



**Board of Directors Meeting by Zoom  
9-10 Club Serving Soup to the Hungry  
Monday May 10<sup>th</sup> 2021**

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

**Call to order - 11:02**

**Approval of the agenda m/s Susan/Dan**

**Approval of the minutes from April 12<sup>th</sup> 2021 m/s Kate/Janet**

**Business:**

**1. Action Items – from previous meeting - Dorothy**

**Done** - • Pat will send to board previous years' budgets for comparison to present.

- **Ongoing** - A donation request letter will be sent to previous donors. Suggestions for inclusion in appeal - identify specific directions for SK need; include testimonials of volunteers and diners: specific reference to increased costs.
- **Ongoing** - Pat will keep checking - 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.
- **Done** - 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).

**Remain ONGOING**

- **remove - unable to contact** -Teri to contact Joe Perkins and discuss publicity for Soup Kitchen.
- **Ongoing** - Search for support for Operations Co-Ordinator
- **remove** - St Andrew's school assembly interview of Sheila - send Link so it can be put on our website and be available for board members to watch
- **Ongoing** - Check next group of BYLAWS regarding points amendments that may be needed to present at AGM.
- **3rd meeting to come** - Hold 3 Strategic Planning sessions

## 2. Financials – Pat

- Reviewed Actual to Budget to 10 months ending April 30,2021. Probably the most accurate in recent months because outstanding cheques have come through. Overall budget is as expected. **Sincere thanks especially to Pat and Sheila for their incredible monitoring of finances.** There is a need to remember to balance choices that provide a dependable and reliable service with ones that use members' time wisely.
- Discussion re viewing access to Wood Gundy website - only 4 : Pat will send WG statements monthly for full transparency. Every Quarter will do detailed report. Adrian to come after July meeting.
- Daniel into Treasurer role: Pat to support the transition and will continue to do “back office work” with reporting to Dan. Comments encouraged re this shared responsibility.
- Question re rent paid to Cathedral. Comment that our relationship with the cathedral is excellent. For information: all relevant and current financial info like insurance and security contracts are filled in SK filing cabinet.
- Motion to approve - Dan/Susan - Approved

## 3. Operations – Sheila

- Filed report was reviewed. Also attached - Cleaning Job” To Do “List prepared by Nigel
- Discussion re cleaning especially of floors - daily by Nigel; Mike uses cleaning machine once weekly; Cleaning expectations reviewed with Nigel
- Question re present Banning Policy - pre COVID ways very difficult. Team leaders have simpler process; if difficult diner situation - meal is brought up to the street for client. Need to ensure team leaders and security confer before issuing suspension.
- Discussion re increased costs that have resulted from need for “Take Out” meal
- **For Action:** For June meeting - Pat will do food analysis report requested for previous major donor. He will do analysis separating actual food from packaging items. **(May be that corporate donors, needing a specific reference area, can be used.)**
- **For Action:** Pat will make separate budget lines to differentiate food and packaging items

## 4. Susan – Donor report

- spoke of 2 pending major donations - one of \$6000 and another bequeathal of perhaps \$10,000. A new file will be added to filing cabinet for Bequeathals
- The SK soft ware data base is being stored now on iCloud.
- For consideration: submission of proposals to Victoria organizations such as 100 Women (**For Action:** Susan to research further); BC Government departments(Already on their registry)
  - to acknowledge and thank corporate donors on our media pages and in annual report. Some already done. **For Action:** Susan will update our webpage.

#### **5. Strategic Planning Sessions – discussion/review – next steps?**

- thank you to Susan for draft written record of first 2 meetings made from taped sessions;
- reviewed new Mission and Vision statements **For Action:** Sheila and Dorothy will “wordsmith” final document.
- Third session - to develop action plan relevant to goals; for now and in future being careful they are manageable for time period and for size of our board.
- Attention brought to previous Strategic Plan from years ago and its relevance to our work now. Suggestion to use the previous Volunteer Waiver Form as a starting point and make relevant for 2021.
- **For Action:** A new date will be set for the third and final SP meeting.
- For consideration: T-shirt for volunteers - Mission statement printed - sponsored by donor

#### **6. Bylaws update - Dorothy**

- no further discussion identifying areas needing amending in sections 5-8
- **For Action:** Remaining sections of Bylaws 3,4, 9-15 to be reviewed for June meeting

#### **7. AGM – discussion to set date**

- AGM planned for middle to late October

**Appreciation offered to all board members for their hard work on behalf of the 9-10 Club Soup Kitchen.**

**Adjourned: m- Pat 12:23**

**Next meeting: Monday June 14th 2021 11:00 Zoom**