

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

**Meeting called to order: 11:05 a.m.**

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

Minutes of Board meeting held February 6<sup>th</sup> were approved.

**Business arising from February 6<sup>th</sup> minutes**

- Sheila polled the members in good standing who attended the extraordinary meeting in December to see how they voted: 17 voted for the motion; 2 voted against.  
**Action:** Sheila to revise draft minutes of extraordinary meeting to reflect member votes.
- Gerry received permission from Lucas for the soup kitchen to borrow the cathedral's shop vac anytime.
- Tax receipts and donor letters have been mailed out.

**Operations Report**

- Sheila held a cook's meeting to discuss proper cleaning of the steam kettle and surrounding area, and a contingency plan should the steam kettle break down irreparably: Two of the cooks are going to build a new stand for the kettle that will be easier to clean; If the steam kettle breaks down, the cooks have agreed to make soup on the stove until a new kettle is purchased.
- A cleaning crew will meet on Monday, March 11<sup>th</sup> to do a deep clean and clear out of the soup kitchen.

**Financials**

- The Board reviewed the financial statement provided by Pat Plunkett.  
**Action:** Sheila to ask Pat to add the full year budget line items as an additional comparator in the financial statement.

**Bylaw Review Update**

- Richard and Chris met with Stephen Newton; they reported that the by-law revision draft is moving along well.  
**Action:** Chris and Richard to meet with Stephen again and prepare the final draft for circulation to the Board..

**Business Cards/Thank You Cards**

Richard has printed 500 thank you and blank cards with our new logo, and 1000 business cards. Some of the business cards have already been distributed to the team leaders. They are to be used mainly for promotional purposes.

**New Soup Kitchen Sign**

- Sheila unveiled the new sign, which was painted by Bob Sellmer, one of our clients. The sign will be hung after volunteers are informed of recent development by email.

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

- Richard has compiled a Gmail contact list for communicating with volunteers. Sheila has prepared a final update of volunteer email addresses:  
**Action:** Richard to update the contact list and draft an inaugural email to volunteers/members addressing recent development. Draft email to be circulated to the Board.

### **Donation Request: Saint Andrew's Cathedral**

- The draft letter responding to the Cathedral's donation request was discussed.
- After reviewing written comments from absent Directors and long-serving volunteers, the Board unanimously agreed that it was in the 9-10 Club's best interest to remain in its current Cathedral location and that we should make a donation to the Cathedral renovation project in order to secure a long-term (25 year) license of the renovated basement.
- The Board considered a range of donation options (from zero to the \$100,000 requested) and unanimously agreed to offer the Cathedral a donation of \$40,000, in cash or in kind, to be used specifically for kitchen equipment and/or furniture; and propose an annual license amount of \$500 per year.  
**Action:** Richard to revise and recirculate the letter incorporating agreed donation and license amounts, with adjustments to the license hours and nuanced wording regarding our donation if fundraising exceeds expectations.

### **Soup Kitchen Insurance**

- In future, the Board should look at the 9-10 Club's insurance policies become renewal to ensure terms and premiums are appropriate.  
**Action:** Sheila to get a copy of our Board and Officers policy from Brown Bros. for perusal.

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

- Don showed us an example of a suitable plaque for the Murray and Edna Black Long Service Award.  
**Action:** Don to get layout samples and a quote on final cost of plaque, including engraving.

Meeting adjourned 1:00 p.m.

Next meeting: Wednesday, April 3<sup>rd</sup>, at 11:00 a.m.