

Skookum Food Provisioners' Cooperative

Board meeting minutes - Tuesday July 19, 2016

Present: Jillian Amatt, Jessica Fischer, Barbara Trottier, Alane Wilson (recorder), Ioni Wais, Dan Glover (chair)

Absent: Debbie Joslin

1. Opening Business:

1.1 Board member sign in – the meeting started @7pm

1.2 Agenda – Added: Item 4.4 (Fruit Baskets/Pickers); 6.1 Succession Planning; 6.2 Records & Retention; 6.3 Brochure

1.3 Minutes of June 28 board meeting – reviewed and accepted.

2. Correspondence – none submitted.

3. Treasurer's report – J. Amatt reported the following financials:

\$6183.41 in CU acct

\$1296.23 Savings acct

\$95.76 Paypal acct

\$178.00 PR dollars (cash)

\$524.00 PR dollars (acct)

4. Business arising from previous minutes:

4.1 Blackberry Festival & Fall Fair. D. Glover: does Skookum want to be at the Blackberry Festival? Agreement that being visible is a good idea but only if members step up to help. J. Amatt: we really need to have something to give away or sell. Discussion followed as to what sorts of things this could be: cider, fruit leather, bags, seed pots, fresh fruit, veggie starts. All good ideas but cost and time are factors. J. Amatt will go ahead with the bag orders, and check into the seed pots. Having the cider press on show at the BB Festival would be good as a way of showing what we do, along with the rental information. For the Fall Fair, the plan is still a call for volunteers in early September, and an apple cutting ahead of time.

4.2 A. Wilson reviewed for the Board the roles of the Secretary and Membership Director as set out in the Skookum Board Manual, and the Secretary's Manual, which are not congruent. The Board agreed that D. Parkinson can be named as Membership Director, and does not have to sit on the Board. He will provide a membership report monthly. The Secretary's Manual will be edited to match the Board Manual.

4.3 Review of Tasks & Commitments. Please see separate document following these minutes.

4.4 All agreed that a bulk purchase of fruit baskets is a great idea. Skookum members will be able to buy through the coop. D. Glover will look for a wholesaler.

5. Recurring Business:

5.1 Abundant Pantry – Nothing new to report, as the situation with Ecoessentials is still unclear. The Board agreed that \$300 payment should be made to Jeremy of Buying Club Software for work already done. (To recap, TAP has been dormant since Skookum lost the use of the Oklahoma Co-op software when Kevin Wilson switched to a new server provider, and Barry Bookout left town and was no longer available as our tech support. In the meantime, the TAP team has been road-testing a new online software system (<http://buyingclubsoftware.com>).)

5.2 Memberships – D. Parkinson reported the June numbers:

Number of memberships:	226
Number of members:	315
Number of joint memberships:	89

5.3 Event Planning: in addition to those events already minuted, J. Fischer reported that Ryan Nassichuk from Quadra Island was firm on his fee for a class (\$600). Discussion followed as to the value offered and whether local people could provide a similar class. The general feeling was to not to proceed. J. Fischer also reported the cheese maker from Salt Spring was very expensive, plus was booked up; and no response from Mother Nature about a time for a microgreens class. A movie night in the winter was suggested.

6. New Business:

6.1 Succession Planning: specifically, this item was about creating and populating a Board calendar that lists all our usual events and deadlines. This might also include various granting agencies' deadlines for grant application. D. Glover will talk to D. Parkinson and get the list/calendar started.

6.2 Records & Retention: J. Amatt noted that former Board member Chris Matheson is Skookum's bookkeeper and currently is the unofficial holder of financials and year-end records. There needs to be a policy for retention, and for the housing of official documents. A. Wilson noted that, contrary to stated policy, Kingfisher Books has no documents. All agreed that a retention policy should be developed, and a non-commercial home for official documents found. A. Wilson volunteered to write the policy and also approach the library as a home for the documents...the goal being to have these in place before the next AGM.

6.3 Brochure: J. Amatt showed the Board the draft brochure. Comments were offered, and revisions will be made.

7. Next Meeting: August 16, 2016 @ A. Wilson's (3470 Tweedsmuir Ave)

Meeting adjourned 8:45pm.

4.3 Review of Tasks/Commitments

DAN

- Talk to David Parkinson about using the Townsite United Church for storage of equipment (eg, the dehydrator is there now)
- Talk to Kevin Wilson about a presentation in future. Carried forward
- Talk to D. Joslin about being the Project Director. Done

JILL

- re-write rental agreement for cider press – on hold until there is a permanent housing/loan arrangement. G. Burkinhill still willing to do for now.
- Design and order a new Skookum backdrop display (tapestry), \$120 approx. Carried forward, but underway. One suggestion was to get something to use in the interim.
- Investigate bulk order of litre jars for cider...send a message out for jars from members?
- Investigate cost of cards/postcards - done

BARBARA

- Continue to check into grant applications with the Credit Union – Carried forward but noted that the granting period is over for this year
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ALANE

- Revisit loan arrangement for cider press – Carried forward
- Clarify roles of membership director and Secretary – done, partially.
- Write records retention policy and find home for documents

DEBBIE

JESSICA

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ALL

Goals for the year – Find \$\$ for TAP and for speakers.