



**Board of Directors Meeting
9-10 Club Serving Soup to the Hungry
Wednesday July 17, 2019, 12:30 pm**

Attending: Sheila Connelly, Kate Mailer, Pat Plunkett, Susan Nawrocki. Teri Hustins, Janet Moir, Dorothy Parker

Call to order: 12:33

Approval of the amended agenda, July 17, 2019 m/s Susan/Teri

Approval of the minutes, June 12, 2019 m/s Susan/Janet

Business:

1. Financial Report - Pat Plunkett ...

- Thankyou to Gordon Dawson, for his Thursday Soup Bowl stats. Useful ongoing information through the months and years especially for Operation team.
- reviewed submitted report - Operating statement for year ending June 30,2019. Expenses for year \$83,037, 1.9% under budget! Because of large donation that came in June, there was a surplus of \$9,346.
- reviewed submitted report - Results of investment portfolio still under Odium Brown. We are in the process of changing investment managers.
- Also to come - Consolidated Financial Statement for presenting at 2019 AGM and to be used to report to Canada Revenue's Registered Charity Return Summary

2. Kate - update on rules/regulations for disposing Soup Kitchen funds should the Kitchen cease to exist

- covered in Constitution #4 Dissolution ... "any funds ... shall be given or transferred to an organization or organizations promoting the same purpose in whole or in part as this society" ...

3. Operations Report - Sheila Connelly

- There has been a request for a letter to be written to validate representation of a SK by a volunteer when approaching a business for donations.
Sheila will script a letter.
- There is a need for additional volunteers to use as spares for jobs like Cobbs pickup and regular deep cleaning crew.
Susan will send letter to all present volunteers and make a submission for the cathedral bulletin.
- new bins will be purchased for Cobbs pick up

4. Fundraising and Increased Soup Kitchen visibility

- re: Thrifty's (and probably other grocery stores) provide cards which one can preload with \$. When using this card a fraction of the dollars spent are forwarded to the Soup Kitchen. Interest?

- In Susan's letter to volunteers, described above, a reminder will be given for the PRELOADED THRIFTY'S grocery card and its fundraising opportunity for the SK.

- Victoria Foundation has asked for more brochures to be brought to their office for display and distribution

5. Update on security and cleaning issues in the Soup Kitchen

re: Is the back entrance (behind the kitchen) kept locked - as Fr. John and Rita recommended? Has the automated floor washer appeared?

- Pat has discussed with Rita. Need for ventilation in the summer was agreed upon.
- Kate will look into a secure yet "offering ventilation" addition to the back door through company Depend-a-door.

- Floor washer will be purchased by cathedral when they are ready for it.

re: A recent unpleasant incident on Wednesday July 3 involved a volunteer and a client, and we as a Board know these incidents can happen. At today's Board meeting we should discuss safety procedures for our volunteers.

- A letter was received by some board members from a volunteer expressing concerns re safety of volunteers and expressing a need for strict policies regarding banning. As well the volunteer wrote of the need to ensure that a volunteer, experiencing an encounter, where safety is felt to be threatened, be debriefed following the incident.

- following a discussion it was decided:

1. that a follow-up workshop, to begin, with the Wednesday volunteers be planned - to be given by a retired psychiatric nurse experienced with a similar clientele as our diners

2. that the Victoria police department liaison person be consulted for advice and support.

3. consult with team leaders regarding the need for a workshop to volunteers on how to deal with difficult clients

4. will review and discuss with team leaders present banning policies and debriefing

Other Business:

1. **Downtown Victoria Business Association - DVBA** email reviewed. The SK will welcome DVBA squad. Regarding their visit: Goal will be to promote the SK in the community. There is a need for releases from volunteers participating. It was deemed an inappropriate place for the 14 year old volunteers at DVBA.

2. **Insurance and Liability concerns:** deferred discussion until next meeting. Encouraged to look further into our insurance policy and general liabilities.

3. Due to lateness of year and commitments of board there will be no summer BBQ this year.

Adjournment: 1:35

m- Pat P.

Next Meeting: September 14, 12:30