

Tasks and commitments arising from Skookum board meeting of April 7, 2015

	Task/commitment	Who	When
****	Write up a manual on how to run the Fall Fair cider-pressing	David	May 2015
****	Final report on Gleaners project for 2014	David	Feb. 2015
***	Make sure that all paperwork is properly organized and filed at Kingfisher Used Books	David	AGM
**	Refine the budget so that it applies to the upcoming fiscal year (April 1, 2015 to March 31, 2016)	Edward	May 2015
**	Work with Kevin Wilson & Kevin Harding (BCCA) to investigate possibility of BCCA presence at May weekend of Urban Homesteading School	David	May 2015
*	Register the Association to participate in the emergency preparedness fair	Dan	ASAP
*	Look into making some kind of online application form connected to the Association's PayPal account	David	Mar. 10, 2015
	Prepare a report on the results of the members' survey	Chris	May 5, 2015
	Respond to Industry Canada survey	Edward	ASAP
	Get a PST number for the Association	Edward	ASAP
	Revisit, review TAP contracts with Kevin Wilson, Wendy Pelton, & Sunshine Organics/Ecosystems	New board	ASAP
	Purchase general liability insurance	Dan	ASAP
	Get a \$100 cheque & card to Kevin in recognition of his support for the website	Edward	ASAP
	Coordinate the Report from the Directors	David	May 5, 2015
	Meet to review year-end financial report	Laura, Chris, Edward	Apr. 12, 2015
	Circulate year-end financial report to all members, including those who have opted out of members@skookumfood.ca	Laura	Apr. 24, 2015
	Depreciate the Association's assets in the general ledger	Chris	Apr. 12, 2015

Move the Tattler lids from fixed assets to inventory in the general ledger	Chris	Apr. 12, 2015
Reply to Emma Larocque, asking to have a ticket set aside for the Rx Wellness Education Night	David	ASAP
Pass link to the Community Spaces Program along to Patricia Wilkinson for her to evaluate	David	ASAP

Resolutions brought forward at the Skookum board meeting of April 7, 2015

Resolution	Outcome
That the board accept the minutes of the board meeting of February 17, 2015 as circulated.	Passed.
That the board accept §3.4.6 ("Role of the Project Director"), §7 ("Community Partnerships"), §8 ("Member and Board Relations"), §9 ("Project Policy"), Appendix B ("Before you Partner Checklist"), & Appendix C ("While Working in Partnership") of the board policy manual, as previously circulated by Laura, pending minor edits to §9.5.2.	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of April 7, 2015

Present

- Laura Berezan
- Chris Matheson
- David Parkinson
- Edward Sanderson

1. Opening business

1.1. Board member sign in

All board members present signed the attendance sheet.

1.2. Agenda (accept or revise & accept)

The board accepted the agenda as circulated.

1.3. Minutes of board meeting of February 17, 2015 (accept or revise & accept)

The board resolved to accept the minutes of the board meeting of February 17, 2015, as circulated. The resolution passed by consensus.

1.4. Review of tasks/commitments from board meeting of February 17, 2015

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of February 17, 2015, with the results as indicated in the table on the first page of these minutes, where the number of asterisks next to a task shows how many times this task has been carried forward.

1.5. Policy review

The board resolved to accept §3.4.6 ("Role of the Project Director"), §7 ("Community Partnerships"), §8 ("Member and Board Relations"), §9 ("Project Policy"), Appendix B ("Before you Partner Checklist"), & Appendix C ("While Working in Partnership") of the board policy manual, as previously circulated by Laura, pending minor edits to §9.5.2. The resolution passed by consensus.

2. Correspondence

David & Edward reported that Industry Canada sent another Annual Survey of Canadian Co-operatives, requiring that the Association send information about the number of members, employees, volunteers, male and female directors, whether the Association is a non-profit or charity, & a breakdown of sales, according to various categories. Edward will respond to this survey.

3. Treasurer's report

Because the bookkeeper Chris had not yet received the Association's statement from First Credit Union by the time of this meeting, there was no Treasurer's report for March 2015. The balances in the Association's accounts were \$9721.16 in the chequing account; and \$1139.48 in the savings account (cash reserve); both as of March 31, 2015.

3.1. Provincial Sales Tax

Edward reported that his research indicated that the Association would need to collect and report PST on all sales. He will work on getting a PST number for the Association.

In the course of this discussion, the board realized that the new arrangement for The Abundant Pantry, whereby Kevin Wilson & Wendy Pelton are now splitting the Coordinator's share of the

profit, will likely require a revision of Wendy's contract and the creation of a new contract for Kevin. The changes in PST collection & reporting might require a revision of the contract with Sunshine Organics/Ecosentials.

4. Business arising from previous minutes

4.1. Square for taking payments

The board acknowledged that the demand for this service did not appear to be high enough among TAP users to justify the expense & complication of setting it up.

4.2. Insurance

As Dan was absent, there was no update here on the purchase of a general liability policy.

4.3. Members' survey

Chris will prepare a report for the board, of which he will present some highlights at the Annual General Meeting on May 5.

