

**9-10 Club Serving Soup to the Hungry
Meeting of the Board of Directors
March 5, 2015**

Meeting called to order at 12:30 p.m. by Richard Marshall.

Attending: Richard Marshall, Sheila Connelly, Dorothy Parker, Calvin Jones, Aldo Nazarko, Maureen Halstead-Rogoza

Via Skype: Mike Fox

Regrets: Jim Pungente

Agenda: The following items were added to the agenda: Telephone Land Line, Cobs Containers, Volunteer Passes for Parkade, Donor Receipts

Minutes of the Meeting of March 5, 2015: Dorothy requested the minutes of February 5, 2015 be amended to include mention that Our Place will bill us for the cost of the greeters. Minutes approved as amended.

OLD BUSINESS:

Finances: Mike reported we have approximately \$445,000 in our investment account, some of which will be transferred out to cover increased expenses related to the return to the church basement.

Relocation Issues:

Our Place: Richard reported that a letter and cheque for \$5,000 had been recently sent to Our Place. It is generally felt we have fostered a good relationship with Our Place.

Parking Pass: Thank you letters will be sent to McCall's and MacDonald's for their provision of parking over the last year. Sheila will retrieve parking passes from volunteers. Some volunteers have asked if any assistance is available to offset the cost of parking. Maureen will call the City of Victoria to investigate.

Return to St. Andrew's: Thanks to Jim for organizing the move and selling old equipment. Team leaders must also be recognized for a huge effort in making the transition go so well. Gerry Witteveen worked hard to get the kitchen set up and help the cooks familiarize with the new equipment. Richard also wished to acknowledge Sheila's hard work.

Sheila reported that things were going quite well, although a few items still needed to be purchased. The decision was made to purchase five rectangular tables at a cost of approximately one hundred dollars each.

Discussion with Neighbors: Richard and Sheila recently met with the operators of the daycare and the barbershop. Both business owners were happy to hear about the new greeter. We will also soon have a landline installed so they can call us directly if there is a problem, rather than go through the church office.

St. Andrew's Gym: Sheila reported we are cleaning our things out of this facility.

NEW BUSINESS:

Contract: Richard signed the contract with St. Andrew's for use of the basement facility during the hours necessary to operate the kitchen. This contract raises concerns regarding the Soup Kitchen's insurance coverage and liability. It was agreed that Richard would seek a lawyer who could provide legal advice on this matter. Sheila will renew the director's liability insurance at the current rate, pending the outcome of this advice.

Volunteer Waiver: Richard distributed a sample volunteer waiver, similar to that required by many local organizations. Discussion ensued as to whether the Soup Kitchen should require a volunteer waiver. No decision was made.

Application Form: Historically, volunteer records have been somewhat informal. Discussion occurred regarding updating our recording keeping on volunteers. Emergency contact information would be one important component of this.

Cleaning: Sheila reported Nigel's duties have expanded with the return to the church basement and a new emphasis on cleaning. Currently we are paying him \$85/week, which should likely be increased. Discussion occurred around legal issues. It was agreed to defer this decision pending feedback from the church regarding cleaning standards.

Fundraising: Cal presented a document with his thoughts on fundraising. He would like a better volunteer list as this is a potential fundraising opportunity. Maureen and Cal will meet prior to the next meeting to discuss the role of social media. Mike informed that there were 85 donors in 2014, with a cumulative historic total of approximately three hundred donors.

Donor Receipts: Receipts have been issued, but two digits are missing on the charity registration number. Mike will mail updated number to donors.

Landline: Sheila was authorized to install a landline in the kitchen at a cost of at least thirty dollars monthly. This phone will not allow long distance calls.

Cobs Containers: We have been using bags, but there is a lot of loss of baked goods. Sheila was authorized to buy more plastic tubs for \$700.

Adjournment: The next meeting will be held Thursday, April 2, 12:30 p.m. Richard declared the meeting adjourned at 2:20 p.m.