

**9-10 Club Serving Soup to the Hungry  
Board Meeting Minutes  
Wednesday, February 6<sup>th</sup>, 2013**

**Meeting called to order: 11:00 a.m.**

Present: Richard Marshall, Chris Ryzuk, Gerry Witteveen, Sheila Connelly, Jim Pungente, Don Helliwell  
Apologies: Mike Fox

Minutes of Board meeting held January 9<sup>th</sup> were approved with minor editorial changes.

**Business arising from January 9<sup>th</sup> minutes**

- Richard spoke with Fr. John about his financial expectations for the 9-10 Club regarding the kitchen renovation. Fr. John would be happy with a contribution in cash and/or in kind.
- Extraordinary Meeting vote:
  - **Pending Action:** Sheila to confirm how members in good standing voted on the motion.
- Sheila spoke with Nigel about increasing his honorarium, which he accepted with thanks.
- Sheila spoke with Scott Tanner owner of Merry Maids. He has offered us some free cleaning supplies, and a site visit is planned with him to discuss improved cleaning methods.
- We still do not have a shop vac.
  - **Action:** Gerry to speak to Lucas about borrowing the church's shop vac. If one is not available, Gerry will let Don know and he will check prices on new and used shop vacs.
- Bylaw Review discussed. Richard spoke with three people about reviewing and redrafting (where necessary) our by-laws, including Stephen Newton. Stephen has some experience drafting bylaws, as well as working with charities. He is willing to redraft our bylaws and constitution without remuneration.
  - **Motion** (approved unanimously)  
  
That Stephen Newton be asked to draft new bylaws and constitution for the 9-10 Club.  
  
**Action:** Richard and Chris to meet with Stephen. They will ask him for copies of any bylaws/constitutions he has worked on, and any other samples he may have for the Board to compare with its own.

**Operations Report**

- Steam Kettle discussion. The Board decided not to purchase a new or used steam kettle at this time.
- Jim raised a suggestion for the meat cooking process.
  - **Action:** Sheila to call a cooks' meeting.
- Sheila reported that more day-to-day cleaning is required in the kitchen on an ongoing basis.
  - **Action:** Sheila to set up a special cleaning shift during a week day.

**Financials**

- The Board perused and discussed the financial statement provided by Pat Plunkett.

**Letterhead**

- Richard showed the Board sample stationary, business and thank you cards with the new logo.
  - **Motion** (approved unanimously)

That the Board approves production of the cards and letterhead.

**Action:** Richard to enquire how much extra it would cost to add a simple map and the 9-10 Club address to the back of the business cards.

#### **Communication with Volunteers/Members**

- Discussion. Richard recommends we open a gmail account to communicate with our volunteers.  
**Action:** Richard to build a database of volunteers email addresses.

#### **Tax Receipts/Donor Thank You Letter**

- The donor letter has been composed and Leonard Clarke has completed the tax receipts for 2012.  
**Action:** Richard and Sheila to print donor thank you letters on 9-10 Club letterhead and mail with tax receipts.

#### **Donation Request**

- Discussion. The Board agreed that we must give some financial and/or in kind aid (yet to be determined) for the proposed renovation.

#### **Edna and Murray Black Long Service Award:**

**Action:** Don Helliwell to look into options for creating a wall mounted plaque.

Meeting adjourned 12:45 p.m.

Next meeting: Wednesday, March 6<sup>th</sup> at 11:00 a.m.