

Board Meeting Minutes for Soap Donation Center, Inc.

August 10, 2022

5:30 pm - 7:00 pm

Official Run Time: 5:38 pm to 6:56 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, 5:38 pm

Roll Call:

- ❖ Present: Kerri Mixon, Danielle Carlson, Susan Hueck, Nanette White, Rashonda Anderson (Entered 5:42 pm), Kenia Norales (Not present for the board meeting but entered at 6:58 pm and started an executive session).
- ❖ Absent: Brenda Combs, Rebecca Wolfe.
- ❖ Visual roll call of public attendees: None.

Previous Minutes: Approved

Consent Agenda: Approved

Reports:

- ❖ President Kerri Mixon: Someone has contacted her through Instagram about helping with grants. This will be followed up with my Susan Hueck.
- ❖ Vice President Brenda Combs: None.
- ❖ Secretary Danielle Carlson: Members are doing a good job of reading and responding to emails.

- ❖ Treasurer Susan Hueck: None.
- ❖ General Board Members: None.

Previous Unfinished Business: None.

New Business:

- ❖ 5:42 pm, Kerri Mixon makes a motion to approve the consent agenda, Susan Hueck seconds. The board votes:
 - All in favor
 - None against
 - No Abstentions
- ❖ 5:44 pm Committee commitments.
 - Rashonda commits to both the Program Committee and Governance Committee.
 - Danielle will send Kenia an email asking which committee she will commit to.
 - (6:58 pm, After the meeting was adjourned, Kenia entered the meeting and committed to the Program Committee.)
 - Kerri will follow up Feliciai about being the chair of the Program Committee
- ❖ 5:48 pm, Progress report from the committees.
 - Presentation of the new sections of the website that show transparency with funds.
 - The Governance Committee will have official meetings on the second Friday of every month at 5:30 pm.
 - The Program Committee meetings are still to be determined.
- ❖ 5:54 pm, Setting goals for the Governance Committee.
 - The Governance Committee will create a budget and prepare other financial paperwork for grant writing.
 - The Governance Committee will review and approve the bylaws.
- ❖ 6:02 pm, Program Committee status review.
 - The Program Committee needs to confirm an official chair.
 - The Program Committee will meet at 8:00 am Sunday, August 28. During this meeting, they will choose their official meeting date and time.
- ❖ 6:12 pm, Someone has contacted Kerri Mixon through Instagram about getting grants.

- Kerri Mixon will get this person in contact with Susan.
- The contact will be reviewed for legitimacy.
- ❖ 6:18 pm, Kerri Mixon will be adding board member instagrams to the website.
 - Please make sure to share your instagram with Kerri Mixon so she can add it.
 - When you post to Soap Donation Center media accounts, your number one goal has to be upholding SDC to a higher standard. It must always focus on SDC and not on anything outside of it. No self promotion.
- ❖ 6:21 pm, Kerri Mixon asks what the new fundraiser could be.
 - Board members are asked to think of new fundraisers.
 - Susan Hueck says the most important thing to do is to reach out to businesses and get awareness out there.
 - It is proposed that we focus on raising awareness.
 - Discussion on how to follow up with people contacted through fundraising mailers.
- ❖ 6:35 pm, Program Committee meeting on August 28th will focus on raising awareness.
 - Kerri Mixon will create a google sheets spreadsheet document to help keep track of fundraising and awareness contacts and donors. This list will be kept private and only accessible to board members.
 - Kerri Mixon will be making a spreadsheet to document board member attendance.
- ❖ 6:40 pm, Nanette White asks about our nonprofit status.
 - We are incorporated.
 - We are officially a nonprofit in California.
 - We are not officially a nonprofit federally. We are waiting on the creation and approval of our bylaws.
- ❖ 6:45 pm, Danielle Carlson comments about emails.
 - Board members are doing a good job of reading and responding to emails.
 - Kerri Mixon will help anyone get their email set up on the phone if needed.
- ❖ 6:50 pm, Board members who have already donated soaps or funds are acknowledged and thanked.
- ❖ 6:52, Danielle Carlson asks about labeling soap for donation.
 - Still required to put a legal label on the soap.

- ❖ 6:54 pm, Nanette White will write a report about how Kerri Mixon is mailing out and contacting five-hundred different soapmaking businesses.

Adjournment: President Kerri Mixon, 6:56 pm

Executive Session: 6:58 pm - 7:06 pm

Motions Summary:

- ❖ 5:42 pm, Kerri Mixon makes a motion to approve the consent agenda, Susan Hueck seconds. The board votes:
 - All in favor
 - None against
 - No Abstentions

Actions Summary:

- ❖ None.

Future Action:

- ❖ The Program Committee decides when to officially meet.

Current Unfinished Business:

- ❖ None.

Next Board Meeting on September 14, at 5:30 pm

Please send any corrections to the minutes to Danielle Carlson.