

## Board Meeting Minutes for Soap Donation Center, Inc.

September 14, 2022

5:30 pm - 7:00 pm

*Official Run Time: 5:30 pm to 7:06 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

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**Call to Order:** President Kerri Mixon, 5:30 pm

### **Roll Call:**

- ❖ Present: Kerri Mixon, Danielle Carlson, Brenda Combs, Susan Hueck, Nanette White, Rebecca Wolfe, Kenia Norales (Entered 6:02 pm).
- ❖ Absent: Rashonda Anderson.
- ❖ Visual roll call of public attendees: None.

**Previous Minutes:** Approved

**Consent Agenda:** Approved

### **Reports:**

- ❖ President Kerri Mixon: President's Report.
- ❖ Secretary Danielle Carlson: We have been getting contacted by some charities and soapmakers about soap donations.
- ❖ Treasurer Brenda Combs: None.
- ❖ General Board Members: None.

**Previous Unfinished Business:** None.

### **New Business:**

- ❖ 5:36 pm, Kerri Mixon pulls an item from the Consent Agenda.
  - Nanette White has caught a mistake in the Program Committee Summary and wanted to discuss the changes.
- ❖ 5:38 pm, Kerri Mixon makes a motion to approve the consent agenda minus the Program Committee Summary. Susan Hueck seconds. The board votes:
  - For: All.
  - Against: None.
  - Abstentions: None.
- ❖ 5:40 pm, Kerri Mixon reviews the Program Committee Summary.
  - The board observes the mistakes that were caught and changes will be made.
- ❖ 5:45 pm, Kerri Mixon reviews the physical drop off locations for soap donations.
  - Drop off at Soapmaking Studio.
  - Drop off at Soapmakers Luncheon.
  - Drop off at Mary Seek's lavender farm in Virginia.
  - Brenda Combs is considering being a drop off location for the Los Angeles area.
  - Other Board members should consider being a drop off location.
- ❖ 5:46 pm, Kerri Mixon makes a motion to approve the Program Committee Summary as corrected. Brenda Combs seconds. The board votes:
  - For: All.
  - Against: None.
  - Abstentions: None.
- ❖ 5:47 pm, Kerri presents the President's Report.
  - Our Treasurer, Brenda Combs, was targeted by scammers pretending to be our President, Kerri Mixon. The scammers were asking for a wire transfer for "emergency expenses."
    - This has prompted the creation of the Authentication Policy. Board members need to be familiar with this new policy in order to protect board members and the organization.
  - Kerri Mixon reviews an Executive Committee Meeting held about the scammer and the new Authentication Policy.
- ❖ 5:52 pm, A fillable form has been created to streamline the donation process for soapmakers. There needs to be a separate form for each batch, but the

form is now digitally fillable, so the batch information can be deleted and filled anew while the donor information remains.

- Kerri Mixon will give a demonstration at the next Program Committee Meeting on how the documents will be distributed to charities and why we have the fillable forms set up the way they are.
- ❖ 5:54 pm, Kerri Mixon makes a motion to approve the Authentication Policy. Rebecca Wolfe seconds. The board votes:
  - For: All.
  - Against: None.
  - Abstentions: None.
- ❖ 6:06 pm, Danielle Carlson shares a Correspondence Report.
  - SDC has been contacted by both soapmakers and charities about donations. These are our first contacts without us specifically soliciting for donations.
  - Presentation of the Board Packet and Consent Agenda policy.
    - This will be voted on at the next meeting.
    - Danielle Carlson will add a note to future Board Packet emails that confirmation emails acknowledging the contents have been read need to be sent back at least one day before the next board meeting.
- ❖ 6:12 pm, SDC is still looking for ideas for new fundraisers.
  - The current new fundraiser is the “Double Batch Challenge.” Soapmakers are challenged to double their National Soapmaking Day batch and donate the extra soap to SDC.
- ❖ 6:18 pm, Kerri Mixon opens the floor to questions.
  - Susan Hueck is looking into the industrial floor cleaner donation. This would possibly be a good donation for animal kennels. It would be our first in kind donation to a location in California.
  - Rebecca Norales asks for clarification on the industrial soap. There are concerns about the soap being donated in large 55 gallon drums.
    - How do we get this to the charities? Susan Hueck answers that the company will ship the soap to our location, and she will be following up with the company for clarification on what they will be sending and its value.
- ❖ 6:48 pm, Kerri Mixon gives clarification that SDC can only donate to other charities at this time. We do not distribute soap to private individuals or organizations until we have received federal 501(c)(3) status with the IRS.

- ❖ 6:54 pm, Nanette White shares that she went to Royalty Soaps on Youtube. Royalty Soaps is sending soaps to a different charity called Eco Soap Bank. We should reach out and get connected with Katie of Royalty Soaps.

**Adjournment:** President Kerri Mixon, 7:06 pm

**Executive Session:** None.

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**Motions Summary:**

- ❖ 5:38 pm, Kerri Mixon makes a motion to approve the consent agenda minus the Program Committee Summary. Susan Hueck seconds. The board votes:
  - For: All.
  - Against: None.
  - Abstentions: None.
- ❖ 5:46 pm, Kerri Mixon makes a motion to approve the Program Committee Summary as corrected. Brenda Combs seconds. The board votes:
  - For: All.
  - Against: None.
  - Abstentions: None.
- ❖ 5:54 pm, Kerri Mixon makes a motion to approve the Authentication Policy, Rebecca Wolfe seconds. The board votes:
  - For: All.
  - Against: None.
  - Abstentions: None.

**Actions Summary:**

- ❖ Approval of the Consent Agenda.
- ❖ Approval of the Program Committee Summary as corrected.
- ❖ Approval of the Authentication Policy.

**Future Action:**

- ❖ None.

**Current Unfinished Business:**

- ❖ None.

**Next Board Meeting on October 12, at 5:30 pm**

Please send any corrections to the minutes to Danielle Carlson.