

## Tasks and commitments arising from Skookum board meeting of October 18, 2010

Task/commitment	Who	When
Complete and mail off the GST form to the Canada Revenue Agency.	David	ASAP
Go to the First Credit Union with two pieces of identification in order to confirm signing authority on our account.	Board	ASAP
Produce a final report for the tomato-canning project.	David	Next meeting
Email Kevin Wilson to let him know that we will attend the Celebration of Local Food on Sunday November 7.	David	ASAP
Finalize the project proposal form.	David & Giovanni	Nov. 7, 2010
Work out a regular monthly meeting day and time.	David/board	ASAP
Follow up with Carol Murray of the BCCA to find a date for her visit.	David	ASAP
Produce a final reckoning of the Skookum Gleaners project, including amounts picked, where charitable shares went to, etc.	David	End of 2010
Follow up on our application to the City of Powell River's Grants-in-Aid funds.	David	Next meeting

## Tasks and commitments brought forward from previous board meeting(s)

Task/commitment	Who	When
Look into MEC's capacity-building funds and report back.	Nola	Next meeting
Talk to the local post office about having mail carriers participate in Skookum Gleaners as 'tree-finders'.	Jonathan	Next meeting
Share certificates and receipts updated and filed at Kingfisher Books, with email notification to members the certificates are available there.	David	open
Explain PayPal system to Sharon	David	open
Review rules	Nola	open
Email to membership re possible Seedling Exchange project	Sharon	open

**Resolutions brought forward at the Skookum board meeting of October 18, 2010**

<b>Resolution</b>	<b>Proponent</b>	<b>Outcome</b>
That the minutes of the previous board meeting of September 13, 2010 be accepted as presented.	David	Passed.
That the agenda be accepted as presented.	David	Passed.
That David be reimbursed \$241.51 for costs associated with the tomato-canning project.	David	Passed.
That the board adopt the proposed policy on making decisions by email (see §4.1 on p. 2).	David	Passed.
That the board accept the membership application of Janet Alred.	David	Passed.

**Skookum Food Provisioners' Cooperative**  
**Minutes of the board meeting of October 18, 2010**

**Present**

- Sharon Deane
- David Parkinson
- Giovanni Spezzacatena
- Julie Thorne
- Jonathan van Wiltenburg

**Not present**

- Jan. Burnikell
- Nola Poirier

**1. Opening business**

**1.1. Board member sign in**

All present board members signed the attendance sheet.

**1.2. Minutes of previous meeting (accept or revise & accept)**

David introduced a resolution that the minutes of the previous board meeting of September 13, 2010 be accepted as presented. Passed by consensus.

**1.3. Review of tasks/commitments from previous meeting**

The board briefly ran through the list of tasks and commitments from the minutes of the previous board meeting of September 13, 2010. Two will be carried over, as they belong to Jonathan and Nola who were not present to report on them.

**1.4. Agenda (accept or revise & accept)**

David introduced a resolution that the agenda be accepted. Passed by consensus.

**1.5. Guest member presentation (if applicable)**

Lyn Adamson was not present.

**2. Correspondence**

There was no correspondence received by mail. David will complete the form to be returned to the Canada Revenue Agency concerning our GST account.

**3. Treasurer's report**

Sharon reported on the state of the Association's finances. The current balance is \$1786.53, which includes a \$500 contribution from Career Link to help defray the cost of the cider press. The total amount of membership share capital is \$900 (representing 45 memberships to date); the cash reserve required by law is therefore 30% of this, or \$270.

The board talked about the need for all directors to go to the First Credit Union with two pieces of identification in order to confirm signing authority on our account.

David introduced a resolution that he be reimbursed \$241.51 for costs associated with the tomato-canning project. The resolution was passed by consensus.

David will produce a final report for the tomato-canning project, so that the board can understand the expenses, revenue, and the benefits to member participants, coordinators (Will Langlands and Nicole Narbonne), and the community.

Sharon took, and will deposit, an envelope containing \$73.33, representing the donations taken in at the cider-pressing at the Community Resource Centre on October 16 (minus \$10 paid to Shona, coordinator of the Winter Farmers' Market).

David reported that he spoke to someone at the First Credit Union, who told him that we would not be able to have a credit card for the Association until such time as we have full-time staff.