4.4. Events calendar

This project being somewhat in limbo after Pete's departure, the board agreed that it will fall on the incoming board to decide how to prioritize and move ahead with it.

4.5. Board professional development

Laura having offered to provide the incoming board with some governance training after the Annual General Meeting, this item is to be tabled until such time as the new board decides how to prioritize and deal with it.

4.6. Emergency preparedness

David will follow up with Dan & Wendy to work out the details of staffing a table at this event on May 2, 2015.

4.7. Online membership application

David reported that he had not had time to work on this, but will do so.

4.8. Money for web hosting

The board recognized Kevin Wilson's efforts above and beyond the call of duty to provide support to the Association's website, especially in the face of persistent hack attacks that need to be dealt with swiftly. A resolution came forward to present an honorarium to Kevin in the amount of \$100 CDN in thanks for his work & support. Edward will get a cheque & card to Kevin.

5. Recurring business

5.1. Acknowledgments & gratitude

There was no one needing special recognition this month.

5.2. Events & member engagement

5.2.1. Seedy Saturday

David reported that the event was successful again for the Association, with many good conversations with existing & prospective members, five new membership applications, &

lots of attention to The Abundant Pantry, thanks to Wendy's presence there for the entire day.

5.2.2. Members' social wrap-up

The board acknowledged that, although the food was very good, the attendance was not great, although the conversations were fruitful and valuable. Laura noted that it was effective to target members who normally do not attend the Association's events and give them personal invitations by phone or in person.

5.3. Membership

David reported that as of the date of this board meeting, the Association had 194 memberships & 267 members; this represented an increase of nine memberships & 11 members since the previous board meeting.

5.4. Projects

5.4.1. Abundant Pantry

Edward reported that the outcome of the March order was a bit of a mess, with a shortfall of approximately \$77 due to Melissa Call of Ecosentials not having sent price updates to Barry Bookout before the carts opened, with the consequence that members were ordering items on the basis of incorrect prices. Although Coordinator Wendy Pelton was willing to absorb the loss from her share of the profit, the board agreed that this was not acceptable; nor would it be possible to pass the shortfall along to the members whose orders would have been affected by price changes. Instead, the shortfall will be charged off against the Association's share of profits from past orders.

Edward reported that Melissa has put a new system in place that should allow Barry to add all price changes into the Abundant Pantry database at any point, even after the shopping carts have been opened in a given order cycle. It will also be possible for a member to see any price changes that might have gone in after items have been added to her/his cart and before the carts are closed, so that s/he can evaluate whether a price increase is enough to remove that item from the cart.

5.4.2. Rancho Vignola Spring Clearance

David reported that the last details of the Rancho Vignola order spring clearance order were finished, with over 30 members participating and total profit of just over \$500 (to be divided equally between the Association and the Coordinator David). The weighing, splitting, & sorting was a considerable amount of work and it would have been easier to do that in a larger space, so David will think about this for next year. David will produce a report for the board.

6. New business

6.1. AGM planning & restocking the board

As part of planning for the Annual General Meeting on May 5, the board decided:

- to clear out as many of the remaining Tattler lids as possible, by offering them to members at a deep discount (e.g., 50%);
- that Laura will chair the meeting;
- that David will take responsibility for pulling together the various pieces of the Report from the Directors, including a few remarks from Chris (members' survey), Wendy (Abundant Pantry), Laura (strategic plan), and others as appropriate;
- to enlist the support of Giovanni Spezzacatena in planning the event and sending out an invitation to members that will make the maximum appeal and bring out as many members as possible;

- to have Jacqueline Huddleston prepare a couple of main dishes for the usual fee of up to \$150, with the board bringing salads, sides, desserts, as directed by Jacqueline, thus eliminating the potential barrier to attendance of asking members to come with a potluck dish.

6.1.1. Year-end financial report

Chris, Edward, & Laura decided to meet to review the year-end financial report as prepared by Chris. This meeting will take place at 3:00 PM on Sunday April 12 at Chris' place. By law, the financial statement must be circulated to members at least 10 days before the date of the general meeting, so Laura will be responsible for emailing it to all members no later than Friday April 24.

Chris will begin to depreciate the Association's assets, since this has not been done previously. The board felt that it would be too complicated to depreciate them retroactively, since this would invalidate all previous year-end statements. Chris will also move the Tattler lids from fixed assets to inventory in the general ledger.

6.2. Rx Wellness Education Night

David brought forward an invitation from Emma Larocque, who is organizing an evening centred on wellness on Saturday June 6. A ticket to the event is to be set aside for a representative of the Association, in order to attend and answer questions about the Association & its activities. The board directed David to reply to Emma and ask to have a ticket set aside, with the proviso that the new board might re-evaluate this.

6.3. Community Spaces Program

The board discussed the Community Spaces Program of Federated Co-operatives Limited as a potential source of funding for the Gleaners project. David will pass the information & link to the application materials along to Patricia Wilkinson, who had expressed interest in helping to write grants to support that project.

7. Next meeting

As the next regularly scheduled meeting would take place after the Annual General Meeting on May 5, the board decided not to schedule a meeting unless an urgent need to do so arises in the next couple of weeks.