



**Board of Directors Meeting
Monday October 19th 2020**

9-10 Club Serving Soup to the Hungry

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

Call to order: 11:03 **Approval of the agenda** m/s Daniel/Pat

Approval of the minutes - July 14,2020 m/s Pat/Mickey

Business:

1. Review of action items from last meeting from September 14 - Dorothy

1. **For Action:** - Janet and Dan will review Banks Canada information - **FOR CONTINUING ACTION**

2. **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. - Christine is very committed these days. **FOR CONTINUING ACTION - TERI WILL SEND OUT MOCK UPS DONE BY HER CONTACT.** Refreshing of logo and marketing **WILL GO ON AGENDA OF STRATEGIC PLANNING AGENDA.**

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

ONE PERSON IS CONSIDERING THIS SUPPORT ROLE. **SUSAN N. WAS ACKNOWLEDGED FOR HER SUPPORT TO SHEILA,** ESPECIALLY WITH UPDATED VOLUNTEER LISTS. **SHEILA IS COMFORTABLE AT PRESENT WITH HER ROLE.**

FOR CONTINUING ACTION - CONTINUED SEARCH FOR A VOLUNTEER TO SHADOW AND LEARN THE ROLE - ESPECIALLY THE ORDERING. SHEILA WILL PRESENT SCOPE OF JOB FOR NEXT BOARD MEETING.

4. **FOR ACTION:** card to be sent to Friends of Government House - DONE

5. **For Action: Decide on profile** to take so Strategic Planning can be done so that supporting action can follow regarding grants writing, fundraising and marketing. - ACKNOWLEDGEMENT MADE OF TERI AND SHEILA'S LEADERSHIP AND FLEXIBILITY OF BOARD AND VOLUNTEERS. **FOR CONTINUING ACTION - SHEILA - ASK VICTORIA FOUNDATION TO FACILITATE .**

6. **For Action:** need for more formal volunteer application process and police check. - PROCESS ALSO INCLUDES INTERVIEW. SPARE LIST AVAILABLE.

FOR CONTINUING ACTION - Susan created application. Completed by volunteers next week. Police check needed (cathedral requirement) by those requiring keys.

7. **A. For Action: RE:** questions for insurance agent submitted before meeting. **B.** Research advice given previously by lawyer regarding insurance (Dentons July 17,2015) - DISCUSSED LATER IN MEETING

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

2. Financial Report - Pat - email info sent October 6 Approval of report m/s Sheila/Kate Approved
Brief highlights: expenses remain up; donations received although slowing; 3 month deficit \$21,497.70 - about \$400 off budget; skewing caused by freezer purchase and slow cashing of outgoing cheque.

Investments: Investment total \$532,425; board can review W. Gundy and bank accounts at any time

Bank: about \$12,000; if goes below \$10,000 will transfer \$25,000 to ensure no NSF charges.

Also discussed - W. Gundy's awareness of SK's cash requirements; perceived ease with which SK gathers donations; application to V. Foundation to replace some of recent operational costs; recent donations very close to SK expenses

FOR ACTION - Include in Strategic Planning - discussion regarding keeping investment portfolio constant and donations sufficient to replace budget deficit. Include decision for letter to donors and to all parish bulletins seeking donations to the SK.

FOR ACTION - Pat: Ask Adrian from WGundy to January meeting

3. AGM – extension of board terms – bylaws – members/membership dues

Board members asked to extend their position term by one year to facilitate dealing with emergency COVID needs. One member requested board seat to be terminated for health reasons.

FOR ACTION - Pat - ask for available extension of BC annual requirement for AGM - open Nov. 1

Pat- submit Federal Annual Report by December 31,2020

One board position can be filled at the AGM.

4. Daniel – review of Liability Insurance/2015 notes from lawyer – discussion

Liability Insurance was renewed at end of September and is filed in SK cupboard. **Letter sent to Westland Insurance rep. Oct. 5 outlining current insurance concerns.** Dan spoke with brokerage rep, Sabrina and included 4 main areas discussed in 2015 Denton document, Security, Facilities, Operations Issues and Employees. COVID implications were also discussed.

FOR ACTION - Volunteers release waiver approved for drafting. Sheila will check with Rainbow Kitchen to see if they have one. Daniel will also research waiver forms further especially if template draft is available or whether lawyer will need to be used.

- insurance rep to come to November meeting

5. Sheila – sneeze guard / masks / operations / grocery bills/expenses

October Operations report sent by email October 18/20 which included summary of September team meeting, plexiglas barrier installation, arrival of new freezers, changes in grocery donations, upcoming renewal of Elite Security Agreement. Last delivery of veggies from Gov. House garden coming.

Also discussed: Masks remain strongly recommended and a team decision. Need for Volunteer Waiver form during this COVID pandemic period.

FOR ACTION - Sheila to send out daily team compliance numbers for Mask wearing protocol.

FOR ACTION - Sheila and Dorothy - Develop and send thank you letter to present active volunteers.

All volunteer will be asked to complete application form. Thank you to Susan for current form to be made available next week at SK.

6 . Janet – grant application – Victoria Foundation

Janet discussed the process and challenges met with recent Victoria Foundation application. Successfully submitted by deadline for \$28, 319 - (expenses for screens, freezers, 4 months operating costs).

Board extended sincere gratitude for diligence of Janet and Tom to complete this submission on time!

8. Susan – donations – donor profiles?

- donation update sent by email October 7

9. Round table check in

Teri has been popping in to some daily team times to see and hear how things are going.

Free flu shots will be made available by mobile nursing unit soon to clients and perhaps volunteers. Sign up sheet will be available at SK.

Thanks given to Teri for her leadership and organization.

NEXT MEETING WILL BE MONDAY NOVEMBER 9TH AT 11AM.

Adjourned: 12:46 m Janet