**Jimmy Pratt Memorial Outreach Centre**

**Board of Directors Meeting**

**September 28, 2016**

**Minutes**

Members Present: Bill Lewis, Ian Collins, Christine Clouston, Peter Elliott, Josh Shea, Treva Aberle, Also present - George Parsons, Operations Manager

Regrets: Chris LeGrow

Commencement 5:35 PM

Josh Shea gave a reflection.

Adoption of Agenda - Josh Shea moved, Bill Lewis seconded. Motion carried.

Business Arising – from June 13th board meeting:

There was a brief discussion around the issue of the start time of our meetings. This had been resolved at the previous meeting. The minutes of the last meeting had the date omitted.

Josh Shea brought up the question of the proposed purchase of the property by John Steele. It appears that this is no longer being considered as John Steele seems reluctant to deal directly or indirectly with anyone other than Neil Peet. Mr. Steele has not come forth with a proposal in writing.

The statement from June 13th minutes had a line left hanging “Peter Elliott is soliciting Gower St. to potentially invite the downtown churches and other United Churches to support in the JPMOC Programming. The downtown churches are scheduled to meet Oct. 5th. George suggested a “super group” approach with the churches come together to simultaneously hold a fundraiser to help support the Centre and the clients it serves.

Breakfast program is becoming more widely utilized at present. Corporate volunteers desire the opportunity to have their employees actively participating in the preparation and serving of meals to patrons.

We need to have a representative of the Friday Soup Kitchen Program appointed to the board as there are some issued that need attention. Ian agreed to speak to the volunteers next week.

Adoption of minutes: Motioned by Christine Clouston, seconded by Bill Lewis. Motion carried.

Christine Clouston suggests that we acknowledge the volunteers that have passed. A letter should be drafted to send to Frank Norman’s Family offering thank for all the years of service he gave to the outreach centre and in particular the Friday program.

A wall for commemoration for all of these past JPMOC volunteers was proposed, with their aprons displayed.

It was agreed that donations from the soup kitchen volunteers would be matched by the board? A deadline date will have to be applied (October 7th 2016). This should be considered for all volunteers, those who have gone and those who also will leave JPMOC.

Motion: All monies collected up to and inclusive of the date of Oct.7 the JPMOC will match to honor Frank Norman, the lead of kitchen, by Josh Shea, Seconded by Bill Lewis.

The letter will be penned by Peter Elliott to Frank’s family stating that a memorial plaque or display will be erected.

Activities Update:

Recycling of paper and containers over the summer went extremely well.

Summer students Grace McDonald, and Riley Shea did fantastic and dedicated work over the summer. A survey of patrons was carried out the results of which will be presented at a later date.

Parking permits were redistributed, issued temporarily to patrons. Volunteers are issued for the end of the year.

Grace updated marriages, baptisms and burials update and collected electronically so that on a monthly basis it can be made current.

Negotiations with The Department of Business, Tourism and Rural Development for a series of workshops with the objective to “train the trainer” for seniors has being ongoing. Costs associated with training workshop facilitation and content has been provide by the New Horizons Program of the Federal Government. We are seeking the funding from the Province to offer a series of pilot workshops facilitated by the newly trained senior’s facilitators.

Report is submitted as written by George Parsons.

The need for the seniors to have the training has arisen from the change in mandate of the Seniors Resource Centre. We are requesting that the Capacity Building Program help., Since the inception of the SIP Program it has been recognized that the aging population has the most demand for programs and the deliverance of services.

SA programming is also serving the community. Tuesdays a lunch is provided. On Thursdays a craft afternoon is scheduled. Once a month, the SA provides a full hot meal and church service in the sanctuary, usually the last Sunday of the month.

It is felt that a decline in numbers of patrons is in part due to the city council’s demolition of the boarding houses and other housing in the downtown core.

Bill Lewis approached Capital Motors, (Frank Howard) to consider sponsorship for the breakfasts. Agreement in principle providing that a proposal be drafted that provides recognition of corporate sponsors was discussed. So a name change may occur to reflect the Husky and Capital Motors sponsorship.

An application has been submitted to the Capacity Building Program for funding of a Strategic Planning Workshop Two days of facilitation with associated costs has been requested. If GSUC council is willing to utilize one of these days, the Centre will utilize the other day. Church Council, if they decide to proceed they could schedule another day.

George declares that without a plan, operations have been unfocused throughout the past half year. The last planning session was back in 2013. The board agreed to schedule a one-day planning and governance workshop for Saturday November 19th 2016. George will confirm the date with the workshop facilitator (Pat Curran).

Josh Shea raises the challenge of how to acknowledge the corporate sponsorship like for instance Capital Motors ($5000 worth of donation that if he were running that corporation would be placed under advertising or goodwill) but either way needs broadcasting more widely than mention in the bulletin.

Ian Collins asked George P if the contact list and contacts are underway. George reports that all regular sponsors have been called.

Keeping the sponsors engaged and contented is key. The issue seems to be that the core groups of volunteers that have been involved since inception refuse to relinquish control of the kitchen or to allow others to participate.

George stated that the rationale behind becoming an incorporated ministry was to qualify for more programs and gain support from a broader range of sponsors. Some corporations and programs will not fund churches.

Finance Report

Acceptance of the financial report was pending a reconciliation of the statements for 2015 by Fred Earle & Associates and those prepared by John Nichols. Bill will speak to John regarding simplifying the monthly statements.

It was moved by Bill Lewis and seconded by Ian Collins that the report be deferred until next meeting.

We have a request from the SA to utilize the outreach centre for a Take Away pantry? Bill Lewis raised the point of Dep’t of Health condemning the kitchen due to food prepared and taken into homes where potentially mishandling could lead to contamination or rot.

Next meeting: Wednesday Oct. 19 5:30 PM.

Motion to adjourn: Bill Lewis. 7:25 PM Adjourned.