



**Board of Directors Meeting
9-10 Club Serving Soup to the Hungry
Monday September 13th at 11am zoom**

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

Call to order - 11:00

Approval of the agenda - m/s Kate/ Pat

Approval of the minutes from August 23rd and July 12th m/s Kate/Susan

Business:

1. Insurance – update

Due to glitch in secretary's computer or it's operator, I missed this section's discussion but will listen to tape asap and amend these minutes!

2. Financials / Budget & motion – Pat

m/s Susan/ Sheila Accepted

- reviewed of emailed Actual to budget report for 2 months ending 8/31/2021 and of proposed budget for 2021. Budget is the result of educated guesses based largely on previous year's expenses. No matter what is budgeted, the SK will spend what is necessary to run.
- question re janitorial - increase is budgeted amount is based on discussion with cathedral staff and proposed changes in service.
- explanation regarding Miscellaneous column - difference is the result of toiletries and mask purchase, **FOR ACTION:** Purchase of toiletries and socks will be deducted from Rotary donation of \$2500 given for this purpose. In future, variances will be deducted to show this use as a donation.
- **FOR ACTION:** re-apply to Rotary requesting need to to top up SK supply of toiletries and personal care given out as requested
- discussion about investment portfolio - 3 board to have access to Wood Gundy portfolio account - Dan, Pat and Janet.
FOR ACTION: Pat will send to board a brief monthly summary and a quarterly review

- **FOR ACTION:** a letter will be sent to the major donor who requested validation of funds used for food will once Sysco report received.
- Janet reviewed Island Savings endowment opportunity and St. John of Jerusalem grant Application has been made to the latter to cover cost of new fridge and veggie machine blade (\$4800+)
- **FOR ACTION:** Susan will complete application for FULL CUPS grant
- discussion regarding sustainability - question re maximizing investment portfolio so returns cover operational budget vs having ongoing donation process which keeps community in the loop, aware and involved. Comment - our Strategic Plan identifies donations as the means to keep the SK viable.

3. Operations – Sheila – review of **September Operations report emailed to board**

- clarification that the St. Joseph Conference donation for food is a one time gift of payment for invoices totalling up to \$600
- **FOR ACTION:** TY letters to St Joe. Conference to be sent
- ongoing **FOR ACTION:** development of training material for volunteers
- **FOR ACTION:** Susan will check with team leaders that volunteers' information, esp. inclusion of email address, be confirmed so mail out of AGM notice is sent by September 20

4. New Board Members – motion required

FOR ACTION: brief bios of proposed new board members are to be included in AGM info to society members once developed and sent to board for approval Bios will include (for the first 2 year term): Gordon MacNeil, Alexandra Banford, Keith Hutchison, Stef Hartwig

and for a one year advisory position: Laurel Nash

FOR ACTION: Susan will send out prepare orientation package to new board members by request, in either pdf or binder form. Board members will receive Table of Contents for this package.

-5. AGM – planning – details

- **by zoom** - October 20 at 12:00 Susan Nawrocki to moderate
- **FOR ACTION:** deadline for reports for AGM - in to Susan by September 15
- **FOR ACTION:** Susan, Pat and Dorothy will work on notice, agenda and other relevant material to be posted in SK and where possible, sent to members prior to AGM.

Adjournment 12:06 m - Teri

Next meeting - AGM October 20th by zoom 12:00

as October 11th is Thanksgiving Monday. New day and time for our board meetings to be determined.