



Board of Directors Meeting 9-10 Club Serving Soup to the Hungry Monday April 12th 2021 11:00

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

Call to order: 11:05

Approval of the agenda: m/s Susan/Kate

Approval of the minutes from March 8th 2021 m/s Pat/Sheila

Note from secretary I had an amendment not included due to this computer operator error! - It was an item missed in the March 8 minutes regarding approval of \$90/yr for use of cloud version of software "NOT FOR PROFIT". This is the software being used for items such as Donation Tracking and Volunteer register.

Business:

1. Action Items – from previous meeting March 8,2021 - Dorothy From Mar. 8/2021 Board Meeting

- **FOR ACTION:** Get rid of knives not worth sharpening. No need to purchase new knives. - **DONE** - One to replace
- **FOR ACTION:** Send thank you note to Susie Nute, grade 6 teacher and students who raised \$600 for SK - **Card to Susie - to do**
- **FOR ACTION:** Re recorded interview of Sheila to be presented at St Andrew's school assembly - if possible, send Link so it can be put on our website and be available for board members to watch **Ongoing**
- **FOR ACTION:** Sheila will contact VIHA to see if SK volunteers can receive vaccines asap. **DONE**
- **FOR ACTION:** report on workshop Volunteer Victoria at April meeting with intention to decide on next steps for SK **Strategic Planning** priority for 2021.(To attend: Teri, Susan, Sheila and Janet) **DONE - to pull information gained during our St PI work**
- **FOR ACTION:** Susan will research concerns about what has happened to resource **SOAP FOR HOPE**. **DONE - contact/ using**
- **FOR ACTION:** Dorothy will
 1. Check BYLAWS regarding amendments that may be needed to present at AGM. **Ongoing** **DONE Part 1 and 2**
 2. Give information to members regarding whose term of office is expiring at 2021 AGM and those that will continue until 2022 AGM. **DONE**
 3. Search to confirm that Sheila's position is appointed and a voting position. **DONE + Motion to confirm intent of board**
 4. Clarify if delivery of personal care items needed for a "person's overall well-being" **DONE**
- **Done:** - previously an ongoing **FOR ACTION** • Sheila 's rough draft of her position duties. Send to Pat and Susan for review.

Remain ONGOING

- Teri to contact Joe Perkins and discuss publicity for Soup Kitchen.
- Search for support for Operations Co-Ordinator

2. Financials – Pat - motion to approve m/s Sheila/Teri

- report sent to directors reviewed. Key points: the monthly expenses are running about \$12,000; groceries during covid restrictions are about double; insurance is more than budgeted primarily due to increases in coverage; presently in bank \$13,708 - transfers are made from investments when balance becomes around \$8,000.

FOR ACTION: Pat will send to board previous years budgets for comparison to present. (Review will be useful for Strategic Planning of objectives for marketing especially what will seem to be needed to replenish for our service.)

- review of investment portfolio - Encouragement given to board members to look at Odlum Brown report online (If there is a problem logging in - contact Adrian directly at OB;) Points of interest - interest and dividends \$11,500; management fees \$1,927. Total portfolio up 133% due to both management and major donations and grants. Overall - good shape.

- Odlum Brown will be invited to board meeting in July after June year end.

3. Operations – Sheila

- report sent to directors was reviewed. Key points - need for new volunteers especially Monday and Friday; numbers are being closely monitored as it is helpful for ordering; support offers by CGI and Friends of Government House Garden Society.

4. Susan – Donor report - Donation tracking report sent to directors.

- review of report given; less donations than last year due to receiving of grants and generous donations following implementation of COVID restrictions; last request for donations was Nov. 2020 which generated \$23,000.

- suggestions for inclusion in appeal - identify specific directions for SK need; include testimonials of volunteers and diners: specific reference to increased costs.

FOR ACTION: request that directors generate and share innovative ways to motivate donations. A donation request letter will be sent to previous donors - (committee - Dorothy/Sheila for content: Susan for presentation and design).

5. Strategic Planning Meeting April 19th at 10:30 am

- package will be sent to board for 3 sessions - aimed at 1 hour each

6. Motion: m/s Dan/Teri The position, Operations Co-ordinator, presently held by Sheila Connelly, is confirmed to be a board appointed director with all the rights and privileges of an elected director. PASSED - unanimously

7. AGM – discussion set date

- board asked to consider dates for AGM.- after first week in October but before end of November.

FOR ACTION: Pat - check website for directions to charities regarding whether next AGM is for 2020 or if it will fulfill the AGM obligation for both 2020/21. He will forward findings to board.

8. Bylaw review – Dorothy

- direction given that bylaws are meant to be general enough to let the board proceed with guidance but not to impede the direction of the society's purpose.

- comments and recommendations for change in Part1 - Interpretations and 2 - Membership and Participation were sent to directors - discussion on content made. Motion for 2 changes in bylaws will be presented at May directors' meeting ... referenced to 2.5.1 (Annual Dues) and 2.8 (Registered Address).

- comment by Teri following that the need has become increasingly clear that the VOLUNTEER package, waiver form and contact information is paramount

Adjourned: 12:43 m Sheila

Next meeting: Monday May 10th, 2021 11:00