



**7 Hills Community Pantry  
General Board Meeting Agenda  
Mill Creek Manor – November 15, 2018**

**1. Welcome**

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

**2. Adoption of Agenda**

Honourarium & Gifts were added to New Business on the agenda. Moved by Rene; seconded by Jan.

**3. Approval of Minutes of Previous Meeting – Oct 18/18**

Moved by Jan; seconded by Barb.

**4. Business Arising**

*4.1 SOS Lounge to Sponsor Family*

SOS Lounge has been given a family to sponsor as a community initiative. This family is a single mom with two sons. Stephanie Cudmore has donated a Christmas tree to this project and Carolyn will contact the SOS to determine how delivery of the tree will be organized. The SOS will also be advised that Food Bank Christmas Hampers will be distributed on Dec 21<sup>st</sup>.

*4.2 Pamphlet*

Emilio continues his efforts to revise the Seven Hills Community Pantry pamphlet. Rene will forward pictures previously selected for this pamphlet to Emilio.

*4.3 Networking*

The United Church Minister is very supportive of this endeavor to bring community agencies and groups together to share information about their services. It was agreed to host this event in the Spring and Robin offered to assist in the planning. Organizing will begin after the holiday season.

*4.4 Magic Under the Stars*

The Food Pantry has not yet received a formal invitation to participate in this event. Carolyn will approach organizers in this regard as members felt it was a positive venue for fund raising purposes and increased community awareness. Jan will send out an email requesting volunteers for 2 one hour shifts on Dec 14<sup>th</sup> and 21<sup>st</sup>, 7 to 8pm and 8 to 9 pm. Moved by Barb, seconded by Jan to purchase a stand alone sign advertising the 7 Hills Community Pantry for various community events.

#### *4.5 Fund Raising Letter to Brenda P.*

Rene will prepare a Facebook post outlining all Food Bank activities for the Christmas season and include a request for monetary donations. Gail will send Rene a copy of last year's letter emailed through Brenda for his review/revision and re-distribution by Brenda in December 2018.

#### *4.4 Northumberland County Meeting re Standardization of Food Distribution*

Gail and Emilio will attend this meeting on November 19<sup>th</sup> in Cobourg. Gail noted that Food Bank Canada is recommending changing from 5 to 7 day distribution quantities.

### **5. Reports from Executive**

#### *5.1 Chair*

- A formal request for a \$500 donation has been forwarded to the Warkworth Service Club. This is the same amount requested last year.
- Plans were to make soup at the food bank tomorrow but this has been postponed due to anticipated bad weather.
- Percy Centennial PS held a food drive over Halloween and over 1,000 items were donated to the food bank. Sandra Allanson-Kelly will be sending approved photographs of students to Sue Dickens for newspaper coverage. A certificate and letter of appreciation will be given to the school and Carolyn will record the amount of pounds collected.
- Hamilton Township Insurance Co. donated 1/3 of a beef to the 7 Hills Community Pantry and this was picked up by Sonny Lennon. Hilts has requested a receipt from the food bank to cover the cost of butchering.
- Northumberland Dairy Producers are donating 60 lbs of butter and will bring this into the food bank on a Friday. Carolyn will organize some press coverage of this donation.
- A meeting of Northumberland County Food Banks is scheduled for November 26<sup>th</sup>. Gail and Emilio will participate and Carolyn will attempt to join them.

#### *5.2 Treasurer*

- Rene circulated financial statements to October 2018 for review. Moved by Rene, seconded by Jan, the financial statements be accepted as presented.

#### *5.3 Secretary*

- No report.

### **6. Committee Reports**

#### *6.1 Operations*

- The UCW agreed to move some of their belongings to make available more storage for the food bank's dry goods.
- Kim will move forward with revisions to the Food Pantry's Monthly Food Items listing to reflect more accurate distribution to clients.
- If the church is successful in their grant application to renovate the kitchen, this will have no effect on the food bank.



### *6.2 Volunteers*

- Two separate volunteers scheduled to work each of the last two Fridays did not attend.
- Jan will take a look at those bags left over from Thanksgiving for re-distribution.

### *6.3 Purchasing*

- Discussion to purchase items not readily available at the Food for All warehouse in Cobourg, i.e. cheese. The food bank recently purchased 10 lbs of ground beef from Glover's. Eggs, milk and bread are regularly purchased to support weekly distribution. This item will be tabled for a future meeting.

### *6.4 Fund Raising*

- Canada Helps is now set up to facilitate donations to the 7 Hills Community Pantry.
- Hosting some sort of community event to raise funds for the food bank was discussed. This idea will be brought forward for possibly a spring launch.

## **7. New Business**

### *7.1 Santa Clause Parade*

- The Girl Guides will again be asked to collect food items during the Santa Claus parade. A request for specific items (i.e. personal hygiene, feminine products, laundry and dish soap) which are needed most will be sent to Brenda to circulate via her email distribution listing and also put on the food bank's Facebook page and website. Sonny and Larry will be asked to unload the items from the parade into the church to be sorted on Saturday. Carolyn will ensure the church is available December 8<sup>th</sup> to sort and store the collected items.

### *7.2 Christmas Baskets*

- Christmas food hampers and gifts will be distributed December 21<sup>st</sup>. They will be assembled whenever the Gathering Place is available that week. Carolyn will look into purchasing turkeys.

### *7.3 United Church Christmas Hampers*

- The United Church will assist with buying items for inclusion in the Christmas food hampers. Kim will organize the collection of these specific items through donations by the congregation using a gift giving tree. These food tags will be placed on the tree Dec 9<sup>th</sup> with food drop off requested before Dec 16<sup>th</sup>.

### *7.4 Honourarium & Gifts*

- Last year, Greg Luehof was given an honourarium for the fresh vegetables he donated to the food bank. Moved by Barb, seconded by Jan, that Greg be given a \$200 honourarium.
- As a token of appreciation to Sonny & Maureen, Wayne and John, Board members agreed to purchase gift cards from My Lucky Stars using petty cash.

## **8. Round Table**

- Acknowledging the various volunteers of the 7 Hills Community Pantry was briefly discussed. Volunteer Week is in April and organizing some sort of occasion expressing the Board's appreciation will be brought forward in the New Year for deliberation.
- For Christmas, chocolate bars from World's Finest Chocolate will be given to volunteers at Fridays' food banks beginning Nov 30<sup>th</sup>, as a means of saying thank you.

## **9. Next Mtg – Jan 17/19, 1pm, Mill Creek Manor**

## **10. Adjournment**