

Business Plan and Updates

A full Business Plan was completed by Tait Communications and Consulting in 2013 (please see attached report). Since that time, the Food Rescue Board has had two planning meetings in February 2015 and February 2016. There has not been a full Business Plan update since the original report. However, the future of Food Rescue is discussed on a regular basis. The following is a summary of the planning meeting notes held each year.

February 2015 Planning Meeting

At the meeting, a decision was made to focus primarily on largest threats/risks and if time permitted review other items. The largest threats were identified as follows:

Operating Dollars: Major
Kitchen Manager: Minor

Major Threat: Operating Dollars

Need to consider sustainability. Discussion around different avenues for fundraising and canvassing sponsors/donors. The work of Food Rescue is continuing without major breaks, however, the insecurity of having enough funds to continue in future years is a constant concern.

Primary Organizational Donors: United Way, Urban Partnerships, City/Community Foundation, Dominion Diamond Corporation. How do we thank our regular donors/sponsors, annually, other intervals. We will continue to thank donors/sponsors on an individual basis as well as publicly whenever possible. We can post ads in the newspaper, but this is expensive.

A lengthy discussion was held of different ways to solicit funds, such as letters requesting financial support, in person meetings with potential donors, applying for all funding opportunities possible. Many of our volunteers are members of local churches. In the past we have appealed to local congregations for donations and volunteer support. Perhaps this can be done again, maybe through the Ministerial Association as well. How to build awareness of need for operating revenue?

Plan: An application will be submitted for GNWT Anti-poverty fund this year. The Board will continue to strengthen our relationship with partners, sponsors and donors both in writing and in person.

Minor Threat: Kitchen Managers

We have lots of volunteers but have limited interest in Kitchen Managers. There are times during the year that coverage has been difficult due to Kitchen Managers being unavailable. It is valuable to have at least four Kitchen Managers to share the work. It would be better to have five or six if possible. There have been times we were down to three. One of the regular Kitchen Managers is leaving this summer.

This is an ongoing issue that we have always managed to solve. However, we may want to look at hiring a part-time Kitchen Manager in the future. Of course, this will require even more funding. Board members and volunteers will continue to be made aware of this area of need. Hopefully there will be more of the FR volunteers interested in training to be Kitchen Managers as needed.

Plan: Kitchen Managers will make an active effort to recruit one or more of the Food Rescue volunteers to do some training as Kitchen Managers.

Other Items

Future Space:

Generally it was felt that we were comfortable where we are. Matrix and CMS are okay with us being on their property and using one of their structures. The need for an alternate space will be parked at this time. It may come up again in the future.

Business Plan

Park this issue, need to review in greater detail.

Expansion

Does food rescue need to grow, are we meeting our current needs, is there an unmet need? A decision was made to park this issue. Some discussion was held. There is no reason to grow yet. Sustainability is a more pressing issue.

February 2016 Planning Meeting

Funding pressure for the current year was significantly lessened by a grant of \$30,000 from the GNWT Anti-poverty fund. Discuss at the 2016 planning meeting focused on the Kitchen Manager role.

Kitchen Manager/Site Manager position discussion.

- The job description was reviewed.
- Discussion re: possibility of developing a manual for Site Managers. A recommendation was made to put a shortcut on the laptop desktop for "Site Manager" to go to all of the appropriate folders.
- Conversations held around how to increase volunteer recruitment, possibility of a paid position as Site Manager. Suggestion was made to change the Site "Manager" title to Site "Coordinator" as some people may be intimidated by the designation of Manager.

A. Shorter/Medium Term Goals:

- We need to "sell it" – announcements at churches, maybe the YK Seniors Society

- When looking at recruiting volunteers, it might be worth asking certain questions, ie. Can you volunteer over a lunch hour? Do you have time during the weekdays? Do you have consistent times per week you can volunteer?
- Todd/Mona - to attend meetings with donors/sponsors and to do more speaking for/about Food Rescue.
- Todd - to attend the City of Yellowknife meeting on Monday at noon on February 22, 2016.

B. Longer Term Goals:

- The need may arise to hire someone for the Site Coordinator position. Some of the prep work for this includes:
- Assessment of rate of pay according to job description.
- Potential hours to do the job, approximate cost per year based on what the position currently looks like, to determine feasibility of a hired position from a cost perspective.

The operation of Food Rescue continues. We have not had to shut down operations due to lack of volunteers, food or need. There are strategies in place to address these needs as they arise.