



Board of Directors Meeting
9-10 Club Serving Soup to the Hungry Monday December 14th 2020

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

Call to order: 11:01

Approval of the agenda - Addition * gift items for Christmas bags including gift cards **m/s** Janet/Dan

Approval of the minutes - November 9th 2020 m/s Dan/Janet

Business:

1. Review of action items from last meeting – Dorothy

FOR ACTION from November 9

Continuing * Need for stricter protocol for sign in each day and for logging of incidents that occur.

* **Done** - Plexiglas barriers will be made more secure.

* **Done** - Seals on new freezer will be checked due to frosting up.

* **Continuing** - Susan to work on donor files

* **Continuing** - Operations and Financial Reports - please have to Teri by Thursday before next board meeting so they come out together with the agenda.

Continuing - electronic repository established for things like , insurance paperwork, grants received

ONGOING FROM PREVIOUS MEETINGS

Business: CONTINUING - Janet and Dan will review Banks Canada information

* **CONTINUING** - - SHEILA WILL PRESENT **SCOPE OF HER JOB** to help in search for co-operation chair

* **CONTINUING** - rep from Denton's (please note - previously referred to as Denton but should be Westland) unable to attend - to be rescheduled to Monday Nov. 23 at 11:00

* **Financial Report: CONTINUING** - Decision regarding waiver form will continue once meeting with Insurance rep happens. Also to be decided is whether lawyer will need to be used.

* **Done** - letter to donors and to all parish bulletins seeking donations continuing. To be completed asap.

AGM * **CONTINUING: One board position to be filled on an interim basis until next AGM.**

Liability Insurance Action: * **CONTINUING** - meeting with insurance rep to be rescheduled for Jan.

Operations * **CONTINUING**: Sheila & Dorothy - Send thank you for service to present volunteers.

2. Financials - Pat

* Review of emailed operating results - Actual to Budget ending 11/30/2020 - m/s Teri/Kate - accepted

3. Insurance – (equipment – volunteer policy - volunteer waiver – Legal advice?)

* rep from Westland rescheduled to Monday Jan. 11. Decision regarding waiver form will continue once meeting with Insurance rep happens.

* insurance items reviewed - !. Items shared with insurance company - cathedral rental agreement (reference - Section 4) - regarding inability to sue cathedral; (section 6) informed Sabrina that SK decision is to not carry fire insurance on their inventory (valued about \$10,000). **2.** review of cost for optional volunteer accident insurance (3X present rate) - decision - Cost prohibitive. **Motion Contact Westland agent (Sabrina) to increase Liability Insurance and to not peruse volunteer accident option.** m/s Sheila/Janet carried **For Action - Teri will do follow up.**

* **For Action** - need to create simple, easily understood volunteer waiver since no volunteer accident insurance coverage. Discussion on what to include and need for legal advice. Decision on legal advice in new year. **For Action** - Dan will contact cathedral regarding name of their legal firm. Possibly use it.

4. Janet – workshop

* reviewed information gained from attending Volunteer Victoria workshop Bringing Your Non- Profit to Life on Nov. 18 . Outlined 3 principals that guide “making them care”. Janet confirms a need for a stronger media presence to *promote our successes* through actions like creating file of pictures, newspaper clippings , impact stories/testimonials for history of SK and of volunteers, clients and partnerships with the community. She has a handout from this workshop. **For Action** - 1. Add ideas to Strategic Planning ideas. 2. If not yet done, SK to become member of Volunteer Victoria.

5. Sheila – operations – Christmas Day open- gift items for Christmas bags

* contract with Elite Security expected soon

* Christmas Day opening is being organized. \$900 has presently been donated towards extras. **Motion - Purchase gift cards for bags to a total of \$140.** m/s Kate/Janet - carried

* letter to be sent out requesting sweets and other contributions for Christmas Day gift bags to patrons

• generous donation to the SK of \$100,000, made by local Victorian. The intention of the donor is that the money be spent for FOOD. Some level of validation of this use has been asked for.

Motion - Contact donor to express thanks and to confirm that donation will be spent on groceries. With his agreement, suggest a simple report be given on money spent to be sent every 6 months until funds are used. m/s Pat/Teri carried **For Action** - Pat will follow the donation and make available a report for the donor every 6 months until it is used up.

Adjourned: 11:15

Next meeting: Monday, January 11th , 2021 11:00

