



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

January 11, 2023

5:30 pm - 6:30 pm

*Official Run Time: 5:35 pm - 6:39 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

**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, 5:35 pm

### **Roll Call:**

- ❖ Present: Kerri Mixon, Danielle Carlson, Susan Hueck, Brenda Combs, Rebecca Wolfe.
- ❖ Absent: Kenia Norales, Rashonda Anderson.
- ❖ Visual roll call of public attendees: 1

**Previous Minutes:** Approved

**Consent Agenda:** Approved

**Reports:**

- ❖ President Kerri Mixon:
  - Our most recent fundraiser, the large batch soapmaking event, raised \$813.83.
  - No one is submitting volunteer hours.
    - Members can submit their hours on a spreadsheet if they wish.
  - Donation receipt letters are going out by January 31st.
- ❖ Secretary Danielle Carlson: None.
- ❖ Treasurer Brenda Combs:
  - SDC officially has \$595.35 in the Paypal account.
- ❖ General Board Members: None.

**Previous Unfinished Business:** None.

**New Business:**

- ❖ 5:40 pm, The Program and Governance Committee meeting notes are struck from the consent agenda. They were not received in time for review by the board before the meeting.
- ❖ 5:41 pm, Kerri Mixon makes a motion to approve the consent agenda as amended. Rebecca Wolfe Seconds. The board votes:
  - In favor: All.
  - Against: None.
  - Abstentions: None.
- ❖ 5:51 pm, Susan Hueck passes the Award of Tremendous Gratitude to Danielle Carlson for her work as Secretary.
- ❖ 5:53 pm, Progress report from the Governance Committee.
  - At the next meeting, the committee needs to discuss possibly switching from Adobe Forms to Google Forms. Danielle Carlson is proficient with Google products.
  - Our California Tax Exempt Application is set to be turned in. This is due by June 31st. The federal one due to the IRS must be turned in by June 31st, 2024. It must also be turned in with 3 years of projected budgets.

- The government now recommends that non-profits have a surplus in case of an emergency, inflation, or event, like a pandemic.
- ❖ 6:02 pm, Progress report from the Program Committee.
  - We received more soap donations from Danielle Carlson (15 bars) and Kerri Mixon (10 bars).
    - These bars were donated to San Diego Burn Institute on December 14th, 2022.
- ❖ 6:06 pm, Discussion on Soap Request Forms.
  - Charities are now sending us request forms.
  - Issue: Some charities have been sending incomplete forms, which we cannot accept and process.
  - Go to Google Workspace → Board Members → Program Committee → Soap Request Forms. Here you can see all of the Soap Request Forms that we have received. A master list of forms and charities has been created.
  - There is only one charity that has an acceptable Soap Request Form at the moment: Hundred Nights Inc. in New Hampshire. The rest have issues, such as missing signatures or unidentifiable EIN numbers.
  - Susan Hueck will be the board member who contacts charities that need to fix their Soap Request Form.
  - It is the job of the Program Committee to review the charity master list and decide which charities we should reach out to about needing a soap donation or not.
- ❖ 6:16 pm, Kerri Mixon makes a motion to approve making a donation of soap to Hundred Nights Inc. in New Hampshire. Brenda Combs seconds. The board votes:
  - In favor: All.
  - Against: None.
  - Abstentions: None.
- ❖ 6:19 pm, Continuance of the Program Committee Progress Report.
  - The committee will discuss how to promote the Soap Donation Center at the Handcrafted Soap and Cosmetics Guild (HSCG) Annual Conference.
- ❖ 6:24 pm, Rebecca Wolfe suggests that we have a standard email that goes out to charities with incomplete applications.
  - This will be addressed in the Program Committee meeting.

- ❖ 6:28 pm, Rebecca Wolfe suggests changing the wording on the Soap Request Form from “Wet Signature” to “Hand Signed” or other because some people may not understand what “wet signature” means.
  - Brenda Combs suggests adding more information in parentheses under the signature block on the form.
- ❖ 6:33 pm, Continued discussion on promoting Soap Donation Center at HSCG Conference.
  - We may want to think about making some customized promotional items to hand out.
  - The Program Committee will discuss if this is within our budget. Please think of some things that we could take to the conference.
- ❖ 6:37 pm, Discussion on contacting Hundred Nights Inc. to let them know they have been approved for a donation.
  - Susan Hueck will be the one to contact them. She will ask how many bars they would like to request.

**Adjournment:** President Kerri Mixon, 6:39 pm

**Executive Session:** None.

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**Motions Summary:**

- ❖ 5:41 pm, Kerri Mixon makes a motion to approve the consent agenda as amended. Rebecca Wolfe Seconds. The board votes:
  - In favor: All.
  - Against: None.
  - Abstentions: None.
- ❖ 6:16 pm, Kerri Mixon makes a motion to approve making a donation of soap to Hundred Nights Inc. in New Hampshire. Brenda Combs seconds. The board votes:
  - In favor: All.
  - Against: None.
  - Abstentions: None.

**Actions Summary:**

- ❖ Approval of the consent agenda as amended.
- ❖ Approval of a soap donation to Hundred Nights Inc.

**Future Action:**

- ❖ Approval of the Program Committee and Governance Committee meeting notes from November that were struck from this meeting's consent agenda.

**Current Unfinished Business:**

- ❖ None.

**Next Board Meeting on February 8, 2023, at 5:30 pm Pacific**

Please send any corrections to the minutes to Danielle Carlson.