

Tasks and commitments arising from the Skookum board meeting of May 14, 2010

Task/commitment	Who	When
Ask John Restakis about Rule 23	David	May 17, 2010
Ask Marty Frost about Rule 23	David	May 28, 2010
Read and annotate Rules	Julie	May 28, 2010
Complete share certificate, send around to board for vetting	David, Giovanni	June 4, 2010
Finish FAQ document for mailout to members	David, Giovanni	June 4, 2010
Send outline of agenda for general meeting to the board	David	May 28, 2010
Ask Anne Michaels if she ever presented to the City of Powell River about the Fruit Tree Project	David	May 28, 2010
Send out Values & Principles document for final read-through	David	May 28, 2010
Come up with ideas with fundraising	Giovanni	June 4, 2010

Resolutions brought forward at the Skookum board meeting of May 14, 2010

Resolution	Proponent	Outcome
That the board reimburse the four expenditures (\$25 & \$32.82 to Sharon; and \$250 & \$31.58 to David).	David	Passed.
That the Association accept the membership applications from Michael Dubois; Nola Poirier; Rob Southcott; and Ann Trousdell.	David	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of May 14, 2010

Present

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

1. Agenda (accept or revise & accept)

The agenda was accepted with the addition of items 7.1.3 ("Taves property") and 7.1.4 ("Project: Mushroom").

2. Minutes of previous meeting (accept or revise & accept)

The minutes of the previous meeting were accepted with one addition to the list of tasks and commitments: David was supposed to follow up with the Workers' Compensation Board to get information on workplace safety guidelines (mainly for the Skookum Gleaners project).

This led to a discussion of how best to track these tasks and commitments from one meeting to the next. Rather than add an item to the agenda of each meeting where we run through the complete list of tasks and commitments from previous meetings, David as secretary will make sure that all these items are carried forward onto the agenda of subsequent meetings, as subpoints to the main points.

3. Correspondence

The Canada Revenue Agency sent us a form to fill out and return so that they can complete our business registration. David will fill this out and return it.

4. Treasurer's report

Sharon reported that she bought a ledger and receipts and is carrying over all incoming and outgoing transactions into the ledger. She will be issuing receipts for all incoming payments.

David reported that he filled out and submitted the Notice of Change in Directors form in order to add Giovanni to the board, since Giovanni came onto the board by appointment and not as one of the first directors at the time of incorporation. The cost of this filing is \$20 and David will give Sharon a copy of his credit union statement as soon as it comes in.

Sharon reported reimbursements to herself of \$25 for the membership share at the First Credit Union and \$32.82 for the ledger and receipt book.

David will be reimbursed \$250 for the incorporation filing and \$31.58 for the name search.

The board discussed how to be accountable for reimbursements and expenses in general, specifically whether to make a resolution for each reimbursed expense or whether to make a resolution to acknowledge all transactions reported by the treasurer.

David proposed the resolution that the board reimburse the four expenditures named above (\$25 & \$32.82 to Sharon; and \$250 & \$31.58 to David). The resolution was passed by consensus.

5. Old business

5.1. Preparing for the first general meeting

5.1.1. Special resolutions

The board looked over the text of the special resolution to be proposed at the general meeting. This special resolution will cover amendments to Rules 157, 158, and 159

allowing the board to notify members by email of general meetings, and allowing anyone to notify the board by email.

The board discussed whether we need to amend other rules at the same time, since the Special Resolution filing will cost \$20, no matter how many rule amendments are passed at the general meeting.

For the general meeting in June, we will need to mail a packet containing the notice of the meeting, the text of the special resolution(s) to be brought forward, members' receipts (see §5.1.5), and possibly the FAQ document (see §5.3.1). If in future we allow our members to select an email option for notification, we will need to decide whether this means that we will only send the notice out by email, or by email and regular mail.

The board discussed the confusing provision in Rule 23: "Only one joint member of a membership is entitled to be a director of the Association at any one time unless that joint member or the other joint member is a member in his or her own right." David will ask John Restakis, Executive Director of the BC Co-operative Association, about this when they meet on May 17. David will also ask Marty Frost at Devco about this.

The board decided to pass around a hard copy of the Rules, with each board member annotating the hard copy for points which are unclear or confusing. Julie will take this copy first.

