

Tasks and commitments arising from the Skookum board meeting of April 30, 2010

Task/commitment	Who	When
Lead the editing of an introductory members' information flyer with frequently asked questions	Jan; with Brownie, Giovanni, David	June 23, 2010
Review Values and Principles document before next board meeting so that we can make final amendments and accept	Board	May 14, 2010
Stop in at the Credit Union on Saturday morning and sign the account	Brownie, Jan, Julie, David	May 1, 2010
Buy ledger and receipt books	Sharon	ASAP
Get together to straighten out incoming and outgoing money to date	Sharon, David	May 14, 2010
Help Sharon find a lockable two-drawer filing cabinet	Board	ASAP
Find out about the cost of a stamp	Sharon	May 14, 2010
Report on time and manner of giving notice of the general meeting	Jan	May 7, 2010
Contact prospective members who might be willing and able to serve as directors.	David	May 14, 2010
Make an appointment with the Co-operators to find out about insurance options.	David	May 7, 2010
Contact WCB about workplace safety guidelines for FTP.	David	May 7, 2010

Resolutions brought forward at the Skookum board meeting of April 30, 2010

Resolution	Proponent	Outcome
That Jan and Sharon be considered 'primary signers' of our chequing account, and that the other first directors (Brownie, David, and Julie) be considered 'secondary signers', with signing privileges to be exercised only when one or both of the primary signers is/are unavailable.	David	Passed.
That no reimbursement will be made without a receipt.	David	Passed.
That the Association accept the membership applications from Trish & Graham Cocksedge (joint); Jacqueline & Mark Huddleston (joint); Rin Innes; Corey Matsumoto; Anne & Cecil Michaels (joint); Martin Mitchinson; Denise Reinhardt; Victoria Thornton; and Bryon Wheating.	Julie	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of Sunday April 30, 2010

Present

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

1. Accept agenda

The agenda was accepted.

2. Accept minutes of previous meeting

The previous minutes were accepted.

3. Business arising from previous minutes

3.1. Documentation

3.1.1. Manuals and fact sheets

Jan had taken on the task of paring down the 39-page manual that David had started putting together, with the intention of producing a manual for our members. The board discussed the appropriate level of detail that we should be giving to prospective and new members, and decided to produce a very short introductory flyer, up to the equivalent of four 8½" x 11" pages of text answering some of the question that members are likely to ask about the rights and responsibilities of membership, joint memberships, and so on.

Jan will continue working on this in collaboration with Brownie, Giovanni, and David. The board agreed that this should be completed before the general meeting of June 23, 2010.

3.1.2. Values and principles document

The board reviewed the **Values and Principles** document which David sent out by email on April 21. The board decided that it was close to being accepted as a working document of the cooperative, with the following changes:

- Instead of adding in the new principle **Environmental Stewardship**, as suggested by Giovanni, we will change the name of the principle **Concern for Community** to **Concern for Community and Environment**;
- Julie will review and edit the principle **Fairness and Transparency**, to make the language simpler and more positive.

David suggested that all directors review this document one last time before the next board meeting. The board agreed that it would be good to accept this document as an official policy document of the cooperative at the next board meeting.

3.1.3. Policies document

David mentioned that he has started working on the outline of a **Policies** document, using the **Values and Principles** document as the skeleton. For example, from the principle **Education, Training, and Information** we can derive a set of policies that describe how we realize this principle: e.g., manuals, primers, members' educational evenings, etc.

David offered to work on this collaboratively with one or more other directors. He will continue to develop it until such time as the board can find time to work on it.

3.2. Financial

3.2.1. Credit Union account: signing privileges

When Jan and Sharon opened our chequing account at the First Credit Union in Powell River, the Credit Union suggested that all the first directors have signing privileges. This is how the account is set up, so in order to ratify and clarify this, David proposed the resolution that Jan and Sharon be considered 'primary signers', and that the other first directors (Brownie, David, and Julie) be considered 'secondary signers', with signing privileges to be exercised only when one or both of the primary signers is/are unavailable. (Giovanni is not a signer, having not been one of the first directors.) This resolution was passed unanimously.

In order that Sharon can deposit outstanding monies into the chequing account, Brownie, Jan, Julie, and David will stop in at the Credit Union on Saturday morning and sign the account.

The board also discussed basic policy concerning reimbursement for out-of-pocket expenses. David proposed the resolution that no reimbursement will be made without a receipt. This resolution was passed unanimously.

3.2.2. Ledger and receipt book

Sharon will buy a ledger and receipt book for keeping our financial accounts in order. She is also looking for a lockable two-drawer filing cabinet for keeping papers in order at our registered address (Kingfisher Books). As soon as we have a lockable filing cabinet, David will organize the official documents which need to be kept at the registered address and take them to Kingfisher Books.

Julie mentioned that she has a two-drawer filing cabinet which might be suitable. She will see if it is adequate and let Sharon know. If that's no good, David can put out a request for a filing cabinet on Freecycle.

