

Tasks and commitments arising from the Skookum board meeting of April 11, 2010

Task/commitment	Who	When
Draft a statement of the Association's values and principles, based on the ICA Statement on the Co-operative Identity; circulate among the board.	David	April 23, 2010
Start drafting the outline of a policy document regarding project management and commitments to community, coordination, and cooperative.	David	April 30, 2010
Follow up with Jonathan van Wiltenburg on a possible spot for the potato patch.	Sharon, Julie	April 18, 2010
Send a message out through the Food Security Project email list to seek a better piece of land that we might use.	David	April 18, 2010
Find out the requirements for opening a chequing account at First Credit Union.	Sharon	April 18, 2010
Open a chequing account at First Credit Union.	Sharon, Jan	April 30, 2010
Buy a ledger, receipt book, and whatever else is necessary for transacting the business of the Association.	Sharon	April 30, 2010
Create an online voting form for selection of the overall best logo; send link to board members; tabulate results.	Giovanni	April 30, 2010
Edit the board manual down to a much shorter simplified version for members and prospective members.	Jan	April 30, 2010
Pay \$20 for one membership share.	Brownie, Sharon	April 30, 2010
Find out what VIU's requirements are for booking a classroom for a public meeting.	Sharon	April 18, 2010
Book a room at VIU for Tuesday April 27; use the Food Security Project email list to advertise a public meeting.	David	April 18, 2010
Look at the online community calendar; find a set of potential dates for the first general meeting sometime in mid-June.	David	April 18, 2010
Look into the summer employment program offered through Service Canada to see if we qualify; report back to board.	Jan	April 18, 2010

Resolutions brought forward at the Skookum board meeting of April 11, 2010

Resolution	Proponent	Outcome
That the board accept Giovanni Spezzacatena's application for membership in the Association.	David	Passed.
That the board appoint Giovanni Spezzacatena as director of the Association.	David	Passed.
That the Secretary be permitted to make audio recordings of board meetings in order to make it easier to record minutes, under the proviso that all copies of digital audio files will be destroyed once the resulting minutes have been accepted by the board.	David	Passed.
That the Association adopt the Statement on the Co-operative Identity as a general statement of its values and principles.	Brownie	Passed.
That David Parkinson serve in the office of President of the Association until the next general meeting.	Giovanni	Passed.
That Julie Thorne serve in the office of Vice President of the Association until the next general meeting.	David	Passed.
That Sharon Deane serve in the office of Treasurer of the Association until the next general meeting.	David	Passed.
That David Parkinson serve in the office of Secretary of the Association until the next general meeting.	Jan	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of Sunday April 11, 2010

Present

- Pam Brown
- Jan Burnikell
- Sharon Deane
- David Parkinson
- Giovanni Spezzacatena
- Julie Thorne

1. Introductory business

Our incorporation was made official on April 6, 2010, with the initial subscribers being Pam Brown, Jan Burnikell, Sharon Deane, David Parkinson, and Julie Thorne. These five initial subscribers became the first directors and appointed Giovanni Spezzacatena as director after accepting his application for membership.

- David proposed a resolution that the board accept Giovanni Spezzacatena's application for membership in the Association; this resolution was passed unanimously.
- David proposed a resolution that the board appoint Giovanni Spezzacatena as director of the Association; this resolution was passed unanimously.

David proposed the resolution that the Secretary be permitted to make audio recordings of board meetings in order to make it easier to record minutes, under the proviso that all copies of digital audio files will be destroyed once the resulting minutes have been accepted by the board. This resolution was passed unanimously.

2. Business arising from previous minutes

2.1. Values and principles

The board discussed the question of how to finalize our statement of values and principles. We took another look at the International Co-operative Alliance's Statement on the Co-operative Identity and Brownie's proposed revision of those values and principles.

Brownie proposed the resolution that the Association adopt the Statement on the Co-operative Identity as a general statement of its values and principles; this resolution was passed unanimously.

David offered to draft a statement of the Association's values and principles, based on the ICA Statement on the Co-operative Identity. He will circulate this draft at least one week ahead of the next board meeting as a basis for discussion and refinement.

2.2. Projects

2.2.1. General discussion

The board discussed the general structure of projects and the policies that we will want to put in place to ensure that each project provide a benefit to the community, to the coordinator(s), and to the cooperative.

David pointed out that even if we assume a project which delivers a 10% benefit to the community, 10% to the coordinator(s), and 5% to the cooperative, that means losing 25% off the top. We need to develop clear policies about this, so that our members understand and support our commitments. These commitments might vary from one project to another, depending on the amount and complexity of the job of coordination. We will also need to decide, possibly on a case-by-case basis, whether these 'commitment costs' are paid out in the form of money or percentage shares of the resulting product (or some combination of the two).

David will start drafting the outline of a policy document regarding project management and commitments to community, coordination, and cooperative. Giovanni will help with this draft.

2.2.2. Potato patch

No significant update on this project. The board agreed that Maureen Calvert's piece of land is not going to work well for potatoes, since it is covered in grass and will be full of wire worms for a couple of years at least.

