

## Tasks and commitments arising from Skookum board meeting of July 19, 2010

Task/commitment	Who	When
Check with Corey re setting up a system to pay printing costs on a monthly basis	Sharon	August 9, 2010
Track "in kind" donations of time/equipment/resources/etc that are not tracked through the bank	Nola	Set up/ongoing
Re-invoice (follow-up) on parts return for cider press	David	As appropriate
Check with Bill Price re his interest in presenting a workshop	Jonathan	August 9, 2010
Final additions to be made to Secretary's Manual	David	ASAP
Completion of Package for Incoming Board Members	David/Jan	Fall 2010
Check re availability/affordability of 8-Shields facilitator	Jacqueline	ASAP
Enter minutes on website so that most recent come up first for ease of reference	David	ASAP
Improve the appearance of the PayPal page on the website	Giovanni	ASAP
Familiarize self with contents of Martin Mitchinson's email concerning relations with existing businesses	Board	August 9, 2010
Develop library project	Julie/Sharon	Ongoing
Enter library into website as new project being developed	Giovanni	August 9, 2010
Determine what's involved in participating in Co-op Week	Giovanni	August 9, 2010
Find out if Manzanita will be pressing cider at the Fall Fair	Jan	August 9, 2010
Letter for financial support to Career Link	Jan/David	ASAP
Explore options re purchase of Falcon Ladders	Jonathan	August 9, 2010
Fill out CDPR form	David, Giovanni, Julie	August 7, 2010

## Resolutions brought forward at the Skookum board meeting of July 19, 2010

Resolution	Proponent	Outcome
That the minutes of July 5, 2010 be accepted as corrected.	David	Passed.
That the treasurer's report be accepted as presented.	David	Passed.
That the Association accept the membership applications from Carol Battaglio; Melissa Leigh; and Gayle Morton.	David	Passed.



# Skookum Food Provisioners' Cooperative

## Minutes of the board meeting of July 19, 2010

### Present

- Jonathan van Wiltenburg
- Julie Thorne
- Giovanni Spezzacatena
- Nola Poirier
- David Parkinson
- Sharon Deane
- Jan. Burnikell

### Guest member: Jacqueline Hutchinson

#### 1. Agenda

Presentation by Jacqueline becomes Item 5 with all subsequent section renumbered.  
Revised agenda accepted as presented.

#### 2. Minutes of previous meeting

Regrets: Nola Poirier (added)  
Minor typographical corrections made  
David resolved minutes be accepted as corrected. Passed by consensus.

#### 3. Correspondence

Email from UBC business institute to David re a proposed survey on new cooperatives.  
Email from Martin Mitchinson: see item 7.3. under New Business.

#### 4. Treasurer's Report

Sharon submitted a treasurer's report (attached).  
Harry Burton fundraiser raised \$764.53.  
Current balance is \$1324.66.  
Sharon will set up a (possibly monthly) payment schedule with Corey to more efficiently deal with printing costs.  
David notes we need to keep track of our required reserves relative to members. Sharon will do this.  
Following some discussion, we agreed that donations of material, equipment, or other "in kind" not tracked through the bank account be tracked through a separate system so as to reflect the actual costs of projects. Passed by consensus. Nola volunteered to take responsibility for this.  
David introduced a resolution that the treasurer's report be accepted. Passed by consensus.

#### 5. Jacqueline's presentation

Jacqueline presented a brief overview of the 8 Shield's Model of co-op organization, as well as other resources pertaining to organizational structure, potential problems and viable solutions. She notes she and Mark are motivated in this by his experience of co-op failure due to inappropriate limits on use of consensus structure for decision making. They hope SFPC can use this information to prevent similar problems from arising.

She encourages the board to design rules to safeguard the organization so that someone on the "fringes" is unable to sabotage group goals. She highly recommends *The Governance Toolbox*, which was put together

by a team of consultants after problems with the aforementioned cooperative were identified. The board is welcome to keep the books she brought along, which deal with this subject, as long as necessary.

## **6. Old Business**

### **6.1. Cider press Update**

The new part is in the process of being shipped. David will re-invoice when it is received.

### **6.2. Wrap-Up re Harry Burton Workshop**

General agreement that this was a success as a workshop and a fundraiser, with a good turnout and excellent feedback on the presentation. We would like to invite him back at some point, making a point of acquainting him ahead of time as to the level of experience/expertise of the audience.

Agreed we will also pursue a workshop with the expert on apple diseases whom Harry recommended.

Jonathan will check with Bill Price to see if he's interested in providing a workshop.

### **6.3. Insurance Update**

David reported the quote through BCCA is \$750 for liability insurance plus \$450 for director's liability (only \$100 less than other sources). Agreed to table until we have money to pursue this.

### **6.4. Sustainability Stakeholders**

On hold till we can afford it and it's clearly beneficial

### **6.5. Filing of AGM report and 2 special resolutions**

Forms have been filled out and will be sent out tomorrow.

### **6.6. Jonathan and the rules**

To be continued.

### **6.7. Consensus with Rin**

Agreed to table for future reference when Rin has more time, so it's on hold till the fall.

Discussed other possibilities to explore board governance models, including Compassion Club out of Vancouver. (Nola has information about this.)

Jacqueline offered to check if facilitator of 8 Shields model is available/affordable.

### **6.8. Secretary's Manual**

David will do the final additions to this manual and then it can be signed off as an official document. It is on the website, available to members.

