



Minutes
9-10 Club Serving Soup to the Hungry
Meeting of the Board of Directors
November 18, 2019
11:00 am

- Call to Order:** 11:05 am
- Attending:** Kate Mailer, Pat Plunkett, Mickey Sanders, Susan Nawrocki, Sheila Connelly, Teri Hustins, Janet Moir
Dorothy Parker, Pat O'Neill
- Regrets:**
- Adoption of Agenda M/S:** Janet Moir/Teri Hustins
- No changes
- Adoption of Minutes**
- October 9, 2019 M/S:** Susan Nawrocki/Teri Hustins
- No changes

Financial Report – Pat Plunkett

- Pat P. reported October 2019 P&L actual to budget had no surprises.
- Approval of report M/S – Janet Moir/Mickey Sanders. All in favour.
- Transfer to new investment firm, CIBC Wood Gundy, was at market value. Pat is happy with the switch, investments look good.
- Action Item – Adrian Anders from CIBC to be invited to a Board meeting early in 2020 to review performance with Board. Pat P. to organize.

Operations Report – Sheila Connelly

- Sheila reported that Joanne Rada has met with Monday, Tuesday, Wednesday and Thursday teams. Meeting with Friday volunteers has been scheduled. No concerns about safety of volunteers/diners raised on any day other than Wednesday. Sheila is addressing as team leader.
- As follow up to the meetings with Joanne, a questionnaire will be sent to volunteers early in the new year – with feedback used to develop a volunteer training manual.
- Sheila relayed that team leaders are requesting a policy be developed that sets an age of 18 years and over for a volunteer. This policy will be incorporated into the volunteer training manual.
- St. Patrick's Social Justice Program will be set up by Sheila and Joanne Rada with a tour of the Kitchen after it closes at 10:00 am, followed by a talk with Joanne on our diners and the goals of the Soup Kitchen.
- To support St. Andrew's SSVP Conference and World Day of the Poor, flyers were given out at the Cathedral and a bucket of soup was donated for a lunch meal on Sunday, November 17. Agreement with Board Members to limit donations to 9-10 Club activities.
- December 5th is the date of the Volunteer Christmas Party. Doreen Keizer with volunteer support is organizing. Kate recommended we offer donation cards at the Party.
- Action Item – Susan to put up poster and email volunteers on Party details.
- Action Item – Kate to work on setting up donation card initiative.

- **Reply to Penny Van Der Valk's letter to be approved – Kate Mailer**
- Draft letter crafted by Kate was reviewed.
- Action Item – Directors to email Kate changes and she will then send letter to Penny.

Info from insurance policy and from law regarding salaries/stipends. – Kate Mailer

- Kate discussed how challenging it was to understand our insurance policy. Board agreed issue has to be researched. Susan highlighted we also need to operate within the BC Societies Act.
- Pat P. lead a discussion on the need to improve the cleanliness of Soup Kitchen with agreement that we would meet with Rita at the Cathedral to discuss her concerns and options to hire a cleaning resource.
- Once cleaning figured out, Nigel's job description will be rewritten to fully detail his responsibilities.
- Action Item – Kate to invite insurance rep to future meeting to go over policy.
- Action Item – Kate to read up on BC Societies Act.
- Action Item – Pat P. and Sheila to meet with Rita and come back to next meeting with options/costs for hiring a cleaner.

Volunteer Safety – Sheila Connelly

- See above in Operations report.

Downtown Business Association Lights of Wonder – Teri Hustins

- Directors discussed this initiative and what is required.
- Janet asked how money collected would be handled, and Teri agreed to ask the DBA if it could be kept in their office each night.
- Teri offered to take on social media (Facebook/Instagram) to increase the profile of the Soup Kitchen in the community.
- Action Item – Kate to get from Cal marketing pieces so Susan can store in Drop Box for future use.
- Action Item - Susan to craft a one pager of speaker notes that Directors can use at the Lights of Wonder event.
- Action Item – Kate to ask Doreen if she can be the Soup Kitchen's media contact.

December Soup Kitchen Meeting/AGM – Kate Mailer

- Directors confirmed date of the AGM would be December 11, starting at 11:00 am.
- Discussion on bylaws and Directors tenure. It was agreed that clarity was needed.
- Action Item – Dorothy to send out details to Directors on bylaw requirements for tenure and who's term is up.
- Action Item – Dorothy and Janet will manage membership sign up.
- Action Item – Susan to email Volunteers inviting to AGM and encouraging membership enrollment.

Meeting Adjourned: 12:06 pm

Next Meeting:

AGM, December 11 at 11:00 am.