



**Board Meeting Minutes for Soap Donation Center, Inc.**  
**Orientation Board Meeting**  
**March 9, 2022**  
**Google Meet and Soap Donation Center in Lemon Grove, CA**

**SDC BOARD MEMBERS**

**President:** Kerri Mixon

**Vice President:** Brenda Combs

**Secretary:** Danielle Carlson

**Treasurer:** Susan Hueck

**Board Member:** Rashonda Anderson

**Board Member:** Kenia Norales

**Board Member:** Rebecca Wolfe

**Call to Order:** President Kerri Mixon, 5:39 pm

**Roll Call:**

- ❖ Present: Kerri Mixon, Brenda Combs, Danielle Carlson, Susan Hueck, Rashonda Anderson, Rebecca Wolfe
- ❖ Absent: Kenia Norales (other obligations)
- ❖ Visual roll call of public attendees: 0 present

**Previous Minutes:** N/A

**Reports:**

- ❖ President Kerri Mixon: None.
- ❖ Vice President Brenda Combs: None.
- ❖ Secretary Danielle Carlson: None.
- ❖ Treasurer Susan Hueck: None.
- ❖ Board Members: None.

**Unfinished Business:** N/A

**New Business:**

- ❖ President Kerri Mixon, 5:41 PM:
  - Thanks to board members for volunteering for their positions.

- Bylaws (constitution) of the organization must be sent in to the state of California with appointed board member names. SDC bylaws will allow for 3 to 9 board members. Board members must be able to make 80% of meetings.
- Federal tax-exempt application, form 1023, must be sent in to the IRS to establish SDC as a 501(c)(3) nonprofit.
- The IRS requires a report of the first meeting and elected directors of SDC.
- SDC must create a proposed annual budget.
  - Goal: Create a 1 year surplus after the third year of operations in order to continue operations for one year in a financial emergency.
  - 5:58 PM, Kerri Mixon makes a motion to start a finance committee. Susan Hueck seconds. The committee will aid Susan with treasury duties. The committee will be discussed and members appointed at a later date.
- Approximate timeline for official formation of SDC.
  - April: Signatures required on Google Drive forms before the April 10th Soap Makers Luncheon. First real board meeting held on April 13, 2022.
  - May: SDC Printed materials sent to HSCG conference attendees asking for soap.
    - No board meeting in May or December.
  - June: Website and board member emails must be created before IRS tax exempt application is sent in.
  - July: Officially open operations. Fiscal year is July 1, 2022 to June 30, 2023.
    - Most donations are anticipated to be prior to Christmas.
- SDC will be formally using Robert's Rules of Order for meetings.
- Board members must make sure they can access the Google Drive file folders and keep updated with forms and signatures.
- Optional race and age survey to prove diversity for grants. Board members asked to fill this out if comfortable.
- Every board member must donate to the organization and is required to work 7–9 hours per month for the organization.
- Overview of the organization's mission statement. Susan Hueck mentions that it is lacking information.

- 6:24 PM, Kerri Mixon, makes a motion to create an ad hoc Mission Statement Committee. Susan Hueck seconds. Kerri Mixon asks for a vote. All in favor. None opposed. Committee Member Volunteers: Kerri Mixon, Susan Hueck, Brenda Combs.

**Motions:**

- ❖ 5:58 PM, Kerri Mixon makes a motion to start a finance committee. Susan Hueck seconds. The committee will aid Susan with treasurer duties. This will be discussed later.
- ❖ 6:24 PM, Kerri Mixon, makes a motion to create an ad hoc Mission Statement Committee, seconded by Susan Hueck. All in favor. None opposed. Committee Members: Kerri Mixon, Susan Hueck, Brenda Combs.

**Actions:**

- ❖ 6:25 PM, Kerri Mixon, Susan Hueck, and Brenda Combs volunteered to the Mission Statement Committee.

**Future Action:**

- ❖ Creation of Finance committee.
- ❖ Draft of proposed annual budget.
- ❖ Review and editing of SDC mission statement by Missions Statement Committee.
- ❖ First official Board Meeting on June 8, 2022.

**Adjournment:** President Kerri Mixon, 6:26 pm

Please send any corrections to the minutes to Danielle Carlson.

