



**Board of Directors Meeting - 9-10 Club Serving Soup to the Hungry  
Monday June 14<sup>th</sup> 2021**

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

**Call to order - 11:03**

**Approval of the agenda - m/s Kate/Dan**

**Approval of the minutes from May 10<sup>th</sup> 2021 - m/s Dan/Susan** (following meeting Dan discovered his request for amendment was an error)

Thank you expressed to Dorothy for work on bylaw review and Susan for work to prepare and record Strategic Planning sessions.

**Business:**

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

- **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.
- **For Action:** Sheila and Dorothy will “wordsmith” final document
- For consideration: T-shirt for volunteers - Mission statement printed - sponsored by donor

**2. Financials – Pat**

- Actual to Budget report sent to directors by email was reviewed; highlights of review - Income more than double budget figure; expenses more than \$8000 of budgeted figure. Deficits are being offset by increased donations; review of food, packaging(\$11,000) and water (\$4,000) budget separation and the effect on expenses of TAKE OUT model during pandemic; overall grocery expenses doing very well if packaging costs are ignored.
- pros and cons reviewed for possible aligning of fiscal year with report for donation year end; both Susan and Pat, who manage these, feel it is working well as is. Computer program keeps documentation and variant information a “simple operation”!
- **FOR ACTION** - Pat will review software to ensure its usability and ease of successful transfer of responsibilities to others in the future
- **FOR ACTION** - Fiscal Year end June 30; Pat will file annual report to CRA; as well, he will be preparing budget for AGM later in Fall

- **FOR ACTION** - Pat will extend invitation to Adrian from Wood Gundy to attend July meeting; discussion about value of asking for a more in-depth written review than what is accessible on WG website.

- **move to accept** - Sheila/Janet

### 3. Operations – Sheila (revised) report sent to board members

- discussion of some areas in report. Highlights included: upcoming changes and need for different storage and needs if TAKE OUT format continues once cathedral increases use in soup kitchen space - ideas for storage options were presented; concern for volunteer numbers for summer; short discussion re difficulties arising from unexpected veggie use .

**FOR ACTION** - Susan and Teri will post requests on Volunteer Victoria and our instagram account for volunteers. Will add to church bulletins when SK returns to SIT DOWN model. - **move to accept** - Dan/Pat

### 4. Susan – donor report sent to board members

- overall donations are very strong. There is a \$10,000 bequeathal pending - **move to accept** - Pat/Sheila

### 5. Strategic Planning Review – set priorities/job jar 2021/2022

- 2021 2022 Action Plan chart(found on updated Strategic Plan 2021/06/12 from Susan) sent to board members was considered, setting importance as (A) high priority(B) important(c) lesser; (A) items and some (B) had lead people identified .

From plan: **A designations:** #2 - Teri with Dan joining team **FOR ACTION** - Team to use document prepared by Susan 2021/06/09 outlining board positions as initial guide ;#3 Sheila - **FOR ACTION** - Sheila will begin to gather committee by appealing to team leaders and historical volunteers; #4 Susan to begin process.**FOR ACTION** - Susan will compile existing material for waiver and training to send out to board members. #13 - Susan **FOR ACTION** - Susan will talk to Cal and, if needed, to Bravo Creative if Cal is unable to assist with update of logo and tagline  
**B designations:** #10 and #11 - Pat with transition to Dan

**6. Discussion about board vacancies** - focused on Susan’s document 2021/06/09 outline of continuing board members and the skill sets seen to be ideal for the needs of the board for 2022 . As identified in theStrategic plan #1 - Teri to head and Dan part of committee to look for new board member nominees to present at 2021 AGM.

### 7. Bylaw review – Dorothy

- no parts of Sections 9-15 had reason for amendments
- motion presented to board:
- **As allowed by bylaws 2.6.3 and 2.6.4 Be it moved that: Due to postponement of 2020 AGM and the impact of CoVid restrictions, the waiting period and dues for membership in the SOUP KITCHEN Serving Soup to the Hungry Society be waived so that all volunteers and other past members for 2020 be deemed members in good standing until the end of AGM 2021.(making them eligible to vote at the AGM)**  
**move to accept** - unanimous

- Amendments to be presented at AGM 2021 for approval by society membership present:
  - 2.5.2 Be it moved that: annual dues for society membership be set at \$2 . Subsequent annual dues will be recommended by the board at each AGM for approval.**
  - 2.8.2a Be it moved that: current contact information be given by applicants for membership or renewal of membership that includes full name, postal address and/or (preferred) email address. Applicants for membership or renewal will confirm acceptance of email notification for meetings or be responsible for reading posted notification of same at the Soup Kitchen.**

#### **8. Summer meeting schedule -**

- meeting in July; no meeting in August unless there is transition to a SIT DOWN model at which point members available will be contacted for assistance.

#### **9. Set firm date for our AGM -**

- Teri will set date in October after surveying cathedral for dates available and with board members.

**Adjourned:** 12:19

**Next meeting:** July 12, 11:00 by ZOOM unless otherwise notified