agencies are doing for Christmas donations.
- Few turkeys are left from Thanksgiving and they will be saved for Christmas hampers. Sharpe's is looking into supplying hams at Christmas.
- Meat supply at the food bank is getting low and ground beef is needed. Hamilton Township Insurance Co. has previously purchased beef at the Norwood Fair to be made into ground beef for 3 local food banks, but no word on this to date.

5.2 Treasurer

- Bruce has been paid and recent donations to the Food Pantry reviewed.
 - GIC's have come due and have since been reinvested.
- Moved by Rene; seconded by Gail.

5.3 Secretary

- Met with Robin recently to review transfer of secretary duties.

6. Committee Reports

6.1 Operations

- Using up the beans and crushed tomatoes in stock, with the addition other low cost ingredients, to make up chili packs for clients.
- Last week the Floater was asked to pass out bakery items and this process worked well.
- Managing outdated items donated by The Natural with respect to Food Bank Regulations and health and safety standards was discussed.

6.2 Volunteers

- Making homemade soup for clients has been brought forward by a volunteer. This volunteer will be working tomorrow and Carolyn will discuss trying this for the month of November.



6.3 Purchasing

- Giant Tiger has Jan's phone number to contact when gift cards are ready to be picked up.

6.4 Fund Raising – Christmas

- Girl Guides will again pick up items for the food bank during the Santa Clause Parade.
- Magic Under the Stars – Financial and food donations will be accepted on Fridays during the month of December.
- A letter will be forwarded to Brenda Partridge for distribution regarding all Christmas donations to the Food Pantry.

7. New Business

7.1 Christmas Baskets – Date

- Christmas gifts to families and all hampers will be given out Dec 21st.

7.2 Recognition of Donors – On Web Page

- Rene continues to recognize donations to the Food Pantry on the web page and through the food bank's Facebook page.
- Personal letters of thanks are regularly sent by the Chair.
- Certificates of recognition were previously given to The Natural and The Bakery

7.3 Purchase of Beef

- The supply of ground beef is low and 50 lbs will be purchased from Glover's.
- Purchasing ground beef from Thrower's to compare pricing will be looked into for next year.

8. Round Table

Cheri Whalen plans to host the Wellness Fair in November and will advise how we can participate.

9. Next Mtg – Nov 15/18, 1pm, Mill Creek Manor

10. Adjournment