



**Board of Directors Meeting  
9-10 Club Serving Soup to the Hungry  
Wednesday, May 13th, 2020 at 11 am by ZOOM**

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

**Call to order 11:20**

**Approval of the agenda May 13, 2020**

**additions: 7. Grant Advance Solutions: 8. restart plan**

**m/s Kate/Sheila**

**Approval of the minutes, April 28 2020 m/s Dan/Pat**

**Amendments in magenta**

**Business:**

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

- **Masks** - wearing is an individual choice.

**For Action:** Sheila will enquire whether we need to step up use of masks.

Followup: Sheila checked with teams. Remains a choice not a requirement. **One on Sunday, one on Monday, no one on Tuesday.** Tues. and Thurs. are wearing.

- **re extra cleaning:** This happens only on Sundays at present. The cost will affect our financial report because this new cleaning expense was not in our budget.

**For Action:** Teri will ensure that there is a good quality "picker-upper" available

Followup: Done. There will be an invoice to follow once Teri replaces the one donated from her store.

**For Action:** Sheila will give a heads up to team leaders that customizing of lunches can happen ONLY in 2 ways - 1. no soup or 2. no sandwich. Everything else is in bag as put together.

Followup: Protocol worked out with team leaders .

**Additional** follow up from last month re Christine Wood: Teri has done initial contact. Date to be set to continue work on the rough draft of logo and tagline. Discussion re meaning, relevance and social correctness of "experiencing homelessness" v/s use of "homeless" . Key is to be contemporary while keeping in the spirit of what we do.

**2. Review of recent fundraising & grants**

- deposit of \$2447 as the start to May donations
- to be received soon - \$5000 from Good Food Access Fund .  
**For Action:** Need to do followup brief that will outline how money is used
- re remaining estate bequeathal of \$40,000 - lawyer signed documents have been sent off and now waiting for arrival of funds
  - re Rapid Relief Foundation donation of \$32,000 ; “memorandum of understanding” signed:  
**For Action:** Requirements include weekly email regarding progress at Soup Kitchen; Suggestion to acknowledge donors like this one through media posts
- re Alert First donation - donating 2000 masks and 2 - 32ounce bottles of hand sanitizers.  
**For Action:** They request a tax receipt for the value of this donation.
- from Government House donation - Vegetables left over from garden sales on Friday will be donated to SK.  
**For Action:** Photo with acknowledgement for website.  
Note: In kind donations like this, need to be tracked and included in annual report.
- from Epicure - donation of 2 - 10Kg bags of spices
- re Rotary - Deadline of May 15 missed - Discussion re bread cutter and vegetable cutter cost and usability of vegetable cutters presently at the SK. A presentation will need to be made with appropriate documentation in order to receive grant money for a specific purpose.  
**For Action:** Explore, with Gerry , regarding usefulness to veggie crew of vegetable processor.

### 3. Update on situation with Gerry:

- letter was sent to Gerry stating that he is a valued and knowledgeable volunteer. Following his surgery and during our pandemic response, the request to him was to take a break from his volunteer duties at the SK and do projects requested of him from home  
**For Action:** Janet will contact him regarding management of Veggie crew. Further contact will continue suggesting areas where Gerry’s skill set can be honoured and where social isolation can be easily guaranteed eg. supporting Nigel with Saturday cleaning and counsel for veggie processor

### 4. Elizabeth May – Janet

- contact was made with her office seeking information and counsel regarding moneys available for small businesses and charities.  
**For Action:** Need to register. May’s office will follow up with us when more info is available.

## 5. Financial Report

- Budget report was submitted with no questions from board members. Expenses are going up as result of bag lunch distribution formate.
- reviewed cash in bank accounts(+\$63,000) and upcoming moneys to be received as grants and donations. Discussion about pros and cons, at the present time, of investing and other options like short term GIC's. Pat recommended transferring what is not needed (\$35,000-\$40,000) into investments
- **For Action:** - Signing authorities at bank need changing but deferred until can be safely attended to
- Adrian, investment advisor, will be asked to attend our next meeting June 10 to talk of options re investments

## 6. Operations Report

- teams operating very well with 3 or 4 volunteers working the different shifts; security also going well; excellent feed back from diners; expression of pride with organization and follow through happening at SK
- discussion re fluctuating numbers of diners, baked goods donation and distribution

## 7. Grant Advance Solutions

- requesting a 45 minute interview to discuss how their organization can benefit SK
- **For Action:** Committee struck - Pat, Dan and Kate , to do interview and report back

**8. Restart plan** - No changes at present since big gathering are still not allowed. Coming back to a "sit down" format of serving will not be anytime soon. Probably not until vaccine is available.

- Some volunteers are expressing interest in "small crew" volunteer opportunities.  
**For Action:** Send out an email to volunteers requesting names for possible replacement of some of existing crew or to be substitutes for illness or other reasons for absences.

**Adjourned: m Kate 12:23**

**Next Meeting: June 10 11:00 am St. Andrew's rectory**

**Watch for emails making changes**

**or requesting the need for impromptu ZOOM**