



Board Meeting Minutes for Soap Donation Center, Inc.

November 09, 2022

5:30 pm - 6:30 pm

Official Run Time: 5:32 - 6:53

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, 5:32 pm

Roll Call:

- ❖ Present: Kerri Mixon, Danielle Carlson, Susan Hueck, Brenda Combs, Nanette White, Rebecca Wolfe, Kenia Norales, Rashonda Anderson (entered 5:59 pm).
- ❖ Absent: None
- ❖ Visual roll call of public attendees: None.

Previous Minutes: Approved

Consent Agenda: Approved

Reports:

- ❖ President Kerri Mixon:
 - Executive board members need to activate their PayPal cards.
 - Kerri Mixon congratulates Nanette White for doing an excellent job as a reporter, Kenia Norales for making an amazing Instagram reel, and Susan Hueck for getting a 3,000 sticker label donation from StickerGiant.
 - All unshrinkwrapped soap that was donated is now shrinkwrapped.
- ❖ Secretary Danielle Carlson: None.
- ❖ Treasurer Brenda Combs: None.
- ❖ General Board Members: None.

Previous Unfinished Business: None.

New Business:

- ❖ 5:36 pm, Kerri Mixon makes a motion to approve the consent agenda. Rebecca Wolfe seconds. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 5:38 pm, President's report.
 - Executive board members need to activate their PayPal cards.
 - Kerri Mixon congratulates Nanette White for doing an excellent job as a reporter, Kenia Norales for making an amazing Instagram reel, and Susan Hueck for getting a 3,000 sticker label donation from StickerGiant.
 - All unshrinkwrapped soap that was donated is now shrinkwrapped.
- ❖ 5:54 pm, Kerri Mixon makes a motion to discuss thanking companies that donate supplies to us. Brenda Combs seconds. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.

- 5:56 pm, Discussion begins:
 - Susan Hueck suggests having a “Thank You” section of the website for companies that have contributed to us. This will be further discussed.
- ❖ 5:59 pm, There is no treasurer report. Our finances are stable.
- ❖ 6:07 pm, Board members need to think of new fundraisers for the future.
 - Kerri Mixon reviews the current fundraiser on the website.
 - Kerri Mixon will be creating flyers to post in local communities.
 - Every board member is responsible for participating in raising funds for the organization.
- ❖ 6:10 pm, Kerri Mixon explains that board members can see on Google Drive how much money has been spent and where it went.
- ❖ 6:11 pm, Board members are asked to commit to posting a link to the new fundraiser on social media accounts.
- ❖ 6:14 pm, Kerri Mixon makes a motion to discuss spending money on postage to mail postcards that promote the upcoming fundraiser. Susan Hueck seconds. The board votes:
 - In favor: All
 - Against: None
 - Abstentions: None.
- ❖ 6:25 pm, Kerri Mixon makes a motion to send out the postcards. Brenda Combs seconds. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 6:27 pm, Kerri wants to have a flyer to post in the local communities within the next two weeks.
 - Board members must commit to posting flyers in the next two weeks.
 - The flyer will be emailed for board members to print.
- ❖ 6:40 pm, discussion on setting new dates and times for the committees.

Adjournment: President Kerri Mixon, 6:53 pm

Executive Session: None.

Motions Summary:

- ❖ 5:36 pm, Kerri Mixon makes a motion to approve the consent agenda. Rebecca Wolfe seconds. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.
- ❖ 5:54 pm, Kerri Mixon makes a motion to discuss thanking companies that donate supplies to us. Brenda Combs seconds. The board votes:
 - In favor: All.
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 - In favor: All
 - Against: None
 - Abstentions: None.
- ❖ 6:25 pm, Kerri Mixon makes a motion to send out the postcards. Brenda Combs seconds. The board votes:
 - In favor: All.
 - Against: None.
 - Abstentions: None.

Actions Summary:

- ❖ The consent agenda is approved.
- ❖ Kerri Mixon will print, stamp, and send out postcards to promote our upcoming fundraiser.

Future Action:

- ❖ None.

Current Unfinished Business:

- ❖ None.

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

Please send any corrections to the minutes to Danielle Carlson.