



**Minutes - Board of Directors Meeting  
9-10 Club Serving Soup to the Hungry  
Wednesday, March 11, 2020 at 11 am**

**Attending:** Teri Hustins, Kate Mailer, Mickey Sanders, Janet Moir, Dan Hickey, Sheila Connelly, Susan Nawrocki, Dorothy Parker, Pat Plunkett

**Call to order: 11:00**

**Approval of the agenda: March 11, 2020 m/s Dan/Pat**

**Approval of the minutes: February 12, 2020 m/s Susan/Mickey**

**Business:**

**1. Reviewed action items from last month's minutes.**

**2. Discussion of logo & tagline - our logo and tagline date.** Desire expressed not to lose the heart of the 9-10 club by founders.

**For Action: 1. Teri** will work to revamp Social Media pages so appeal is to all ages. Tagline to be "short and sweet" and to be more in keeping with today's awareness that our clients are "experiencing hunger" and "experiencing homelessness".

Proposed: The Soup Kitchen serving soup in downtown Victoria since 1982.

**2. Teri** will update Instagram page. ([instagram.com/thesoupkitchenvictoria/](https://www.instagram.com/thesoupkitchenvictoria/))

**3. Insurance – liability & director's insurance**

Pat shared that invoice for director's liability is about \$600.

**For Action: Teri** will aim to have broker attend April meeting. **Members** - send Teri questions for broker by end of March.

**4. Investments**

\* Pat overseeing investments. Company has been provided with guidelines for our investing.

\* All members have access to account. - **CIBC Wood Gundy - Adrian Elbers**  
**250-361-2283 (Account Number 820-12902 - username Soupkit740**  
**password 740740740)**

**For Action: Pat** will present update every 3 months. \* **If questions**, talk to Pat who will channel them to the investment company.

**5. Financial Report:** Actual to Budget ending 2/29/20 emailed, reviewed - under

Budget- blessed with generous donations. Question re some estate money - possibility of receiving more funds. Question regarding security time - Soup Kitchen is paying for 2 hours Monday - Friday. **Accepted: Susan/Teri**

**For Action: Pat - check with public trustee regarding the estate money.**

## **6. Operations Report :** Sheila reviewed her report.

- \* Sheila and Doreen to frame Volunteer Orientation information. Board reviewed handout
- \* .re Food Safe - only one outdated. Course is online. SK pays for course or will issue tax receipt for amount of registration if attendee chooses to donate.
- \* upcoming workshops - **Nalaxone** - Mon. Mar. 30 10:30; **Managing Aggressive Clients** Thursday April 23
- \* re Nigel: comments from volunteers reviewed. Concerns re: food safety and his health. Discussion regarding how to address.

**For Action: 1.** Sheila to email her operations report to members. **2.** Volunteer list to be discontinued. Replacement procedure is to give names to Sheila who will pass on to team leaders. **3.** Re Nigel - Discuss with team leaders at Operation meeting - Define the duties and correct procedures of the role? Report back for April meeting.

## **7. COVID19 – discussion around gloves How to Keep volunteers safe?**

Discussion re defining **Best Practices for Volunteers.** - eg. • Washing of hands is most affective sanitizer ; secondary - commercial sanitizer . • Keep gloves out so can change often. • Viper use - needs to sit on surface 1-3 minutes to be affective • Not feeling well - stay home. • For our vulnerable and those with other concerns - make comfortable with choice to stay away to protect self and loved ones.

**For Action: 1.** Discussion re considerations for soup kitchen - Sheila and Susan will meet and report back. After consulting with other facilities and government agencies will make decisions on how to proceed. Board will be kept informed.

## **8. Fundraising committee – creating a committee?**

**Christine Wood** (met through involvement with DVBA) - considered a master marketer has offered her services to help fundraising

**For Action:** After logo revamping, a committee including Kate and Janice, will work with Christine.to decide what objectives will be before proceeding. Meet in April?

**9. Legal designate on the board?** Kate handed out to those requesting “Constitution and Bylaws from June 2013 noting that difference between these and 2015 are that 3 &4 are moved to end of document.

**For Action:** no further action discussed

**10. Coffee klatches after mass** - reviewed Cathedral plan for event once a month after Sunday masses. Need for volunteers to provide for set up, serving and clean up. Those already volunteering at SK no the “ropes”!

**For Action:** Inform volunteers especially members of St. Andrew’s parish.

Added to agenda:

**11. Soup Kitchen Recipes** - no notes recorded by secretary

**12. Number of emails being sent out to board members:**

**For Action:** Request to consider before sending if all need to receive the email.

**13. Cobbs pickup:** Need volunteer for 7:00 pm Monday and maybe another evening. Oak Bay shop. Probably need truck or van.

**Adjourned: 12:31 m Kate**

**Next Meeting: April 8 11:00 am St. Andrew’s rectory**