



**Board of Directors Meeting  
9-10 Club Serving Soup to the Hungry  
Monday November 9th 2020**

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

**Call to order: 11:07**

**Approval of the agenda with addition under #4 City of Victoria Grant:** m/s Susan Pat

**Approval of the minutes October 19th 2020:** m/s Daniel /Susan

**Business:**

1. **Review of action items from last meeting – Dorothy** - recorded on separate sheet

2. **Review of Insurance Policies – Sabrina (agent) to join at 11:15 –**

Agent unable to attend due to health emergency. Meeting will be rescheduled for Nov. 23@ 11:00. Summary document with agent's responses to questions (sent to board November 6, 2020 by Dan). Discussion resulted \*around areas needing further clarification eg. "persons acting in their role", \* lack of recommendations from insurance company for non-profit groups of similar size and nature, \* level of premiums (deemed insufficient for both General Liability and for D&O) that both seem appropriate and are affordable by the society and \* need to seek legal advice regarding Volunteer waiver form and contracts with security firm and Diosese of St. Andrews.

Satisfaction with Westland Insurance Agency will be reviewed following Nov. 23, 2020. Board is feeling the need for easier access to agent advice and guidance.

3. **Financials - Pat**

- **new CIBC** bank ID and password given to board members
- Actual to Budget ending Oct. 31, 2020 report sent to members Nov. 7, 2020 with comment. Overall expenses within 1% of budget excluding freezer costs. Encourage action on Christmas donation appeal as donations are less than budgeted. \$15,000 will be transferred from investments to CIBC account. Expectation is that with present service program resulting from COVID demands deficit will be about \$5500 monthly.

4. **Donation Campaign** Discussion re need for **appeal letter** to be sent to church bulletins and to SK donor list for 2020. Timing is critical. Susan, Sheila and Dorothy will make it happen! Need to be mailed as donors email addresses rarely available.

- donation event, Saturday, Dec. 5, offered from store, Oscar and Libby, for 10% of sales that day.

- **City of Victoria Grant** - grant made available in response to COVID-19, Strategic Plan grants for registered non-profit that reside in Capital Regional District

**5. Logo/Rebranding Committee / plan of action** - Susan to spearhead committee to develop new logo and tag that is current, recognizable, tells people what we do and resonates with our mission statement. . Sheila will join her. Suggestion made to ask Cal Jones to work with them.

**6. AGM?** - Approval to delay has been granted up to November 2021.

**Strategic Planning Session?** - Victoria Foundation has no facilitator for Strategic Planning. Need to find ways to make community aware of good work done at SK

Susan presently sits on Strategic Planning Committee for St. Vincent de Paul and recommended applying for grant from Victoria Foundation to facilitate strategic planning session. Also to join Volunteer Victoria. Executive director, **Lisa Mort** (Putland) may assist with initiating Strategic Planning .

**Motion** m/s Sheila/Susan - SK will become member of Volunteer Victoria. Passed.

**7. New board member to replace Mickey?** Suggestions are being sought for replacement appointees with skill set appropriate for board needs. Janet will email suggestion.

## **8. Operations - Sheila**

November Operations report emailed to members November 8, 2020 covering Plexiglas barrier installation, team compliance with mask use, new freezer arrival, implementation of volunteer application form by present and future volunteers, menu change, upcoming 2021 Elite Security Service contract and plan for November team leader meeting.

### **FOR ACTION from November 9**

- \* There is a need for stricter protocol for sign in each day and for logging of incidents that occur.
- \* Plexiglas barriers will be made more secure.
- Seals on new freezer will be checked due to frosting up.
- \* Susan to work on donor files
- \* Operations and Financial Reports please have to Teri by Thursday before next board meeting so they come out together with the agenda.
- \* electronic repository established for things like , insurance paperwork, grants received
- \* thank you card to Gary for work on plexiglas barriers

## **9. Round table check in**

**Financial Reports and Minutes are posted on SK website**

**NEXT MEETING WILL BE MONDAY DECEMBER 14<sup>TH</sup> AT 11AM.**

**Adjourned:**

## 1. Nov. 9, 2020 - Review of action items from last meeting October 19 – Dorothy

### Business:

- \* **FOR CONTINUING ACTION** - Janet and Dan will review Banks Canada information -
- \* FOR ACTION: MOCK UPS were sent outdoor comment
- \* **FOR CONTINUING ACTION** - SHEILA WILL PRESENT **SCOPE OF HER JOB** to help in search for co-operation chair
- \* For Action: SHEILA -ASKed VICTORIA FOUNDATION TO FACILITATE - not available through VICTRORIA FOUNDATION
- \* For Action: volunteer application created and completed by volunteers
- \* For Action: RE:questions for insurance agent submitted before meeting.
- \* **FOR CONTINUING ACTION** - rep from Denton's unable to attend - to be rescheduled to Monday Nov. 23 at 11:00

### Financial Report

- \* **FOR CONTINUING ACTION** - letter to donors and to all parish bulletins seeking donations continuing. Imperative to be completed asap.
- \* For Action: \_Adrian from WGundy to attend January meeting.

### AGM

- \* For Action: - extension received until Nov. 2021
- \* For Action: submit Federal Annual Report by December 31,2020
- \* **FOR CONTINUING ACTION:** One board position to be filled on an interim basis until nextAGM.

### Liability Insurance

- \* For Action: Rainbow Kitchen does not have a Volunteer Waiver form.
- \* **FOR CONTINUING ACTION** - Decision regarding waiver form will continue once meeting with Insurance rep happens. Also to be decided is whether lawyer will need to be used.
- \* **FOR CONTINUING ACTION** - meeting with insurance rep tone rescheduled for Nov. 23, 11:00

### Operations

- \* For Action: team are complying with Mask wearing protocol.

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

\* For Action: All volunteer have completed application form. Thank you to Susan making them available to volunteers.

\* **FOR CONTINUING ACTION** - creation of Donor profiles