

Board Meeting Minutes for Soap Donation Center, Inc.
Orientation Board Meeting
June 8, 2022
Google Meet and Soapmaking Studio in Lemon Grove, CA

SOAP DONATION CENTER 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

Board Member: Nanette White

Call to Order: President Kerri Mixon, 5:35 PM

Roll Call:

- ❖ Present: Kerri Mixon, Danielle Carlson, Brenda Combs, Kenia Norales, Nanette White, Rashonda Anderson, Susan Hueck, Rebecca Wolfe.
 - Susan Hueck: Early exit, 7:30 pm/re-entry at 7:43 pm.
 - Rebecca Wolfe: Early exit, 7:37 pm.
 - Rashonda Anderson: Late entry, 6:19 pm, early exit 7:51 pm.
- ❖ Absent: None
- ❖ Visual roll call of public attendees: 0 present

Previous Minutes: Approved

Reports:

- ❖ President Kerri Mixon: None.
- ❖ Vice President Brenda Combs: None.
- ❖ Secretary Danielle Carlson:
 - Email correspondence from Mary Seek asking about volunteering as an east coast affiliate. We can consider Mary for any committees.
- ❖ Treasurer Susan Hueck:

- Asking for a different volunteer to be treasurer so Susan Hueck can focus on grant writing.
- ❖ General Board Members: None.

Previous Unfinished Business: None.

New Business:

- ❖ Website Updates
 - Kerri Mixon will work on the website's written copy.
 - Board members, please review the website and give suggestions to Kerri Mixon.
 - Board members are asked to send a headshot photo to Kerri Mixon for the website.
 - We hope to get stories about how the SDC has helped people and charities onto the website.
 - Our mission and vision statements are now live on the website and meet all legal requirements.
 - There is now a page on the website where people can learn how to donate soap.
 - There is a Soap Donation Form with donation information and directions that donors can fill out and send to us. There is also a Soap Donation Valuation Guide available for the value of donated soaps.
 - Sponsors can now pay directly on our website and get an SDC banner.
- ❖ In the month of July, SDC will be holding a Donor Challenge.
 - Kerri Mixon will match donated funds up to \$2,000.
 - 5:56 pm Rebecca Wolfe asks a question: Do board members have to donate to the SDC, and what they can donate? Kerri Mixon answers that board members can donate soap or money, and they must make at least one donation per year.
- ❖ Website Updates Cont.
 - The Documents for Representatives page has documents that are only meant for Board Members.
 - Board Members are asked to download the Volunteer Hours document from this page and keep track of their time. These documented hours will be posted to the website.
 - Board members must volunteer at least 10 hours per month.

- 6:06 pm, Brenda Combs asks a question: What types of activities do we track as volunteer time? Kerri Mixon answers that anything done in relation to SDC is tracked as time.
- 6:07 pm, Kenia Norales asks a question: How can we send the required signed paperwork to SDC? Kerri Mixon answers that it must be printed, physically signed, and physically mailed back. No digital signatures or documents sent in an email are accepted.
- A Program Goals page is now available on the website for Board Members and the public to view.
- All Board Meetings are open to the public.
 - There is a page on the website where meetings and documents can be accessed. The link to join our meetings is on this page along with past/future agendas and minutes.
- ❖ 6:20 pm, Kerri Mixon makes a motion to approve the minutes from the March meeting. Rebecca Wolfe seconds.
 - 6:23 pm, Kerri Mixon calls the motion to a vote. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ Website Updates Cont.
 - Our website now has a policies page available to board members and the public.
 - Board members, please become familiar with SDC policies.
 - Donors can donate funds using PayPal. They can set restrictions on the usage of their funds. These are “restricted donations.”
- ❖ 6:37 pm, Kerri Mixon makes a motion to make a standing Governance Committee and a standing Program Committee. Nanette White seconds.
 - It is recommended that there are at least 4 people on a committee, therefore we cannot have too many committees.
 - 6:41 pm, Susan Hueck: Can we create subcommittees, and how many can be on them? Kerri Mixon: Yes, we can create subcommittees and they are not required to be 4 members.
 - Governance Committee: Responsible for the governance of the organization, mission statement and bylaws, interviewing and nominating board member candidates, creating an annual budget, and completing other supportive tasks.

