**Jimmy Pratt Memorial Outreach Centre**

**Monthly Board Meeting October 12, 2021 (Draft Oct. 18)**

**Attended:**  Anne(c), Linda(r), Heather, Carolyn, George(om), and Krista and Jane by phone

**Regrets**: Rev. John, Peter

**Guest**: Ray Penton

**1. Call to order at 7:05.** Members were introduced and welcomed Ray.

**2. Ray previously had discussions with the George and Peter about fundraising for our organization and the board received his proposal document at the September 16th meeting.** Ray spoke to his ideas this evening and members had the opportunity for discussion. To start he will work with the Growth and Expansion Committee drafting a letter to potential donors, targeting a distribution time of October end.

He suggested that our website was not easy to navigate, and George spoke to the problem as related to regular maintenance deficiencies.

Action: Peter and his group will meet with Ray.

**3**. **Approval of the meeting minutes September 16th, 2021.**

Moved by Heather, seconded by Carolyn. Carried

**4. Business Arising & Actionable Items**

**4.1 List Serv for Volunteers (George).** For privacy reasons and because not all our volunteers want to use email, he cannot create and use this format to communicate. He’ll continue to use email and phone to contact team leaders and rely on them to distribute the communication to their volunteers.

**4.2 Policy/ Guidelines (Linda).** George added the procurement section and revised some other pieces. The latest document was distributed by email and is printed and available this evening for member review. The section on Emergency Situations needs to be added. (George)

Action: Directors to review and send comments to Linda and George prior to our next meeting.

**4.3 Growth & Expansion Committee.** (George, for Peter).Will focus on working with Ray and the renewal of the SucSeed program.

**4.4 Life After Covid Committee.** (Anne and see also George’s October Activity Report). The Monday Breakfast only had 28 attend yesterday, a holiday for Thanksgiving. The numbers are down but operations are running smoothly. We are deemed an essential service, so are exempt from the vaccine passport requirement.

Action: George will arrange increased signage for posting on Fridays stating we are open, especially before a Monday holiday. In addition volunteers are encouraged to let patrons know about the next meal service day.

**4.5 Update on the Cupboards** (George). The new white oak cupboards are finally installed and suit our needs with Reg doing some minor adjustments.

**4.6 Seniors Hampers** (George). Funding remains to purchase food for another 2-3 hampers for the 10 people on our list. Carolyn said that her husband is free to assist with delivering if needed.

Action: George to follow up and report next meeting.

**5. Executive Report (**Anne). A meeting was held October 7th and the notes were distributed by email to board members.

6**. Operations Manager’s October Activities Report.** George has returned to the past practice of providing a written report with opportunity for questions at our regular monthly meetings. He highlighted some of his report today. He noted that the OWLS program continues, but the achievement of goals is behind schedule.

**7. Financials (**George).

**7.1Balance and Income statements** for the end of September were distributed and commented on. We are in a deficit of $10,000 for the first 9 months of 2021. It is anticipated that this will continue to stay stable and possibly decrease by the end of the year.

Action: George will draft a budget for 2022 and send to Krista for review.

Motion to accept financials, moved by Jane, seconded by Carolyn. Carried

**7.2 Purchasing and Storage System.** George has drafted an improved system for procurement of regular supplies and the Executive is recommending approval. Details of the envisioned system were distributed for board review. Regular pickup is required and Reg is available for this work.

Motion1: To approve the proposed Purchasing and Control Process, moved by Heather, seconded by Linda. Carried

Motion 2: Reg Rumsey to be paid an honorarium of $100/ month to use his personal vehicle to provide pickup and delivery of our supplies, moved by Carolyn, seconded by Linda. Carried

**8. Other Business**

**8.1 New Computer for Bookkeeping.** The Executive recommends replacing the computer used for bookkeeping because it is old and unreliable. The church shares this computer with JPOC and will pay for the SAGE financial software, estimated to be about 1/2 the price package. Albert Norman has recommended a laptop type.

Motion: To purchase a new lap top computer, moved by Linda, seconded by Heather. Carried

**8.2 VOWR Fundraising Campaign.** This is ongoing to help pay for a new tower after lightening destroyed the old one. VOWR supports us with free public service announcements and the Executive recommends a $200 donation.

Motion: George will action a $200 donation to VOWR, moved by Krista, seconded by Jane. Carried

**8.3 Tommy White i**s a regular worker helping and replacing Reg with caretaking work on a daily basis. He is reliable and needed to help with our programs, especially on Mondays which is Reg’s regular day off. The Executive recommends a regular honorarium be paid to Tommy.

Motion: To pay Thomas White a monthly honorarium of $100 for caretaking work in the Centre, moved by Krista, seconded by Carolyn. Carried

8.4 Anne will send sympathy cards to Reg and Rudy Rumsey, on the passing of their sister.

**9. Motion to adjourn** at 8:55, moved by Heather, seconded by Carolyn. Carried

**10. Next Meeting November 9th at 7PM.**