Sharon will ask her husband Peter about where we can buy a rubber stamp for documents, and how much that might cost.

3.3. Logo

We celebrated the fact that we have a Skookum logo!

3.4. Public information meeting: post-mortem

The board discussed the public information meeting held at Vancouver Island University on Tuesday April 27, 2010. The board decided that we do not need to hold another such information meeting before the record date of May 24, 2010. We will think about having a presence at the Open Air Market or other venues where prospective members are likely to be.

The board also decided that we need to supply refreshments at future public events.

4. New business

4.1. Preparing for the first general meeting

The board confirmed that June 23, 2010 is the date of the first general meeting. The meeting will take place at 7:00 PM at Vancouver Island University.

The board agreed to hold a special meeting of the board as close as possible to the record date (May 24, 2010), in order that we can accept all applications submitted close to the record date. Jan will not be present on the weekend of May 24, and this meeting must have a quorum of no fewer than four directors.

The board (minus Jan) tentatively agreed to meet on Monday May 24, 2010, for the purpose of accepting applications for membership.

Sharon confirmed that it is fine to tell applicants for membership that they may hand-deliver their applications to Kingfisher Books. She will speak to her husband Peter so that he knows to expect this.

The board discussed the possibility of introducing a special resolution to alter the wording in Rule 23 (**Entitlement of joint members to act as directors**), since the rule is potentially confusing. The board decided to wait until the next meeting to see if we need to introduce any special resolutions at the general meeting.

Jan will look into the sections of the BC Cooperative Association Act and Regulation governing the time and manner of giving notice of the general meeting. She will report this back to the board as soon as he has sorted it out.

David noted that we have a contact list of approximately 50 people in the david@skookumfood.ca email account. He has also been publicizing the cooperative and general meeting through the email list of the Powell River Food Security Project (~430 people). He will continue reminding prospective members of the general meeting and record date.

4.1.1. Recruiting new board member(s)

The board nominally consists of seven directors and currently has six. The board discussed the need to recruit at least one new director. All current directors expressed a willingness to continue serving on the board.

David will speak with some members and prospective members to see how we might fill the gap on the board.

4.2. Website

The cooperative has a blog but needs a proper website. David and Giovanni will work on this as time permits. For the time being, we can store information and documents on the blog.

4.3. Developing a policy for decision-making

The board discussed having Rin come to a board meeting and help us understand how we might use consensus decision-making. The board decided to wait until after the general meeting to have Rin come and work with the board, because the elected board might have different feelings about this, and also board meetings before the general meeting might be busy ones. David will contact Rin to let her know that the board is interested in having her work with us but wants to wait until after the general meeting.

4.4. Insurance

The board agreed that it needs to start learning how we might insure ourselves and our members against liability originating from our activities, particularly the Fruit Tree Project. We can do our best to provide training, ensure safe conditions, and have members sign waivers; but above and beyond that we might need to have insurance in place.

David will talk with the Co-operators as soon as possible. He will make an appointment and notify the other directors in case some are interested in learning about our options.

David will also find out from Workers' Compensation Board what steps we can take to ensure workplace safety.

5. Projects

5.1. Fruit Tree Project

The Fruit Tree Project team is now meeting every second Monday at 9:00 at the Step Above coffee shop over Quality Foods. So far this team consists of Anne Michaels, Brownie, David, and Jan.

At the most recent meeting, the team drew up a list of all the tools and equipment needed, as well as the procedures we need to follow, forms we need to have in place, etc. Jan and David wrote up minutes of this meeting.

David has begun talking with Harry Burton of the Apple Luscious Orchard on Salt Spring Island, whom we may bring to Powell River for one or more fundraising events, possibly in June.

Jan has been researching prices of ladders and other equipment we will need to purchase.

We had an offer of funding from Lyn Adamson at Career Link to help us purchase equipment such as an apple press.

5.2. Potato patch

The board decided that it's too late this year to get a potato patch started. Since this is a worthwhile project and likely to interest members and prospective members, the board will continue to find a way to borrow or lease land for next year, and try to prepare it before the next growing season begins.

5.3. Oats

Sharon and David are buying hull-less oats from Salt Spring Seeds in order to grow a patch of oats this year. This project might evolve into something we can get our members involved in next year and beyond.

5.4. Others?

There are no other projects on the horizon.

6. Recurring business

6.1. Acceptance of new members' applications

Julie proposed the resolution that the following applications for membership be accepted:

- Cocksedge, Trish & Graham (**joint**);
- Huddleston, Jacqueline & Mark (**joint**);
- Innes, Rin;
- Matsumoto, Corey;
- Michaels, Anne & Cecil (**joint**);
- Mitchinson, Martin;
- Reinhardt, Denise;
- Thornton, Victoria;
- Wheating, Bryon

This resolution was passed unanimously.

7. Next meeting

The next meeting will be on Friday May 14, 5:30 PM, at Giovanni's and David's house.