## 4. Business arising from previous minutes

### 4.1. Board meetings via email

The board agreed that it will be useful to be able to discuss and propose resolutions by email, especially as we consider moving to a monthly meeting schedule. David read out the text of the proposed policy, which is as follows:

*In order to pass a resolution by email, the proponent of the resolution must send it out to all board members, by using the board@skookumfood.ca email list. The resolution will not be considered passed until every board member has replied to the proponent (and only to the proponent) indicating that (i) s/he consents to considering this resolution outside of a face-to-face board meeting; and, if s/he so consents, (ii) s/he agrees with the resolution exactly as written.*

*A board member is permitted to block consideration of the resolution via email if s/he believes that it is a matter that must be discussed face to face or if s/he does not agree with the resolution exactly as written. If any board member blocks consideration of the resolution via email, it is not passed. It may then be introduced for discussion at a face-to-face board meeting.*

*A board member is permitted to allow consideration of the resolution via email and then block, stand aside, or consent to the resolution as written. If any board member blocks the resolution, it is not passed.*

David introduced a resolution that the board accept this policy on making decisions by email. The resolution was passed by consensus.

## 5. New business

### 5.1. Celebration of Local Food (Nov. 7)

Skookum has been invited to have a table at the second annual Celebration of Local Food, hosted by Transition Town Powell River (TTPR) on Sunday November 7. David, Gianni, and Sharon will be able to attend on behalf Skookum. Julie will be attending as one of the organizers and can also spend time at the table.

David will email Kevin Wilson at TTPR to let him know that we will attend.

### 5.2. Review outcomes of special board meeting

#### 5.2.1. Project proposal form

David presented a draft of the project proposal form for the board's consideration. Julie suggested a rewording of the question about whether or not the applicant is suggesting a project for Skookum to take on or as a project that the applicant wants to coordinate. David will make this and other changes as needed, and will work with Giovanni on a final version in time for the Celebration of Local Food (Nov. 7, 2010).

David noted that we will probably end up with a series of proposal forms: one which is extremely simple and non-threatening; and more after that for working out the precise details, budget, etc.

### **5.2.2. Mission statement**

This item was tabled until we have more board members present.

### **5.3. Regular meeting day & time**

The board discussed moving to a regular monthly meeting time. The best tentative day looks like a Tuesday early in the month. In order to accommodate Jonathan, we will shift our starting time to 6:00 PM.

David will take this discussion to email in search of a resolution.

### **5.4. Visit from Carol Murray in January**

After the annual BC Food Systems Network Gathering, David rode back from Ymir to Vancouver with Carol Murray, Director of Cooperative Development for the BC Co-operative Association. She is interested in coming to Powell River to make a public presentation on cooperatives, and this is something that fulfills our mandate to serve the community and educate about cooperatives. She has funding to pay for her transportation and accommodation costs, so we will mainly be responsible for organizing the event.

David will follow up with Carol to find a date in the latter half of January.

## **6. Recurring business**

### **6.1. Projects**

#### **6.1.1. Press Off!**

David and Giovanni reported on this recent event, where we pressed cider at the Winter Farmers' Market for people who brought apples. Payment was by donation, and as reported in the Treasurer's Report above we brought in \$73.33 after paying a \$10 commission to the market.

We gave away a good deal of pomace to local farmers for their chickens or compost. And we donated six quart jars of cider to the Community Resource Centre.

The board agreed that we should do more events like this next year.

#### **6.1.2. Skookum Gleaners**

David reported that the Skookum Gleaners project has gone very quiet, with no picks for the last two weeks or so. David will produce a final reckoning of the amount picked and where the charitable shares went to; this will help us organize for next year and find funding.

The board agreed that we need to strike a working team early in 2011 to start planning for next year's season.

#### **6.1.3. Tomato canning bash**

David will produce a final report on this project for the next board meeting. He would like to see us do much more of this sort of project next year.

#### **6.1.4. Haiku contest**

No update.

#### **6.1.5. Rancho Vignola bulk food ordering**

Nola was not present to report on this project.

### **6.1.6. 50-Mile photography contest**

Sharon suggested that we manage a photography contest next year during the 50-Mile Eat-Local Challenge, in place of this year's haiku contest.

## **6.2. Fundraising**

David noted that the deadline for the Co-operative Development Initiative's funding for Innovative Cooperative Projects is October 31, 2010. We won't make this deadline, but should try to apply for these funds when we have a well-developed project.

David will follow up on our application to the City of Powell River's Grants-in-Aid funds.

## **6.3. Acceptance of new members' applications**

Karen Skadsheim has not yet sent in her membership application, although she paid the cost of a membership share at the tomato-canning bash on September 19. David will remind her to send in an application form so we can formally resolve to accept her as a member.

We received a membership application from Ron Berezan; however, he is applying for (and has paid \$20 for) a three-person joint membership. David will let him know that our memberships are limited to two joint members.

David introduced a resolution that the board accept the membership application of Janet Alred. Passed by consensus.

## **7. Other business**

We discussed whether we need a stamp and decided that we don't for the time being.

David reported that he has updated the FAQ with the membership application form to take account of recent projects and accomplishments since the spring.

## **8. Next meeting**

As discussed above, David will work with the board to find a regular monthly meeting day and time.