David reported that Jonathan van Wiltenburg has found a possible spot. Sharon and Julie will follow up with him on this.

David agreed to send a message out through the Food Security Project email list to seek a better piece of land that we might use.

2.2.3. Fruit Tree Project

On April 6, 2010, Jan and David met with Anne Michaels to talk about the Fruit Tree Project and how the cooperative can get involved and help manage this project. Anne reported that she is in the early stages of developing a partnership with a charitable organization which serves people with special needs. The plan is that Anne will be funded through this charitable organization to organize sorting and processing of fruit with the special-needs folks.

In the meantime, while Anne sorts this out, we will need to start taking on some of the tasks of the project: maintaining a list of pickers and tree owners; finding tools and equipment; securing storage space; developing policies; planning work parties; etc.

We still need to sort out the policies regarding who pays to participate in which aspects of the Fruit Tree Project's activities. We are still considering a two-tiered fee structure, whereby people might pay \$5 to be on the list of potential pickers or pay \$20 to belong to the cooperative and then possibly pay additional fees to participate in canning bees and so on.

David intends to get together with Environmental Health Officer Mark Huddleston and will advise Brownie, Jan, and Anne when he has set something up, in case they want to meet with Mark and learn about the regulations and best practices for food production and processing.

Jan suggested expanding the Fruit Tree Project to encompass produce. This is something that Anne Michaels has wanted to do, but it has been impossible for her to organize any additional activities. We may want to look into this.

2.3. Directors and offices

The first directors, consisting of the five initial subscribers plus Giovanni Spezzacatena, filled the offices of President, Vice President, Treasurer, and Secretary as follows:

- **President:** Giovanni proposed the resolution that David Parkinson serve in the office of President of the Association until the next general meeting; this resolution was passed unanimously.
- **Vice President:** David proposed the resolution that Julie Thorne serve in the office of Vice President of the Association until the next general meeting; this resolution was passed unanimously.
- **Treasurer:** David proposed the resolution that Sharon Deane serve in the office of Treasurer of the Association until the next general meeting; this resolution was passed unanimously.
- **Secretary:** Jan proposed the resolution that David Parkinson serve in the office of Secretary of the Association until the next general meeting; this resolution was passed unanimously.

Brownie, Julie, and Giovanni will serve as directors with no office.

2.4. Credit Union account: signing privileges

After a brief discussion of whether or not to have one or two signers on our not-yet-opened Credit Union account, David proposed the resolution that Jan and Sharon be co-signers on the account. This resolution was adopted unanimously.

Sharon will find out from the Credit Union what paperwork they require in order to open a chequing account for the Association. She and Jan will find a time when they can both go in and sign for the account, arrange to get cheques, etc.

Sharon will buy a ledger, receipt book, and whatever else is necessary for transacting the business of the Association.

2.5. Logo

Giovanni reported that he has been working on a few designs for logos for the Association. He will create an online voting form and send the information out to the board before the next board meeting.

2.6. Members' manual: Introduction to the cooperative

Jan agreed to take the manual that David had started to assemble and strip it down to a very basic introduction to the cooperative for members and prospective members. The longer more detailed version could become a board manual, but we do need something simple and clear for members. David will email this document to Jan and she will start editing it down.

3. New business

3.1. Membership

Giovanni, David, Jan, and Julie paid \$20 for one membership share each. Sharon (Treasurer) took this money and will deposit it as soon as we have an account at the First Credit Union.

Brownie and Sharon will pay for their membership shares before or at the next board meeting.

3.2. Public information meeting

David proposed that we start to publicize the existence and intentions of the cooperative to the public, as well as recruit members. The board discussed using the time after the next Kale Force meeting (May 12), and David urged the board to consider moving quicker, since we need to recruit members before the first general meeting (see item 3.3). The board agreed that we could use one of the classrooms at Vancouver Island University, which are made available for free to not-for-profit organizations. Sharon will find out what the requirements are and let David know, so that he can go ahead and book a date and time for an introductory meeting and conversation. The board agreed that a date early in the week towards the end of April would be best. David will check the online community calendar see if he can book a room at VIU, ideally for Tuesday April 27; David will use the Food Security Project email list to advertise this public meeting.

3.3. General meeting

The Association is required by law to hold its first general meeting within three months of the date of incorporation, at which time the membership will elect directors. The board discussed this and decided to begin planning a general meeting to be held no later than July 6, 2010.

David will look at the online community calendar and report back by the next board meeting. The board agreed that a date somewhere around mid-June would be ideal, before people start to disappear for summer.

3.4. Summer employment program

Jan had offered to look into the summer employment program offered through Service Canada to see if we qualify. We are too late to apply for this year. Jan will find out about the Job Creation Program and report back to the board on this.

4. Meeting schedule and next meeting

The board agreed to continue meeting every two weeks, with the next meeting being Friday April 30, 5:30 PM, at Giovanni's and David's house.