**Jimmy Pratt Memorial Outreach Centre Monthly Board Meeting**

**7-8:45 PM June 8, 2021 (draft June 10)**

**Attended**: Anne Marche (chair), Peter Elliott (vice chair), Krista Koerner (finance) by phone, Linda Andrews (sec), Carolyn Taylor, Jane Henderson, Heather Mills, Rev John Maich, George Parsons (operations manager)

Guest: Maureen Hammond, OWLS program.

**Call to order at 7:05.**

1. T**he agenda** was approved with the addition of “check signing “to Other Business by Anne. Anne introduced Rev. John Maich, our new director representing the church congregation and Maureen Hammond, the new OWLS program coordinator.

Motion to approve the agenda by Jane, seconded by Carolyn.

**Action: Linda will provide Rev. John a confidentiality signing form.**

1. **Minutes of May 18th**: correction to 4. a)- replace 3b) with 4b)

Motion to approve by Krista, seconded by Peter.

**3. Business Arising**

**3.1 Adult Day Care:** George reported the business plan should be completed in 2-3 weeks. Tom Cooper said the research leading up to this point is exceptional. It is anticipated that the long-term viability will depend on government funding.

**3.2 Training for Naloxone Injection.** Jane has 6-10 people interested and the initial session is scheduled for this Sunday, June 13 at 1:00 in the Centre. The training will include Harm Reduction as well as how and when to give the injection.

**3.3 Policy/Guideline Review.** Linda and Anne sent their comments to Krista, who has agreed to review the document.

**Action: Linda will follow up during the summer with the goal to present the updated document to the board in September.**

**3.4 Growth and Expansion Committee** from April 13th minutes:

**Action: The team will work on putting together an information package on potential short-term projects that JPOC needs done, for businesses looking for an opportunity to give back to community groups in the form of a “caring day”.**

**4. OWLS Presentation by Maureen**

Maureen distributed copies of her PowerPoint slides and welcomed comments and questions. This 6-month project is funded by the United Church Foundation; however, George anticipates potential alternate sources for funding after that. Members commented enthusiastically about the project.

**5. Financials May 2021**

George distributed the Balance and Income Comparative Statements and briefly commented on them. We are on budget currently. We must remember that we have several restricted funds that are project specific.

Motion: To accept the presented financials, moved by Krista, seconded by Peter.

**6. New Business**

**6.1 Hamper Order for Seniors Connections**, Peter. Approximately $2500 worth of food was ordered today by George and Peter and will be delivered to the Seniors Connection building on Friday. Peter will take some video and pictures for possible use as testimonials.

**6.2 Hampers and Delivery Update**, (George). The hampers have been distributed to the people on the list that the Salvation Army had provided to us as having mobility challenges in accessing their food bank. The SA requested the options to substitute names, but we prefer to keep the recipients consistent. Another delivery is planned in 3 weeks. We are not in a position to rotate the recipient listing.

**6.3 Reopening the Centre**, George, and Anne. We will continue the takeout programs during the summer period. Hopefully by September our volunteer pool will be adequate. The number of patrons utilizing our meal programs is gradually increasing and there were 80 this week at the breakfast program.

There may be a senior event sometime during the summer, depending on the provincial reopening going forward as planned.

Action: Anne will call a meeting of the Reopening Working Group, which includes Anne as chair, George, Peter, Linda, Reg, and Sam Saunders from the church.

**6.4 Turkey Teas**, Anne. Anne distributed copies of the costs and profit. Our revenue will be $1417.41. This is the first Turkey Tea fundraiser for a long time and lessons can be learned in terms of volunteer coordination, preparation of the plates, and ticket sales.

Action: Anne will coordinate a event debriefing with Sam and other members of the volunteer group that helped make the event a success. This meeting will address lessons learned.

**6.5 Growth and Expansion**, Peter. Discussed the role of the Group.

Action: See 3.4

**6.6 Security Codes and Keys,** George. The process of changing the security alarm is almost complete. Key holders will be notified when the new codes have been armed into the system by the company representative.

**7. Summer Authority during the board meeting summer recess July and August.**

Motion: The board provide authorization to the Executive Committee to run to day-day operations during July and August, moved by Rev. John, seconded by Jane Henderson.

**8. Other Business**

Change in Check Signing Days, Anne. To streamline office operations, Nancy will prepare the checks for JPOC on Thursdays and the church on Tuesdays.

**Next Meeting:**

Regular monthly board meetings will be held the 2nd Tuesday of the month at 7:00pm in Room C or via Zoom. The next meeting is scheduled for September 14th.

The Executive will meet at the call of the chair.

**Meeting adjourned 8:40 pm**