

**9-10 Club Serving Soup to the Hungry  
Board Meeting Minutes  
Wednesday, May 8<sup>th</sup>, 2013**

**Meeting called to order: 10:30 a.m.**

Present: Richard Marshall, Chris Ryzuk, Gerry Witteveen, Don Helliwell, Mike Fox

Apologies: Jim Pungente, Sheila Connelly

**Minutes of Board meeting held April 3<sup>rd</sup> were approved.**

**Business arising from April minutes**

- Mike reported that our insurer felt addition liability coverage was not warranted.
- Don advised the Murray and Edna Black Long Service Award has been completed and is ready for hanging in the Soup Kitchen.  
**Action:** Richard to discuss with Sheila where to hang.
- Mike advised the current garbage expense split with the Cathedral is 50/50.
- Chris has purchased new (composting) buckets for the Veggie Crew, however, some logistical issues need to be worked out  
**Action:** Sheila/Chris to clarify composting arrangements with Veggie Crew.
- Mike to report next meeting on the kitchen expense items for this fiscal year.
- Richard has invited Stephen Newton to a future discussion with Members regarding the draft Constitution and Bylaws.
- Richard advised the draft rack card/brochure are ready to go pending a decision on credit card payments, and that the Victoria Foundation is agreeable to referencing their name on the rack card/brochure.
- Richard advised Canada Helps will not assist with credit card donations: this is not part of their business model.
- Sheila made arrangements with Charles Kint to hang the new Soup Kitchen sign and relocate the old 9-10 Club sign.
- Chris advised the contractor is not interested in temporarily housing the Soup Kitchen in the Era Condo parkade.
- Chris advised that Dave is agreeable to using his photograph in the rack card, brochure and web site.

**Operations Report**

- Mike advised the new second-hand kettle, purchased for \$2,200, was installed on May 6 and is working very well, and has two volunteers were exploring options for selling the old kettle to a stainless steel salvage company.
- The Board discussed ongoing issues with clients congregating on the Cathedral sidewalk during soup service. The Board unanimously confirmed that sidewalk issues are directly related to soup kitchen operations, and therefore, we must assume responsibility for addressing sidewalk issues. The Board further agreed that there must be a uniform approach to sidewalk issues on each service day and that ad-hoc arrangements for dealing with sidewalk issues are not

acceptable or in the best interest of the 9-10 Club. The Board agreed to the following course of action:

- Post a notice/letter in the Soup Kitchen to advise clients not to congregate on the sidewalk and to drink coffee in the Soup Kitchen, with advice on what happens if non-compliance continues.  
**Action:** Mike to draft a notice/letter on May 10 for circulation to the Board.
- Stop all coffee service for a period of time if clients continue to congregate on the Cathedral sidewalk.
- Close the soup kitchen for a period of time if clients continue to congregate on the Cathedral sidewalk.
- In parallel, Team Leaders should be informed of the Board decisions and consulted on how best to enlist the support of long-term clients; whether it is feasible to have volunteers serve coffee/tea to sitting clients; and for their ideas on how to address sidewalk issues.

### **Financials**

- Mike advised that expenses are down (due to our participating in the group purchasing) and donations are up, and that overall the 9-10 Club's financial position is positive for the year-to-date.

### **Draft Constitution and Bylaws**

- The latest version of the draft Constitution and Bylaws (circulated 20 April 2013) were discussed, and the Board unanimously agreed to convene an Extraordinary General Meeting (as soon as possible) so that Members can vote on whether to approve/adopt.  
**Action:** Richard to discuss with Sheila regarding an appropriate time to hold the Extraordinary General Meeting. Richard to draft a summary of proposed changes in the draft Constitution and Bylaws. Richard to invite Stephen Newton to this meeting.

### **Donation Request**

- The Board reviewed the Cathedral's letter of 25 April 2013 and agreed it would be in our mutual best interest to request a meeting with Father John to discuss.  
**Action:** Richard to write (or speak with) Father John requesting a meeting with the concerned Parish representative and the 9-10 Board discuss the Cathedral's letter.

### **Credit Card Payment Option on the Soup Kitchen Brochure**

- The Board agreed to include the credit card payment option on the brochure and wait and see whether we received donations using credit cards. Mike noted the cost for a virtual terminal was quite reasonable. Richard noted this was the non-profit price, and suggested we should enlist the help of volunteers to seek (credit card) donations from friends using the brochure.  
**Action:** Richard to obtain all the forms (so we have them and are ready if needed) that Globalpayments requires to set up a virtual terminal account. Richard to finalize the rack card/brochure with Patrice.

**Fundraising**

- Richard advised that Jane Buzza has not replied to our 22 April 2013 email which terminated her services, and that a cheque for \$1575 was mailed to her PO Box on 6 May 2013. The Board briefly discussed next steps regarding fundraising: more discussion will be required later.

**Archivist Discussion**

- Richard advised that no volunteer had agreed to organize the 9-10 Club's historical documents. Mike noted email is best for providing information, not getting volunteers. He suggested the Board (and Team Leaders) approach suitable volunteers directly to see if they would take on this task. It was noted the 9-10 Club does not have an extensive archive: at most 2-3 file boxes of material. In the event no volunteer steps forward, Don and Mike indicated they would be willing to organize our archive.

**Code of Ethics Fundraising**

- Richard advised that Gord Stuart has suggested a Code of Ethics, and that he had asked Gord if he was willing to draft one. Mike suggested we needed a Code of Conduct and that Gord be asked again if he would take on this task.

**Action:** Richard to email Gord.

Meeting adjourned 11:45 a.m.

Next meeting: Wednesday, June 5<sup>th</sup> at 11:00 a.m.