5.1.2. Notification to go out by mail

We will mail out the notice at least 14 days before the general meeting. Because we need to allow two business days for receipt of mail, this means that we need to get the packet mailed out by June 7 at the absolute latest.

5.1.3. Share certificates

David and Giovanni have been working on a share certificate. These need to be completed and ready for members to pick up at the general meeting.

5.1.4. FAQ document

David will continue to work on the draft which Jan created.

5.1.5. Other documents

David noted that according to the BC Cooperative Association Act every member is entitled to one printed copy of the Rules each year. He will advise members of this right, but will also suggest that people try to print out their own copies.

Sharon suggested that we send receipts for membership fees with the notification. David will get these receipts from Sharon early in June.

5.1.6. Agenda for general meeting

David will send out an outline of the agenda for the general meeting. Much of this is set out in Part 11 of the Rules.

5.1.7. Recruiting to the board

David has approached three members to see whether they were interested in participating as directors. With Brownie stepping down from the board, and an existing open slot on the board, we will have two vacant board positions. David will continue talking to potential board members to increase our chances that we'll have eager members willing to step onto the board.

5.2. Insurance

We received a quote from Westview Agencies for \$1m of liability coverage for \$800/year. Since we do not have the money now, the board discussed approaching the City of Powell River for assistance in meeting these insurance costs.

5.3. Documentation

5.3.1. Manual, FAQ

For discussion of the FAQ document, see §5.1.4 above.

We will continue to work on the manual that David prepared and Jan worked on, but this is not a high priority for right now. This will be a manual for actual and prospective directors.

5.3.2. Values and principles document

The board agreed that this document is almost ready to go out. David will take one more quick pass through it, send it out among the board, and then we can finalize it at the next board meeting.

5.4. Website

We will have a proper website at some point. For now, the blog site will suffice.

The board broke at this point for rhubarb cake with whipped cream.

6. New business

6.1. Cider press, oil expeller, & other equipment

The board discussed the problem of buying necessary equipment when we have little money and no steady cash-flow. There is no obvious solution to this problem, but we simply must move forward on getting equipment for the Skookum Gleaners project.

Jan suggested waiting until June 2, when she will be traveling to Courtenay, when we can get more information from Bill, the owner of the Cider Press. Shortly after that we will buy a cider press.

David plans to buy several oil expellers from Piteba in the Netherlands. He will try to find out what the taxes and duties will add to the cost.

7. Recurring business

7.1. Projects

7.1.1. Fruit Tree Project/Skookum Gleaners

The board agreed that it was fine to rename the Fruit Tree Project to Skookum Cleaners, at Anne's suggestion.

Anne gave David the contact list of pickers and some homeowners, and he will convert the database and start managing the information.

The team working on the Skookum Gleaners project is trying to find ladders and other equipment.

David will continue to work with Harry Burton from Salt Spring Island to bring him in for a presentation and workshop(s).

Giovanni offered to come up with some ideas for fundraising.

The board talked about the Edible Garden Tour and possibilities for using it to raise funds for Skookum and for other projects.

7.1.2. Oats

David and Sharon bought five packets of Salt Spring hull-less oats and have an agreement with Doug Brown to use his land in Wildwood. For the first year, this will be an experiment which we might expand in future years.

In general, we do need to start looking for appropriate pieces of land we might use for other growing projects next year and beyond.

7.1.3. Taves property

Julie went and looked at this property and considers the land to be "rough". The board agreed that we can keep an eye on this property for potential use by the cooperative, but will continue to look for suitable land.

7.1.4. Project: Mushroom

Nola suggested a project for preparing mushroom logs in late winter. This is a good project, because it's the sort of thing that individuals are not likely to take on by themselves; but getting a number of members together would achieve economies of scale.

7.2. Acceptance of new members' applications

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

- Dubois, Michael
- Poirier, Nola
- Southcott, Rob
- Trousdell, Ann

This resolution was passed unanimously.

8. Other business/roundtable

8.1. David's meeting with John Restakis, Executive Director of the BCCA

David will meet with John Restakis on May 17, and will ask about BCCA membership, insurance, fundraising, and other matters.

9. Next meeting

David, Giovanni, Julie, and Sharon will meet at 9:00 AM on Monday May 24 at the Step Above to accept membership applications submitted up until the deadline for admittance to the general meeting.

Next regular board meeting: Friday May 28, 5:30 PM, Giovanni & David's.