



**Board of Directors Meeting
9-10 Club Serving Soup to the Hungry
Monday July 12th 2021 at 11am**

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

Call to order 11:05

Approval of the agenda m/s Sheila/ Pat

Approval of the minutes from June 14th 2021 m/s Pat/Dan

Review of past FOR ACTION:

For Action • **Ongoing** - Pat will keep checking 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 consideration: T-shirts for volunteers - Mission statement printed - donor sponsored?

From June 14

- **Ongoing** - Sheila and Dorothy will “wordsmith” final **strategic planning document**
- **FOR ACTION** - Pat will
 - continuing** i) - review **software** to ensure its usability and ease for successful transfer of responsibilities to others in the future **Pat will run parallel books with software for a year; society will need to purchase the software needed to complete the level of work. necessary necessary**
 - done** - ii) file **fiscal year end**(June 30) report to CRA
 - continuing** - iii) prepare budget for AGM later in Fall **Budget will be presented to board for approval before being formalized at AGM**
 - done** - iv) 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. **Adrian is attending today.**
 - **FOR ACTION** - **Susan and Teri** will
 - done** i) post **requests for volunteers** on Volunteer Victoria and instagram account **Posting is set up on Volunteer Victoria . Volunteer Victoria is going to include in their social media and in the Times Colonist space they have for volunteer opportunities**
 - continuing** ii) will add request to **church bulletins** when SK returns to SIT DOWN model. **Request for nominees for board members has been submitted**
 - done** iii) **advertise** on soup kitchen website **for volunteers** **Also: Email sent to volunteers**
Poster will be up in the Soup Kitchen

re Strategic Planning Review 2021 2022 Action Plan

- **done** Team to use document prepared by Susan 2021/06/09 outlining board positions as initial guide for **new board member recruitment plan**

- **continuing** Sheila will begin to **gather committee to recruit and train** new volunteers by appealing to team leaders and historical volunteers in [August](#)

FOR ACTION - Susan will

ongoing i) compile existing **material for waiver and training** to send out to board members [Volunteer waiver is with the lawyer.... back early next week ... end along to everyone. Expense is around \\$400,](#)

although I am trying to get for free 😞 I have not done work yet on the other components of the **volunteer orientation package**, hope to later this month. Targeting to have a **complete package** for review **by month end**

ongoing ii) talk to Cal and, if needed, to Bravo Creative if Cal is unable to assist with update of logo and tagline - [Advertising agency should have first pass at new/revamped logo to me on Friday. ... Cal to critique the ideas - he is going to be our "consultant".](#)

Business:

1. Investment review – Adrian to attend and report to board

- sent to board members: Investment Statement as of June 30, 2021 our year end
- reviewed WG performance summary ; equity holdings are by sectors - only high quality dividend giving; spread around to sectors with no bias; with long history of returning to investors; overtime this type of portfolio stands up; for next 2 years pretty cognizant that markets will be oil a steady pace(no red flags apparent)
- Pat's comment - medium risk profile with decent returns; compliments to Adrian and Wood Gundy

2. Financials – Pat

- sent to board members: Actual to Budget year end report for July 1, 2019 to June 30, 2020 and July 1, 2020 to June 30, 2021
- further comments re investments identifying Realized Capital Gains at \$17,022 and Unrealized Capital Gains \$74,072 to the good (compared to about \$24,000 last year)
- very “healthy” donations have helped us through expenses of take out delivery through pandemic
- **FOR ACTION** Pat and Sheila will send letter to ?? Society identifying funds paid for food as requested by donor; Dorothy will format letter with letter head

3. Operations – Sheila – Discussion around mask protocol

- report sent to board members - included information on COVID phase 3 opening mask protocol, **planned September 13th reopening**; Friends of Government House Garden Society

donation of snap peas; partial use of Rotary donation for purchase of toiletries, socks and underwear

- **mask wearing** mandatory for volunteers; encourages for diners; discussion of **concern re variants** and affect of illness amongst our population; need for continued focus on hand washing, distancing and mask wearing
- **team leaders meeting coming up** ... nervousness by some re restart of SIT DOWN delivery

4. Volunteer waiver/package update - Susan

- Volunteer waiver and training package discussed in review of FOR ACTION above

5. Board recruitment update – Susan

- discussed in review of FOR ACTION above

6. Donor report – Susan

- donation report for June sent to members
- also sent out was the new diner tracking report

7. Soup Kitchen Re-opening strategy/plan – Sheila – discussion –

re: Will we have enough volunteers to re-open for a sit down service?

Volunteer recruitment - action being taken discussed in review of FOR ACTION of last month

Number needed is 13-15 - about double what is needed for present delivery. Now average of 5 or 6 in morning; 3 or 4 making sandwiches;

FOR ACTION: confirm that present volunteers will continue once restart sit-down delivery

FOR ACTION: please send **thoughts and suggestions to Sheila** for presenting to Team Leaders

8. AGM – Wednesday Oct 20th 12pm planned to be in person meeting

Names of nominees for board members need to be received by secretary by September 20th and be included in the notice for the AGM.

Notice of AGM to members out by September 29, 2021.

Bylaw changes should be included in September 29th notice.

FOR ACTION: Following bylaw review, **changes and special resolutions for changes** should be included in notice for AGM. (**governed by bylaw 4.9 Action by Resolution and 13.2 Amending Procedure**)

FOR ACTION: **Notice of AGM** to be posted or delivered by email **by September 29, 2021, governed by bylaw(3.2.5)** The Society shall give not less than twenty-one(21)days' notice of a meeting...

FOR ACTION: Governed by BYLAW 5.5 **Nomination Notice for new directors**, together with the nominee's acceptance in writing or email should be delivered **to the Secretary by September 20th** (not less than thirty (30) days prior to the date of the Annual General Meeting). The **names of all nominees** need to be included in the notice of the Annual General Meeting. **Bios** are often included as well or nominees' bios present at the AGM.

9. Bylaw review – Dorothy Bylaw review –

At AGM, these 3 special resolutions concerning Bylaws changes will be presented:

- i) a special resolution was presented to the board and passed unanimously (**allowed by bylaws 2.6.3 and 2.6.4**) *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)
- ii) Two amendments will be presented at AGM 2021 for approval by society membership who are present:
2.5.2 Be it resolved 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 resolved 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.**

Other:

10. Need for change in day and possibly time of board meetings in the future as Monday has conflicts for many on board and possibly for new board nominees.

11. Depending on our re-opening plans do we want to have a meeting in August?

Discussion included that, although this is an Operations decision, it is a significant step and board members felt an **extraordinary meeting should be called to discuss ONLY this topic** Board members want to be aware of what is happening, **Date and time of extraordinary meeting TO BE ANNOUNCED.**

Adjournment: m - Sheila 12:21

Next meeting: TBA