### **6.9. Package for Board Members**

This is an on-going project that needs to be completed by next AGM (June, 2011) and is available on the website for members.

Minutes are also available on website. Nola recommends most recent be entered at the top for ease of reference. Agreed that David will do this.

## **7. New Business**

### **7.1. Business Cards**

Request from Roberta on July 10/10 who would like to have them to hand out. Tabled to Wednesday meeting of Skookum Gleaners since it's part of that project.

### **7.2. PayPal account**

This has been activated and is available for use. We are registered as a not-for-profit.

David notes we must provide proof of not-for-profit status, a letter from the president, and a copy of a bank statement, though this does not procure any benefits for us.

PayPal gets 2.9% plus \$0.30 per transaction.

Giovanni offered to work on improving the appearance of the Paypal page on the website.

### **7.3. Martin Mitchinson's letter**

David has thanked him for his excellent letter pertaining to our relationship with local business. There was some discussion re what to do with the information, with concern expressed about the possible perception of appearing defensive on this issue. Agreed to use it as a source of information for now and perhaps shape and redirect it as appropriate. Agreed to table discussion to next meeting after each director has read the letter thoroughly.

### **7.4. Establishing a Library**

Julie will take this on in consultation with Sharon, including where, what books, tracking system, etc.

Giovanni will enter the Library on the website as a new project being developed.

### **7.5. Proposal for an extended meeting focusing on development of policy issues.**

Reviewed statement Nola submitted as potential mission statement. Agreed to tentatively schedule a half-day sometime this winter to follow up on this discussion.

Agreed we need to deal with any high priority issues as these occur. David suggests we collect ideas related to these issues as a way of shaping future discussion.

Giovanni notes policy guidelines re projects seem to be a priority. Agreed posting ideas/development of projects in planning stages on website would be good way to stimulate discussion/ideas. David requests directors send ideas of projects of which they are aware to him and he will collate these.

### **7.6. Co-op Week**

Agreed we could probably provide our own materials, if that is acceptable to the organization sponsoring co-op week.

Carol Murray is potentially available as a speaker for co-op week. We could possibly partner with the Credit Union if we decide to get involved.

Giovanni will look into what's involved in participating in Co-op Week in October.

David will remain in touch with Carol.

## 8. Recurring Business

### 8.1. Projects

#### 8.1.1. Update on Skookum Gleaners

3-4 cherry picks have happened. Some problems reported in tracking who/how much/quality of trees/feedback from homeowners and pickers. Appears to be a need for systematic coordination to track this, with perhaps one contact source for information since some volunteer pickers are not getting a response to their request to participate in a pick. Would be useful if all those involved use Gleaners vs. personal address to communicate information, given that there are 88 people on the list who need to be coordinated and given fair opportunity to access product.

Goal for this year is to have a good record of how much fruit is picked, how many people were involved, how much is given to charity, and the height/condition/number of trees, so that there is a data base to work from next year. David is logging this information into a spreadsheet.

Jonathan will ask Jenna to attend Gleaner's meeting on Wednesday.

#### 8.1.2. Creation of Working Groups

Recognized this should be included under section 7.5. (creating a structure).

Agreed need to list out the work we would like to accomplish/need help with and communicate this to members so that people can choose where to put their energy, particularly in terms of "low-key" special events that would be fun for members and potentially draw in new people (film night/wine & cheese etc). Recognize fundraising activities are on-going and overlap with other events/activities and are probably best contained under board jurisdiction.

Discussed possibility of David putting out request to members for someone to take on coordinator role in planning next social event (possibly centred around tool maintenance/repair with Heinz) with support from board. No clear direction emerged on this.

David noted someone needs to take on responsibility organizing involvement in Fall Fair. Jan agreed to check with Al Sharp as to whether Manzanita intends to have a cider press at the fair. If yes, we won't operate our press there. If no, Val Wigton needs to be contacted to make further arrangements.

Board decided not to participate in Blackberry Festival this year. Sharon will have some information materials available at Kingfisher, which will be open late.

Further discussion tabled until more time is available to devote to this topic.

### 8.2. Fundraising

#### 8.2.1. Application to Career Link

Jan. will email revised letter incorporating a breakdown of prices for various pieces of equipment to David who will send final copy to directors and on to Career Link.

Jonathan recommends we invest in Falcon ladders and will explore possibility of getting these at cost through his connection at that outlet. If that is unproductive, he will explore other options locally.

Need to develop a policy around purchasing locally/balancing fiduciary responsibility to the co-op.

### **8.2.2. CPDR grant-in-aid form**

Form needs to be filled out in some detail by consensus. David, Julie and Giovanni agreed to do this after Gleaner's meeting on July 21/10

We agree the application needs to be project oriented/target people in need/focus on bear aware.

### **8.2.3. PRRD grant-in-aid form**

Board agreed to delay this until the CPDR form is completed.

## **8.3. Acceptance of new members**

David introduced a resolution that the board accept the membership applications of Carol Battaglio, Melissa Leigh, and Gayle Morton. Passed by consensus. Welcome to SFPC, everyone!

David suggests minutes should reflect how many members we currently have. Julie suggests we note what our cash reserve relative to this number should be, under this item.

## **9. Next meeting**

Due to long weekend, next meeting is August 9, 2010, 5:30 p.m. at David and Giovanni's house.