

Board Meeting Minutes for Soap Donation Center, Inc.

July 13, 2022

5:30 pm - 7:00 pm

Official Run Time: 5:34 pm to 6:44 pm

Google Meet and Soapmaking Studio in Lemon Grove, CA

SOAP DONATION CENTER BOARD MEMBERS

President: Kerri Mixon

Secretary: Danielle Carlson

Treasurer: Brenda Combs

Reporter: Nanette White

Grant Writer: Susan Hueck

Board Member: Rashonda Anderson

Board Member: Kenia Norales

Board Member: Rebecca Wolfe

Call to Order: President Kerri Mixon, 5:34 pm

Roll Call:

- ❖ Present: Kerri Mixon, Danielle Carlson, Susan Hueck, Brenda Combs, Nanette White, Kenia Norales (entered 5:48 pm, exited 5:54 pm).
- ❖ Absent: Rashonda Anderson, Rebecca Wolfe.
- ❖ Visual roll call of public attendees: 2

Previous Minutes: Approved

Consent Agenda: Approved

Reports:

- ❖ President Kerri Mixon: Someone is contacting her on Instagram about helping with grant writing.
- ❖ Vice President Brenda Combs: None.
- ❖ Secretary Danielle Carlson: None.
- ❖ Treasurer Susan Hueck: None.
- ❖ General Board Members: None.

Previous Unfinished Business: None.

New Business:

- ❖ 5:36 pm, Kerri Mixon makes a motion to approve the consent agenda. Susan Hueck seconds.
 - Discussion on the lack of a Vice President and confirming board positions as listed on the consent agenda.
 - 5:38 pm, Kerri Mixon calls the motion to a vote. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
 - 5:38 pm, Board positions and electees are now official.
- ❖ 5:39 pm, Volunteers requested for the committees. Note: Members of the public are allowed to be on the committees.
 - Governance Committee: Kerri Mixon, Danielle Carlson (nominated as chair), Brenda Combs, Nanette White, Rebecca Wolfe.
 - Program Committee: Kerri Mixon, Danielle Carlson, Brenda Combs, Susan Hueck, Nanette White, Feleciai Favroth (nominated as chair), Mary Seek.
- ❖ 5:51 pm, Comments from Nanette White.
 - Nanette submitted writing samples to the board for consideration for the position of Reporter.
 - The board agrees that the articles that are written in the first person fit our organization best.
- ❖ 5:57 pm, Kerri Mixon announces that our Articles of Incorporation have officially been approved by the state of California.
- ❖ 5:59 pm, Discussion led by Susan about time management.
 - 6:03 pm, Kerri Mixon makes a motion to edit past minutes to reflect when board members exited or entered without using the words “early” or “late.” Susan Hueck seconds.
 - 6:03 pm, Kerri Mixon calls the motion to a vote. The board votes::
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 6:08 pm, The board discusses, then agrees on, an official policy to keep board members accountable for reading board packets.

- Danielle Carlson will set up read receipts on emails so she knows who has opened emails with board packets, and she will ask board members to email her back to confirm that they have read board packets.
- ❖ 6:15 pm, Discussion on committee meetings. When and where.
 - Agreement to meet through video chat.
 - Committees need to decide when they will meet and will report in August on this decision.
- ❖ 6:27 pm, Danielle asks questions about the handling of social media.
 - Ultimately, the Program Committee will talk about this.
- ❖ 6:36 pm, Felicia asks about how people will be sending soap to us.
 - People have to send their soap to us on their own. The cost of shipping the soap to us can be written off. We will then take care of sending out the soap to charities.
 - We will accept substandard soap, as there are charities that will accept that. As long as the soap is safe to use, is labeled, and (hopefully) is shrink-wrapped, it will be accepted.

Adjournment: President Kerri Mixon, 6:44 pm

Executive Session: 6:44 pm - 6:50 pm

Motions Summary:

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 - In favor: All.
 - Against: None.
 - Abstentions: None.

Actions Summary:

- ❖ 5:36 pm, Approved the previous minutes.
- ❖ 5:36 pm, Approved the consent agenda.
- ❖ 6:08 pm, The board agrees on a new policy regarding reading emails.

Future Action:

- ❖ Decision on when committees officially meet.

Current Unfinished Business:

- ❖ None.

Next Board Meeting on August 10, at 5:30 pm

Please send any corrections to the minutes to Danielle Carlson.