- Program Committee: Responsible for overseeing and improving charitable programs, coordinating volunteers, fundraising, soliciting in-kind donations of homemade soap, seeking tax-exempt charities to donate to, writing grants, marketing to sponsors, and other supportive tasks.
- 6:50 pm, Kerri Mixon calls the motion to a vote. The board votes:
 - In favor: All
 - Against: None.
 - Abstentions: None.
- ❖ 6:53 pm, Kerri Mixon makes a motion to discuss the formation of an Executive Committee. Susan Hueck seconds.
 - Executive members are able to make emergency decisions without the rest of the board on a $\frac{2}{3}$ majority vote. Executive Committee votes could be overturned by the full board at the next board meeting.
 - Executive Board Members:
 - President, Kerri Mixon
 - Vice President, Brenda Combs
 - Secretary, Danielle Carlson
 - Treasurer, Susan Hueck
 - 6:55 pm, Kerri Mixon calls the motion to a vote. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 6:55 pm Kerri Mixon motions to create the position of Reporter. Nanette White seconds.
 - The Reporter would be responsible to make 2-3 blog and social media posts per month.
 - The Reporter would be responsible to email a monthly newsletter with updates.
 - Kerri Mixon asks if there are any volunteers for the position of Reporter:
 - Danielle Carlson volunteers but is not considered for the position due to board member concerns about work overload.
 - No other volunteers come forward.
 - 7:05 pm, The board agrees to table the discussion.
- ❖ 7:12 pm, Kerri Mixon makes a motion to open a checking account with US Bank. Susan Hueck seconds.
 - SDC needs a bank account to handle funds.

- Kerri Mixon researched different banks. US Bank offered a free checking account.
- Kerri Mixon suggests that the President, Secretary, and Treasurer should be on the account as signatories.
 - Danielle Carlson expresses concern that it should be just the President and Secretary who are signatories with concerns about keeping within the typical structure of a charity and protecting SDC.
 - Kerri Mixon counters that it could be President, Secretary, and Vice President with concern for only two people being able to sign if one person is unavailable.
- 7:19 pm, The board agrees to table the discussion of signatories for the US Bank account.
- 7:20 pm Kerri Mixon calls the motion to a vote. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ Secretary Report
 - Board members, please make sure to consistently check and reply to all emails on your official SDC email account. The secretary will be sending all formal correspondence to these emails.
 - SDC has been contacted by a woman named Mary Seek inquiring about volunteering with SDC. She is located in Virginia and could be an East Coast liaison. Mary can be considered for any volunteer committees.
- ❖ Presentation given by Kerri Mixon on accessing emails through browser and phones.

Adjournment: President Kerri Mixon, 8:21 pm

Motions Summary:

- ❖ 6:20 pm, Kerri Mixon makes a motion to approve the minutes from the March meeting. Rebecca Wolfe seconds.
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 - In favor: All.
 - Against: None.

- Abstentions: None.
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 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 6:55 pm, Kerri Mixon makes a motion to create the position of Reporter. Nanette White seconds.
 - 7:05 pm, After discussion, the board agrees to table the motion for the next meeting.
- ❖ 7:12 pm, Kerri Mixon makes a motion to open a checking account with US Bank. Susan Hueck seconds.
 - 7:20 pm Kerri Mixon calls the motion to a vote. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.

Actions Summary:

- ❖ Approval of the March minutes.
- ❖ Formation of a Governance Committee.
- ❖ Formation of Program Committee.
- ❖ Formation of an Executive Committee.
- ❖ Kerri Mixon, Danielle Carlson, Rebecca Wolfe, and Rashonda Anderson volunteer for the Governance Committee.
- ❖ Tabled the discussion on the position of Reporter.
- ❖ Tabled the discussion of who becomes signatories on the US Bank account.
- ❖ Tabled the discussion of who will be on the Program Committee.

Future Action:

- ❖ An official call for and assigning of volunteers to the Program Committee.

Current Unfinished Business:

- ❖ Tabled item discussion: The position of Reporter.
- ❖ Tabled item discussion: Signatories for US Bank account.
- ❖ Tabled item discussion: Volunteers for the Program Committee.

Next Board Meeting on July 13, 2022, at 5:30 PM

Please send any corrections to the minutes to Danielle Carlson.