

**9-10 Club Serving Soup to the Hungry
AGM Minutes
Wednesday, October 23, 2013**

Meeting called to order: 12:00 PM

Present: Richard Marshall, Sheila Connelly, Chris Ryzuk, Don Helliwell, Mike Fox, Jim Pungente
Gerry Witteveen

Registration of Members

- Mike registered 27 members for 2014.
- Leonard Clarke took the fees to deposit in our account

Approval of Minutes

- Richard read the minutes of the AGM, September 21, 2012, EGM, December 13, 2012 and EGM, July 3, 2013. Leonard Clarke noted that his name was missing from the list of Board members in the AGM minutes.

Action: Sheila to add Leonard's name.

Kate Mailer proposed acceptance of all three minutes as read, with the above noted correction of AGM minutes. Mike Fox seconded. The motion was carried.

President's Report (Attached below)

- Part of Richard's report included the Board's request that a new banning policy be put into effect to address any violent or extremely disruptive behavior during our breakfast service. A discussion ensued:
 - It was noted how little violence there is considering the mental and emotional condition of some of our guests. However, it is important to create an atmosphere where everyone is made to feel safe.**Action:** Sheila to get in touch with VIHA to find out who we can speak with about this issue.

Renovation/Relocation:

- Richard reported that the Board has approached a number of locations, including The Girl Guides Building on Mason Street, The Salvation Army, Several downtown churches, St. Andrew's Cathedral re: St. Andrew's School gym, The Philippine Bayanihan Community Centre and Our Place. Of the above noted locations, only the Philippine Community Centre and Our Place have responded positively to our request. A Discussion ensued:
 - Pat O'Neill feels we should approach the Dioceses and City Hall again regarding St. Andrew's School gym;
 - Chris Ryzuk reported that while Don Evans has offered us temporary space at Our Place, he has no interest in taking us over, rather we would continue to operate independently, under our own name;
 - A number of people expressed both concern and support for relocating to Our Place.

Treasurer's Report (Attached below)

- Mike reported that our budget for the coming year remains largely unchanged, but does not take into consideration the temporary relocation of the Soup Kitchen as it is an unknown at the time.
- Donations were slightly up this year, but we continue to operate at a deficit. Regardless, we are still in good shape due to a number of historical donations that are currently invested with Odlum Brown. A discussion ensued:
 - Questions were raised about the return on our investments with Odlum Brown, including whether we should increase our risk, hopefully, to realize a higher yield. The treasurer explained that preserving the principle took priority.
 - A balance sheet of our investments is available for anyone, who wishes to see it.

- Bill Haisell moved that the Treasurer's report be adopted as read. Craig Davis seconded. The motion was carried.

Election of Directors

- The nominations were put forward for election: They included sitting Board members Richard Marshall, Michael Fox, Jim Pungente, Chris Ryzuk, Gerry Wittiveen, and Sheila Connelly. In addition, Rick Leggett was nominated to fill the remaining position.
- Hazel Carlton moved that the nominations be closed. Seconded by Cal Jones. Motion carried.
- All were elected by acclamation.

New Business

- A question was asked about the possibility of having our sign placed on the outside of the building near the entrance to the newly renovated basement.
Action: Sheila to ask St. Andrew's for permission to place a Soup Kitchen sign outside.

Meeting adjourned 1:20 p.m.

9-10 Club Serving Soup to the Hungry President's Annual Report July 2012 – June 2013

Since our last Annual General Meeting, your Board has been actively trying to improve the overall operations of the 9-10 Club. We have worked on the following activities over the past year:

