

Minutes

9-10 Club Serving Soup to the Hungry
Meeting of the Board of Directors
May 12, 2016 at St. Vincent de Paul office, 828 View

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: added Societies act and Donation software m- Susan s- Sheila

Adoption of Minutes April 14: amended to include coming out of camera m- Cal s- Aldo

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

Volunteer Contract Form - continuing

Abuse Guidelines and Protocol -

Maureen has reviewed Guidelines and Protocol from Our Place. She feels they have a huge umbrella that they address. She will consult with insurance company for guidance as to what the Soup Kitchen should include.

Societies Act - re record retention - Cal and Susan volunteered to oversee that dates and processes are being attended to and to report on any needed changes to our constitution.

NEW BUSINESS:

Position of Treasurer -

Mike has resigned his position as treasurer after a replacement is found. Susan is considering the task and will meet with Pat Plunkett and Mike to see what position entails. Mike will stay on the board until his term is completed.

Donation Software -

program Not For Profit was outlined by Susan who feels it is “super simple” and free if under 100 donations are received then \$90 for the first year and \$45 for subsequent. Receipts can be issued by donation or yearly. She will discuss the program more fully with Pat Plunkett and also check with him re the program’s privacy policy. If Pat agrees it is worthwhile, Susan will model its use at our next meeting.

Kate Mailer, previous board member and volunteer is leaving. There will be a lunch May 19 for those interested in attending.

Financial Report -

Resubmission of March Financials: Continued to next meeting due to Mike's absence. April report reviewed and accepted. Mike reported by email that the SK is on budget. It was noted that food costs are again over budget allowance. Cleaning costs also but probably will be mitigated by elimination of pest control costs. Security costs are fixed. Concerns about office expenses are being looked into further.

Operations Report:

Sheila is to meet with Sysco to discuss further ways to reduce costs by changing some ordering strategies eg. fresh vegetables in season, frozen otherwise.

Discussion re value in use of rubber gloves. Not necessary for **Food Safe**.

Information re Mustard Seed's new food share program was given. Further research and reporting to come.

Fundraising Committee -

Contract with Fundraising Expert - payment question will be checked.

No contact yet from rotary regarding request for donation.

Imagine Canada was suggested as a good guide for ethical dealings with donors.

Cal will check further into requirements for funding through **United Way** and report back. Susan will do the same with **Community Gaming Branch**.

GVAT Meeting - Susan and Sheila attended meeting out of personal interest and reported to board. They will continue to attend the meetings as concerned citizens, reporting back if they feel it is advantageous to the SK.

Procedures/Operations Manual -

Draft has been presented to team leaders for input.

Request that each board member come to next meeting with 2 or 3 sentence suggestion for SK Mission statement. A search will continue for the one previously written.

Summer BBQ - August 7; BBQ at Sheila's home

It was approved that meats/buns/condiments would be provided. Potluck for other.

Cake and cutting ceremony to recognize founding member, Leonard Clark at that function. Pictures will be prepared of him and Agnes Coley to hang in SK.

Summer meetings - meeting in July but not August

AGM date - tentative **September 8**

OTHER BUSINESS: 3 board vacancies for certain. Need to be diligent to find new people.

Adjournment: 1:48

Next meeting: June 9; in Soup Kitchen