

## Minutes

### 9-10 Club Serving Soup to the Hungry Meeting of the Board of Directors February 11, 2016

Call to Order: 12:32

Attending: Maureen Halstead-Rogoza - President - Chair

Mike Fox - Treasurer ( by Skype)

Calvin Jones - Vic President, Fundraising chair

Dorothy Parker - Secretary - recorder

Sheila Connelly - Operations

Aldo Nazarko - member at large

Susan Nawrocki- member at large

Adoption of Agenda as amended moved Dorothy

seconded Aldo

Adoption of Minutes of January as amended moved Mike

seconded Cal

#### Board of Directors

1. Updated list of board members distributed

2. Introduction of Susan Nawrocki: Moved that Susan become board member until next annual general meeting. Dorothy/Sheila ... unanimous.

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

#### 1. Insurance Matters:

Update: info from Sabrina/Westland Insurance ...

... Volunteers are covered re medical conditions.

... Greeter's duties sent by Maureen to Sabrina to be forwarded to Denton's. (copy to be filed with minutes)

#### 2. Abuse Guidelines and Protocols:

Discussion re definition of "abuse". Sabrina said it won't be covered unless company is provided with Abuse Policy and Protocol. Board will review same from from Our Place ... request for copy has been made . Action: to be revisited

#### 3. Record Keeping:

Discussion re need for centralizing storage of records and of digital records.

Action: Sheila and Dorothy are organizing file cabinet this month and will organize so this becomes central place for records. Digitalizing will not set.

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

#### Societies Act Changes:

... New Societies Act will be phased in, in November.

... Susan will have to be registered with Registries and Online Services.

... Need to review our bylaws and submit electronically.

Action: **Maureen** to email chart of major changes from website. Susan's registration and date for bylaw review not set.

## **2. Financial Report:**

... Need to revise report so Christmas Party reads \$350 so not in the red. Action: **Mike**

... Discussion re grocery costs almost \$3000 over budget. Request for more realistic comparison due to our time at Our Place being used for present financial report.

Action: **Mike** will check with records before time in Our Place to see how they compare.

## **3. Operations Report:**

... Volunteer Contact Form: coming soon. Action: **teamleaders** will look after completion.

... Cobs Fund Raiser: Saturday Feb. 20th 10 - 3; Cobs will donate \$1 to 9-10 Club for each bag of hotcross buns sold at Oak Bay store. Have asked for representatives to come.

Action - Sign up of board members and volunteers will be coordinated by **Sheila**.

... Discussion re Abuse Training/Personal Protection Systems Inc. program. \$630 - 3 hour seminar. There seems to be a need to provide volunteers with "tools" to handle difficult situations. ...

Motion: Sheila moved that the board engage and pay for this company to provide a work place safety course - **Verbal Management of Aggressive and Violent Behaviour in the Work Place**.

Action: **Sheila**; Action: Once set, apply to Victoria Foundation for financial support.

... Application for Harbourside Rotary application reviewed Action: **Cal** to send

... Contract Considerations and Invoices from Cathedral: After one year in renovated kitchen, **discussion** re need for \* a process for input with cathedral when actions affect us both and \* copies of invoices and clarification of billings from Cathedral office both for our accountant and for board information ...

Action: **Sheila** will arrange a meeting between cathedral and board reps.

... Banning of Clients: Discussion re recent event and need for review of banning and procedure for making volunteers aware and educated about handling situations that may occur. Relates back to topics to cover in safety course mentioned earlier.

## **4. Fundraising Committee:**

... correspondence from Sidney Rotary - no donation; thankyou set for donations totaling \$1266; to Oak Bay Cobs and their National office for baked goods

...\$2159.50 raised through FABULOUS FORT Kindness meter ... Action: **Maureen** will write thankyou

... \$38,000 donations in 2014/2015 calendar year

... discussion re need to develop policy and procedure for this committee ... Action: **Cal** to research

**Adjournment: 2:04**

**Next meeting: Thursday, March 10, 2016, 12:30 p.m. Maureen will be away.**