

**Amended Minutes 9-10 Club Serving Soup to the Hungry  
Board of Directors Meeting**

**March 10, 2016**

**Call to Order: 12:37pm**

**Attending:** Calvin Jones - Vic President, meeting chair, Fundraising chair

Dorothy Parker - Secretary - recorder

Sheila Connelly - Operations , Mike Fox - Treasurer ( by Skype)

Aldo Nazarko - member at large,

regrets: Maureen Halstead-Rogoza - President, Susan Nawrocki- member at large

**Adoption of Agenda:** moved Dorothy second: Aldo

**Adoption of Minutes** of amended for February : all in favour

***OLD BUSINESS:*** Discussion/ motion/ action/person responsible/time line ... where applicable

1. **Record Keeping** - Boxes of records are being reviewed and sorted by Sheila and Dorothy. Financial files will be kept in accordance with new Society's Act. Action: Once ready files will be stored in storage cupboard. Financial files and others will need to be digitalized and filed with Registry office.

2. **Societies Act Changes** -

- Susan has been registered with Registry and Online Services

- Cal will review the act and verify what files to keep especial financial. Online website [www.gov.bc.ca/Societies Act](http://www.gov.bc.ca/Societies Act). Action: Cal will report findings at next meeting or by email.

- interest by board members to review Mission Statement and Constitution and Bylaws (amended in 2013). Action: If not already done these will need to be digitalized and filed by Nov. 28, 2016 along with directors list and registered office address.

3. **Contract with cathedral**

- invoices - Letter from Rita in the cathedral office was received explaining invoice split for Seghers' Hall. If invoice affects soup kitchen 50/50 split except for Janitorial- 80% SK and Progressive Waste Management 75% SK. Action: Letter will be filed with minutes.

- Use of space/one year anniversary checkup: meeting with cathedral set up to keep lines of communication open and allow for voicing of concerns Action: Meeting **Wednesday March 30, 11:00**. Sheila hopes Maureen and at least one other will be able to join them in this meeting.

4. **Banning Clients** -

- Inappropriate Behaviour Procedure - review of this Operations procedure and procedure for banning of clients. Discussion about boards' interest in reviewing policies. Procedures not as important to board members. They are part of operations(team leaders' area) ... Action: Sheila will email policies to board members. Banning procedure will be filed with minutes.(drafted Mar.4,2016)

5. **Volunteer Contract Form** - ongoing

## 6. Abuse Guidelines and Protocol - ongoing review of OUR PLACE protocol

**NEW BUSINESS:** Discussion/ motion/ action/person responsible/time line ... where applicable

1. **Presentation** by Monday team leader, Gord Stuart, representing new alliance called **Greater Victoria Working Together for the Common Good(GVAT)**. Goal is to have many organizations(labour, community, faith groups) decide through collaboration and consensus the big issues for the community issues that bring them together. Gord is hoping we will make a resolution to support, then talk with,listen to and become an active voice for our diners, volunteers and donors. Help set an agenda for alliance to present, respectfully, to politicians to act on. Printed material and application left. **Action:** For further discussion in April. Print material filed with minutes.
2. Discussion re honouring historical **long time service** of Leonard Clarke and Agnes Coley. Both these people are elderly and quite frail so needs to be done soon -probably at BBQ. ... **Action:** tabled to next meeting. Sheila volunteered home for BBQ. Date to be decided in April.
3. **Abuse Guidelines and Protocol** - ongoing to review OUR PLACE protocol

**Financial Report:** 7/1/2015 through 2/29/2016 Actual to Budget report reviewed

- discussion re need to increase fundraising and registration for grants ... **Action:** Mike will seek out additional donation money from previous donors and will report back.

- Comparison of grocery costs before time with Our Place and present: OVERALL: June 2012 - \$62,000 ... 2013 -\$49,000 ... 2014 - \$40,000 ... 2015 -\$38,000. % COMPARISON for: June 2013-2014(ONE MONTH T OUR PLACE) - increase of 9% overall; Janitorial increase 30%. **Conclusion:** The cost increases for soup making and janitorial material (for floor cleaning etc. in the larger space and with more bathrooms) seem reasonable. This comparison will help as guide for new budget year.

## Operations Report:

1. **Managing Aggressive Clients Seminar - March 18/ 2016** from 1-4pm. **Cost: \$630.** 45 people have registered. *Seminar info will be filed with minutes.* **Action:** Sheila will talk to Our Place about a followup session, **WHO ARE WE SERVING** and will update.
2. **Kitchen** - running well!

## Fundraising Committee:

- donations reported - Cobs fundraiser-\$180; dockyard union \$250 as well as other private
- Harbourside Rotary application submitted
- discussion re policy and procedures to guide fundraising committee ... **Action:** Cal will check and if they do not exist, feeling is we should write them.

**Adjournment: 1:45**      **Next meeting:12:30, Tuesday, April 14, 2016**