



Board of Directors Meeting

9-10 Club Serving Soup to the Hungry

Monday September 14th 2020

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

Call to order: 11:05 **Approval of the agenda** m/s Kate/Dan

Approval of the minutes July 8, 2020 m/s Kate/Dan

Business:

1. **Review of action items from last meeting** – Dorothy suggested review as each item on agenda is covered. re **June 10 For Action:** Janet and Dan will review Banks Canada information and report back ... *update Sept 14 - Janet unable to attend - deferred to next meeting.*

2. Financials - Pat

from June 10's - **FOR ACTION:** new norm of grocery budget will be reflected in next year's budget - *update Sept 14 - \$8000 in new monthly budget*

* **FOR ACTION:** Profit and Losses for Wood Gundy portfolio will be sent to Board members soon - sent out at end of fiscal year in - *- update Sept 14 - review was sent out on completion of fiscal year in June; reports to follow at end each quarter; currently seems up to date*

Current - financial report sent to board by email; tracking closely with new budget

- Wood Gundy - portfolio about \$530,000

- Royal Bank grant final paper work being completed

3. Donations – Susan

from June 10's - **FOR ACTION:** Teri to connect with Christine re refreshing of logo and marketing. If unable to in next week, Susan will recommend another contact with skill in this area. *- no further update*

Current - donations report sent to board by email

4. Operations Report – Sheila – training a co-team lead – mask policy

from June 10's **FOR ACTION:** research where and cost of purchase of new commercial freezer – *purchased*

but not yet arrived: continue using cathedral freezer * **FOR ACTION:** Susan to send out emails update - emails sent to volunteers for additional volunteers and re new veggie crew leader. Email asking for baked goods decided against. Re food banks - St. Vincent de Paul is donating. Susan facilitating membership in Food Share Network. **FOR ACTION:** team leaders will be asked to review and update team list information ... done

Current : updated Operations Report was sent out following Sep. meeting.

- highlights of report - Pat Plunkett is new veggie crew leader. Accolades given to Janet and Tom Moir for work done and about efficient work of Veggie Team; Team leader planning meeting next week will cover many areas related to Fall and winter and will also address management changes needed for Co-vid safety.

* **FOR ACTION:** Need to find volunteer to work together with Sheila as Co-Operations manager

* **FOR ACTION:** card to be sent to Friends of Government House thanking for 100's of pounds of fresh veggies received through the summer

5. Grocery bills/expenses

- \$8000 budget should be more than enough to cover present monthly groceries

6. Budget

- new fiscal budget emailed to board; can be adjusted through year if needed

7. Fundraising – corporate sponsorship – marketing of soup kitchen /8. Grant opportunities?

from June 10's - **FOR ACTION:** grant writing committee to be struck update - no action

* **FOR ACTION:** further board discussion on how SK fundraising will look in the future - update Pat, Dan and Kate are committee that met with Advanced Solutions whose data base can provide grant opportunities and can support SK in the writing of grant applications. Discussion regarding what profile to take so Strategic Planning can be done. Grant and fundraising choices can then follow in support of this.

* **FOR ACTION:** Sheila will resend to board links from Rapid Relief Fund final email - update - done(sent July 5)

* **FOR ACTION:** Susan will talk with Social Concern office for advice regarding what grants to apply for and if there is a cost to being member of Food Network - update - continuing

Current: For Action: Decide on profile to take so Strategic Planning can be done so that supporting action can follow regarding grants, fundraising and marketing. **Check into** Victoria Foundation facilitating Strategic Planning session.

9. Investment reviews – quarterly review

discussed above

10. Disturbing email to Tom - email of Sep.3 read and discussed. Options suggested for further board action. Pat requested, as new veggie crew leader to leave further decisions for actions, if any, regarding this matter in his hands. Guideline from board is to accept Lance's resignation and to thank him for his years of service.

For Action: Consider further the need for more formal volunteer application process and police check. Will be discussed at team meeting.

11. AGM - plan for virtual on **November 26**. Annual Report to government is due for submission by December 31, 2020

12. Insurance agent to October meeting?

from June 10's - **FOR ACTION:** insurance agent will be invited to September meeting to review our policy

- *update – deferred to October meeting*

Current: For Action: Check into whether questions for insurance agent should be submitted before meeting.

For Action: Pat will make enquiry and payment of insurance expiring Sep. 29/2020.

For Action: Research for advice given previously by lawyer regarding insurance (Dentons Canada LLP July 17,2015)

13. Round table check in

- request approved to invite CHEX news rep, Joe Perkins to SK

NEXT MEETING WILL BE ZOOM - MONDAY OCTOBER 19TH AT 11 AM.

Adjourned: 12:17