**Jimmy Pratt Memorial Outreach Centre**

**Monthly Board Meeting May 18, 2021 7-9 PM. Draft May 27**

The executive met May 12th 9:00-10:30

**Attended**: Anne Marche(C), Peter Elliott(VC), Linda Andrews(S), Krista Koerner by phone(Finance), Heather Mills, Carolyn Taylor, George Parsons (Operations Manager)

**Regrets**: Rev. John Maich, Jane Henderson

1. The **agenda** was approved with the addition to other business, Safe Check Fog Sanitizing Machine purchase, moved by Heather, seconded by Linda.
2. **Motion** to accept the **minutes** of April 13, 2021, moved by Krista, seconded by Carolyn
3. **Correspondence**: Notification from United Way that our request for funding for seniors’ hampers and delivery costs in the amount of $5300 is approved and 80% of the approved amount will be direct deposited in our bank account. The remainder will be forwarded once the project is finished and a report is submitted.
4. **Business Arising**
5. **Actionable** Items: 1. Completed; 3.b) pending (Peter’s Growth and Expansion Group); 6.1 (George and Jane) pending. Pending items for updating next meeting.
6. Report from Growth and Expansion Group. (Report submitted to Linda, to be distributed to members with these minutes)

**Motion** to accept Peter’s report and partner with Seniors Connections on getting food to identified seniors. Moved by Linda, seconded by Carolyn.

JPOC will purchase the food to Seniors Connections, and they will handle the food delivery as they already have an agreement with Bridges to Hope.

c) Bank Credit Card. Anne reported that we now have it in the office for use as needed.

5.**Financials April 2021**: George distributed the balance and income statements before the meeting and printed copies were available at the meeting.

Comments included:

-the bank balance is healthy

-for the first time in many years our application for summer students was declined

-the request for an extension to the Healthy Aging funds for Seniors has been extended until December 22nd, 2021.

-some purchases for the OWLS program will initially be placed on the credit card

-the executive discussed giving a monthly honorarium of $100 (supermarket gift card) to Tommy, a longtime volunteer helper to our operations who works many, many hours and the board supports this.

**Motion** to accept the financial reports, moved by Peter, seconded by Krista.

6. **New Business**

1. OWLS Update: Maureen Hammond started work today and will work from an office downstairs in the Centre.
2. Harm Reduction with Naloxone: Renewed support for offering this onsite.

**Action**: George will set up training time with Jane and invite volunteers to attend.

1. Policy/Guidelines Review: The document needs an update and Linda (past Working Group chair) and Anne have been working on the document with George.
2. The Covid-19 guidelines will be developed by the Life After Covid Working Group and added as an appendix. Krista has offered to assist with the review. The timeline for presentation for board approval is September.

**Action**: Linda and Anne will forward their comments to Krista within the next 1-2 weeks.

d) New Team Update: The new team has completed orientation and are ready to begin solo on Monday. They are Greg, Karl, Nigel, and Holly.

f) Operational Assistance: (Peter left during this discussion) Since the pandemic began Peter has been volunteering his time helping with the extra demands of running the operations, averaging 5-7 hours over and above his work as a Friday program team leader. It is agreed that this is too demanding for Peter to continue without offering compensation.

**Motion**: Under the coordination and guidance of the Operations Manager, Peter will be paid to work on a casual basis for 5 hours/week at $20/hour. The work will continue if he is required and if he is available during the pandemic. The source of the money is from our emergency COVID-19 money funding. Moved by Krista, seconded by Carolyn.

7. **Adult Day Care Update**: Metro CBDC is preparing a full 3-year business plan, to be completed in 6 weeks, with Tom Cooper as consultant. We are partnering with the church on the plan and will contribute $500 towards the cost.

**Action**: George will continue to keep our board members informed on the proposal.

8. **United Way**- hampers and delivery (see 1. b)

9. **Other Business**: George recommends the purchase of a “Safe Check Fog Machine” , (~$300) as needed equipment for sanitation in preparation for reopening, hopefully in the fall. Reg is familiar with how it works and can assist in training designated volunteers.

**Motion**: To purchase the safe fog sanitation machine, moved by Peter, seconded by Heather.

10. **Next** **Meeting**: planned for June 15 but later changed to June 8th, the second Tuesday of the month to avoid regularly having our meetings at the same time as the church.