

Minutes of 9-10 Club Serving Soup to the Hungry,
Board of Directors

April 14, 2016

Call to Order:12:35

Attending: Maureen Halstead-Rogoza - President, meeting chair,

Calvin Jones - Vic President, Fundraising chair; Dorothy Parker - Secretary - recorder

Sheila Connelly - Operations , Aldo Nazarko - member at large, Susan Nawrocki- member at large

regrets: Mike Fox - Treasurer

Adoption of Agenda: moved Aldo second: Susan

Adoption of Minutes for March 10, 2016 with minor amendments to wording and spelling error: moved:Aldo seconded: Susan: adopted

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

Record Retention - Cal handed out April 2016 Guide to Transition Process for new Societies Act. Guide will be reviewed at the next meeting

Meeting with Cathedral - Sheila and Maureen met with Rita from cathedral office in what is hoped to be an annual meeting early each year. **Things discussed:**

1. pest control - no longer need for \$1000 additional expense for this service.
2. bill splitting process - better understanding and agreement with process.
3. street concerns - no complaints re problems have been received. Presence of "greeter" seems affective.

Volunteer Contract Form - ongoing; follow-up in May

Abuse Guidelines and Protocol - Sheila emailed Banning Procedure to board members and teamleaders. File folder of procedure to be followed is in file cabinet in our Storage Room. The protocol review from Our Place ongoing.

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

Financial Report: Due to Mike's absence and need for some clarification, March financial review was deferred to next meeting.

Request for an "in-camera session: moved Sheila seconded Susan. All in favour.

Suggestion was made to divide up list of volunteers amongst board members and in the fall make personal phone call to donors over \$100.

Operations Report: Efforts are being made to improve safety awareness through:

1. review of Evacuation and Emergency Procedure

2. Each day will have had Fire Procedure overview presented. Team leader of the day will become fire marshal should the need arise.

3. 38 people attended Managing Aggressive Client seminar

4. Operations Manual draft (edition April 7, 2016) was passed out to board members. Sheila and Pat Plunkett will continue to work on it and then have it reviewed with team leaders.

Fundraising Committee:

Harbourside Rotary responded and is reviewing our submission for a donation

Discussion about results of contact/engagement of fundraising expert Kate Mansell. Cal will follow up with Mike.

Susan will send Volunteer Victoria website to board members as it often has relevant information that may prove helpful to fundraising and other interesting things.

GVAT- discussion about Victoria Working Together for the Common Good group. Because it seems to be moving into an advocacy role, it was decided to not engage further as an organization at this point. Some board members will attend a meeting to be held April 26 and will report back.

Procedures/Operations Manual - Policies and procedures that are available will be included. A new mission statement will also be worked on. Update re findings will be presented at a later meeting. The board will work together to revise and draft where needed. (note from Dorothy ...Organizing and culling of files is underway and may be helpful in centralizing what exists. This may be complete and available by May meeting!)

Death of Agnes Coley - A card will be sent to the family and a letter/recognition of her long service will follow later.

Adjournment: 1:45

Next meeting: (probably) 12:30, Thursday, May 12, 2016.

Location to follow.