



**Board of Directors Meeting
9-10 Club Serving Soup to the Hungry
Wednesday February 12, 2020
St. Andrew's Rectory Cathedral**

Call to Order: 11:03 am

Attending: Kate Mailer, Mickey Sanders, Teri Hustins, Janet Moir, Dan Hickey, Sheila Connelly, Susan Nawrocki

Regrets: Pat Plunkett, Dorothy Parker

Approval of Agenda: Mickie Saunders moved; Terry Hustins seconded – all in favour.

Approval of Minutes from November 18, 2019: Janet Moir moved; Susan Nawrocki seconded – all in favour.

Approval of Minutes from January 14, 2020: Amendments

- in Attending ...Attending: Kate Mailer, Pat Plunkett, Mickey Sanders, Teri Hustins, Janet Moir and new member Dan Hickey
AMENDED TO ADD: Regrets: Sheila Connelly, Susan Nawrocki, Dorothy Parker
- in 6. Meeting with St. Andrews staff re additional cleaning help: Pat and Kate.
AMENDED TO - Sheila and Pat met with Rita from parish office regarding future plans for improving cleaning in the hall. She has suggested a cleaner on **Sunday** evening and one evening mid week. Cleaning is primarily for floors and bathrooms. **FOR ACTION**
- *Discuss with Rita that our group pay for one of the cleaners.*
- in 9. Vic Lum from Welburn's Market has donated approximately \$7,000 in food stuffs to the kitchen with a possibility of more. Pat knows Mr. Lum and can provide details for delivery of the card.
AMENDED TO - considerable" amounts of can goods, coffee, etc.

Sheila Connelly moved; Mickey Saunders seconded – all in favour.

1. Selection of Executive for 2020

Teri Hustins – President
Janet Moir – Vice President
Kate Mailer – Past President
Pat Plunkett – Treasurer
Dorothy Parker – Secretary

Motion – To extend for one year the term of Sheila Connelly as Operations Coordinator and pro tem Board Member.

Kate Mailer moved; Teri Hustins seconded – all in favour.

2. As discussed previously, our Board meetings will be held on the 2nd Wednesday of the month at 11:00 am in St. Andrews's Rectory.

All in agreement. Next meeting Wednesday March 11, 2020.

Action Item: Susan Nawrocki to set up in the Soup Kitchen Gmail a calendar invite for Board Members.

3. Operations Report: Sheila Connelly

See attachment.

Action Item: Dorothy Parker to confirm she has sent a thank you letter/card to Welburn's Market as discussed at January 2020 Board meeting.

Action Item: Sheila Connelly to purchase card for diner Tammy re her letter sent to the Soup Kitchen and Dorothy Parker will send it out acknowledging her apology.

Action Item: Teri Hustins will approach Downtown Residents Association on the opportunity for Team Leaders to attend their de-escalation training and report back to the Board at the March 2020 meeting.

Action Items: Susan Nawrocki to solicit and compile of list of volunteers for Cobs Bread Bakery (Oak Bay) Hot Cross Buns Day April 4, 2020. 2 hours shifts from 10:00 am to 4:00 pm. Janet Moir to provide to Cobs for the month of March a donations container for the Soup Kitchen.

Action Item: Susan Nawrocki to send email to all volunteers on a new knitting club that the Wednesday team is setting up to knit hats, scarves, etc. for our diners.

4. Take out cups for coffee/tea – how is permitting take out cups going?

Sheila Connelly deferred to an upcoming meeting.

5. Festival of Lights report – Teri Hustins/Susan Nawrocki

Raised \$2,275 in donations. Well received – agreement of Members we should participate again in 2020 if we are asked.

Action Item: Teri Hustins to compile list of ideas for March 2020 Board meeting on a “newsletter” to volunteers and donors to educate/communicate on the Soup Kitchen.

6. New volunteer training manual – help from volunteers for feedback for such a manual. How to organize – Sheila Connelly

Sheila relayed that a survey will no longer be sent to volunteers, rather she, Doreen Kaiser and Joanne Rada will craft a New Volunteer Orientation package for use by Team Leaders. Members recommended it be kept simple so easy to understand and update.

Action Item: Sheila Connelly to have a draft of the New Volunteer Orientation package for March 2020 Board meeting.

7. St. Andrew’s has started a coffee klatch after the 9:30 am and 11:00 am Sunday Masses, once a month. They are looking for volunteers to coordinate a coffee klatch, once a month only, after one Mass. Are we interested in taking on a post 11:00 am Mass coffee and serving coffee, buns and some of Friday soup? Kate is willing to coordinate this.

General discussion by Members on pros and cons of participating in the coffee klatch. More research is needed was consensus.

Action Item: Kate Mailer to discuss with the Cathedral details of the coffee klatch and relay at the March 2020 Board meeting what the Cathedral is looking for.

8. Review of Constitution and Bylaws. We have done this before but it is probably a good idea to (a) familiarize ourselves with this document, and (b) see if we should amend anything. Probably – if Board approves this – we can ask for Board volunteers to look at the specific parts of the document and lead discussion on that specific part.

Susan Nawrocki relayed that the revised Constitution and Bylaws approved at the 2018 AGM are loaded on website in the pass-word protected section of the site (password: soupkitchen2013).

Item deferred to a future meeting to allow Board Members time to review documentation.

9. New logo and name for the 9-10 Club Serving Soup to the Hungry.

Teri Hustins confirmed that her graphic design resource will refresh for free the current logo to make it more modern looking, keeping to existing name.

Action Item: Teri to present logo ideas at the March 2020 Board meeting.

Adjournment: 12:05 pm

February 2020 Operations Report

CGI will be coming on Friday, February 14th to serve once again

St. Patrick's Social Justice Project Friday, February 28th

- Joanne Rada will lead and give a short presentation
- About 60 Children will have a tour of the kitchen facilities
- The children will have soup and serve each other
- They are going to put together gift bags for the diners

Cobs is donating \$2.00 from every package of hot cross buns sold on Saturday, April 4th

- Beginning of March, they will collect coins for us if we provide them with a coin box
- We are invited to have volunteers at a table outside with our banner and printed material
- I will organize volunteers in two hour shifts from 10:00 until 4:00 to greet the customers

Welburns donation

- Thanks to Pat and Linda for picking up so much food for us
- Noticeable reduction in our grocery budget
- We were given a small fridge, which is in our filing cabinet room

Eggs

- Beginning next week, we will increase our egg order from one box to three to be divided among Monday, Tuesday Wednesday and Friday

Spices donation

- We had a large donation of spices
- I believe a thank you card was sent?

Policy and Procedures

- Doreen, Joanne and I are meeting on March 5th to come up with the new volunteer orientation package. We will have a rough draft for the March Board meeting.

Bread delivery to St. Vincent's

- I spoke with Donna Ingram about having St. Vincent's pick up the bread from us in the mornings

Coffee to go cups

- We are using up the cups

Tammy letter

- I will purchase a card for volunteers to sign, who wish to.

Knitting for our diners

- Florence McEwen suggested we begin knitting toques, scarves, head bands and mittens to be handed next winter. The idea is to have a box near the door for people to take what they need.
- Susan will send out this suggestion to all the volunteers

Theft of electrical cord from 9-10 cupboard

- Someone walked into our cupboard and left with a cord. Our security person was unable to stop the fellow from leaving the area