1. With the help of Beacon Hill Communications and your approval, "The Soup Kitchen" has been adopted as our promotional/marketing name. Using funds from a Victoria Foundation grant, we've made a sign, brochures, business cards, and letterhead that incorporate this name.
2. With the help of Stephen Newton and your approval, we have revised our Constitution and Bylaws. These documents have been filed with the Corporate Registrar.
3. Our new website - located at www.thesoupkitchen.ca - is up and running. The website is attracting many new volunteers and, through our linkage with Canada Helps, is also providing a source of unsolicited donations: so far we have received about \$600 in donations through the website.
4. As you are probably aware, St Andrew's is planning a major renovation of the cathedral basement. The cost is estimated at around \$1.5 million. Construction work is schedule to start in February and will last around 6-9 months. To assist with this work, your Board has agreed to contribute \$40,000 (in cash or kind) to purchase kitchen equipment. Your Board has also told St Andrew's that we will try fundraising for specific equipment items (over and above \$40,000) if we are given a detailed equipment list on a timely basis. This will be one of your Board's major activities in the coming calendar year.
5. The St Andrew's renovation means we will have to shut down operations in our current location from February 2014 for 6-9 months. Your Board has been looking for alternative locations, and we will be discussing this subject with you later in today's program.
6. Your Board recruited a fundraiser, using a Victoria Foundation grant, to help develop and implement a strategic fundraising plan. While our relationship did not work out - we terminated our contract with her in June 2013 - we did receive some useful fundraising information that will form a basis for future fundraising activities. Unfortunately, this is an area that your current Board has limited experience. So, if you have interest or skills in fundraising, we would be very pleased to talk with you.

7. We have started using email to keep volunteers informed of timely and/or important developments. While not everyone has an email address and our email records are not perfect, your Board views this as a positive development. We will continue to post signs and notices in the kitchen for those without email addresses.

8. To minimize large groups gathering on the Cathedral sidewalk, we have switched from self-service coffee to a table service model, and have asked guests not to take coffee cups outside. Your help in introducing this change is working. Fewer clients now congregate outside and complaints from neighbouring businesses have fallen.

9. A new ordering system for kitchen supplies has been introduced. The impact on our expenses has been significant: on average we are saving 20% on the items we purchase.

10. Our soup kettle failed us after many years of faithful service. We purchased a used soup kettle from a Vancouver wholesaler for \$2,200 in order to minimize our replacement cost.

11. We have found an archivist, Marion Statham, who is now trying to put some order into our 30+ years of history. Please let your Board know if you have any old file or documents relating to the 9-10 Club. We are also looking for volunteers interested in helping with volunteer coordination and website management.

12. We established the Edna and Murray Black Long Service Award to recognize volunteers who have been helping the 9-10 Club for at least 10 years. The plaque is now mounted on the wall.

13. Your Board's primary concern is the safety and security of all its guests and volunteers and, unfortunately, from time to time, a very small number of our guests appear unwilling or unable to behave appropriately. Accordingly, we have been working on a policy for banning disruptive guests. We will share this policy with all guests and volunteers when it is complete.

14. To help raise our profile, Board Members have been participating in events sponsored by the Victoria Foundation, Our Place and other community-based organizations. On 24 November, Board Members will be attending the Mission Fair, organized by Christ Church Cathedral.

On behalf of your Board of Directors, I would like to thank you for your help in serving soup to the hungry.

9-10 Club 2012/13 Treasurer's Report

Revenues were slightly higher than expected due to special donations on behalf of Catherine Clarke.

Expenses were pretty much on budget for most items.

Grocery purchases were substantially down from previous years due to our new purchasing agreement with Sysco. (Down nearly 20% over 2011-2012)

Janitorial expenses were up due to a cost change.

Kitchen expenses were affected mainly due to major repairs needed for the stove, dishwasher and the replacement of the soup kettle. These were not really out of line considering the age of the equipment

The Deficit was better than expected due to the extra donations and the effect of the purchasing agreement.

Our savings remained pretty much even over the year.

Our extra donations and our bank account at year beginning allowed us to complete the year without dipping into the savings for the first time in a while.

We had modest returns as we have asked our manager to invest conservatively to emphasize protection of the asset.

The 2013-14 Budget draft remains pretty much similar to last year.

We are expecting slightly less grocery costs as the purchasing agreement was not in full force for the whole year last year.

Insurance costs are expected to grow slightly with inflation.

Kitchen costs are planned at base level as we expect that the repairs made will keep the major equipment in good shape.

We will be working with our advisor during the year towards improving our investment return.