



Board Meeting Minutes for Soap Donation Center, Inc.

October 12, 2022

5:30 pm - 6:30 pm

Official Run Time: 5:36 pm - 6:44 pm

Two ways to attend the meeting, which is open to the public:

- ❖ 7301 Mount Vernon St Rm 2, Lemon Grove, CA 91945
- ❖ Google Meet (electronic video screen communication) Video call link:
<https://meet.google.com/uiu-gyip-htu>
 - Or dial: (US) +1 650-466-0233 PIN: 840 123 427# More phone numbers:
<https://tel.meet/uiu-gyip-htu?pin=1233321668107>

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, 5:36 pm

Roll Call:

- ❖ Present: Kerri Mixon, Danielle Carlson, Susan Hueck, Brenda Combs, Rebecca Wolfe, Rashonda Anderson (Entered 6:05 pm), Kenia Norales (Entered 6:07 pm).
- ❖ Absent: Nanette White.
- ❖ Visual roll call of public attendees: None.

Previous Minutes: Approved

Consent Agenda: Approved

Reports:

- ❖ President Kerri Mixon:
 - Our current fundraiser is that if someone donates \$60, they are rewarded with being able to view a demonstration of Kerri Mixon making a 25 lbs batch of soap.
 - We have been solicited to accept soap that has mildew.
- ❖ Secretary Danielle Carlson:
 - Please remember to read the board packet and email me back so she knows you have read it.
 - Please remember to email her your volunteer hours log.
 - She was contacted by someone asking if they can donate soap that has grown mildew.
- ❖ Treasurer Brenda Combs: None.
- ❖ General Board Members: None.

Previous Unfinished Business: None.

New Business:

- ❖ 5:38 pm, Kerri Mixon pulls the Governance Committee Meeting Notes from the consent agenda.
- ❖ 5:41 pm, Kerri Mixon makes a motion to approve the consent agenda. Susan Hueck seconds. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ President's Report:
 - Kerri Mixon wants to discuss the soap we accept: Should we accept inferior soap and/or unsafe soap and attempt a rebatch? Danielle Carlson seconds putting the discussion on the table.
 - After discussion, the board agrees: No. We will not accept unsafe soap.

- ❖ 5:50 pm, Kerri Mixon makes a motion that we will not accept soap that is unsafe or inferior. Brenda Combs seconds.
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 5:51 pm, We need to come up with more engaging fundraisers. The money matching did not work well. The donation for the demonstration has already raised more money than the first fundraiser.
 - We have to be careful on selling services or items to raise money vs giving a gift in exchange for donations.
- ❖ 6:00 pm, Board members need to review the bylaws. The bylaws will need to be signed by all the board members before they can be submitted to the federal government.
 - We need the bylaws to be approved before we can open a bank account.
- ❖ 6:04 pm, *The meeting is paused to let two board members in and catch them up.*
- ❖ 6:08 pm, *The meeting continues.*
- ❖ 6:10 pm, Kerri Mixon and Danielle Carlson will now be co-chairs of the Program and Governance Committees.
- ❖ 6:12 pm, Susan Hueck gives an update on the Program Committee:
 - She has been in contact with the company that has large pallets of floor cleaner to donate. They do not have any more soap now, but they continuously make soap to donate. When they make another batch of soap for donation, they will reconnect.
 - She has asked them to commit to paying for the shipping of at least one donation a year.
 - She is working on ways to contact soapmakers for donations and awareness.
- ❖ 6:15 pm, Kerri Mixon shares an update on the Governance Committee:
 - The Governance Committee needs to review the bylaws for necessary changes.
 - The bylaws must be reviewed every year.
- ❖ 6:18 pm, Kerri Mixon notes that the bylaws say we don't need to send reminders about board meetings. However, we have better attendance when there are multiple reminders.

- All board members agree to get multiple reminders for the board meetings.
- ❖ 6:23 pm, The next committee meetings will have board members vote on making the committee meeting times and dates official.
- ❖ 6:28 pm, Danielle Carlson reminds the board members to reply to the board packet email saying they have read the materials and reminds board members to send their volunteer hours log with this same email.
- ❖ 6:29 pm, Kerri Mixon reviews the volunteer hour log and where to find it on the website.
- ❖ 6:38 pm, Kerri Mixon wants to find a company that will donate printed labels so we can have labels for unlabeled soap.
 - Susan mentions that maybe National Shrinkwrap will donate wrap for us.

Adjournment: President Kerri Mixon, 6:44pm

Executive Session: None.

Motions Summary:

- ❖ 5:41 pm, Kerri Mixon makes a motion to approve the consent agenda. Susan Hueck seconds. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 5:50 pm, Kerri Mixon makes a motion that we will not accept soap that is unsafe or inferior. Brenda Combs seconds.
 - In favor: All.
 - Against: None.
 - Abstentions: None.

Actions Summary:

- ❖ 5:38 pm, Kerri Mixon pulls the Governance Committee Meeting Notes from the consent agenda.

Future Action:

- ❖ Approve the Governance Committee Meeting Notes (which will have been renamed the Governance Committee Meeting Minutes).

Current Unfinished Business:

- ❖ None.

Next Board Meeting on November 9, at 5:30 pm

Please send any corrections to the minutes to Danielle Carlson.