

Tasks and commitments arising from Skookum board meeting of April 5, 2011

	Task/commitment	Who	When
*****	Share certificates and receipts updated and filed at Kingfisher Books, with email notification to members the certificates are available there	David	open
***	Contact Harry Burton re his interest in doing a grafting workshop in Powell River	David	Ongoing
*	Speak to Ron Berezan re his possible interest in the potato patch project	David	Ongoing
	Consult with Carol Murray re the best way to implement staggered terms of office	David	Ongoing
	Work out the logistics of organizing the bulk food-buying project.	David/Jonathan	Ongoing
	Advertise for someone interested in taking on the potato patch project, at Seedy Saturday and on the website	David	Ongoing
	Follow up with Liz Lane at CRC re summer student	David	Ongoing
	Determine availability of Cranberry Community Hall for AGM	David	May 3, 2011
	Review rules re special resolutions to be presented at AGM if required.	All board members	May 3, 2011
	Send out the two versions of the project proposal form to all board members for review	David to send: Board members to review	ASAP April 13/2011
	Copy of spreadsheet developed for project proposal form to all board members	David	ASAP
	Contact Laura Berezan re possible workshop on board governance	Jan.	May 3, 2011
	Create brief handout outlining board member's duties/activities for April 13, 2011 meeting	David	April 13, 2011
	Send out membership list to board members for feedback re potential board members	David	ASAP

Resolutions brought forward at the Skookum board meeting of April 5, 2011

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of March 8, 2011 be accepted as circulated.	David	Passed.
That the agenda be accepted as amended, with the addition of item 6.1.7. ("Calendar").	David	Passed.
That the Treasurer's report be accepted as presented.	David	Passed.
That we accept the membership applications of Julia Adam and Rob Hughes (joint membership); Tania Jalbert; Sasha Van Kessel; Colleen Mudry and Hal Ross (joint membership); Julia Downs; Laura Wallace; Wendy Devlin.	David	Passed

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of April 5, 2011

Present

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

Regrets

- Nola Poirier

1. Opening business

1.1. Board member sign in

All board members present signed the attendance sheet.

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

David resolved that the minutes of the previous board meeting of March 8, 2011 be accepted with grammatical/spelling corrections as noted. 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 March 8, 2011. Results as noted on front page.

1.4. Agenda (accept or revise & accept)

Item 6.1.7. ("Calendar") was added to the agenda. David resolved that the agenda be accepted as revised with the addition of this items. Passed by consensus.

1.5. Guest member presentation (if applicable)

There was no guest member present.

2. Correspondence

None.

3. Treasurer's report

The board agreed that the Association assume the cost of mailing Co-op related materials out to members who request/require this service.

Jonathan suggested it would be helpful if the financial statement showed the monthly totals for expenses and income. Sharon will alter the format to reflect this.

Sharon will ensure First Credit Union is aware that March 31 is our year-end, so that they will produce a year-end statement at that time. She will also discuss with them the possibility of putting the legally required reserved funds into a savings account, providing there will be no extra fees involved. The board discussed the advisability of creating a project seed-money fund for potential projects and directed the treasurer to track this as a line item in bookkeeping for now.

David resolved that the Treasurer's report be accepted as presented. Passed by consensus.

4. Business arising from previous minutes

4.1. Summer Employment

Nothing further to report at this time. David will follow up with Liz Lane at the CRC.

4.2. Share Certificates

David will have these ready for the general meeting on April 13, 2011. Any not handed out then will be available for pickup at Kingfisher Books.

4.3. AGM Planning

The AGM is scheduled for Wednesday, June 22, 2011 at 7 pm. The membership must be notified of date of AGM 2 weeks prior, either by email or mail. David will ask Brownie if the Cranberry Hall is available. Light refreshments will be provided.

The membership list must be finalized 30 days prior to the AGM in order for members to be eligible to vote at the AGM. The board will meet a few days prior to the cutoff to confirm any new memberships.

David requests all board members review the rules re special resolutions since these must be approved at a general meeting of the membership.

David and Sharon must both step out of their respective offices, as President and Treasurer, and the whole board must turn over at this 2nd AGM, with new directors elected, 4 for 2-year and 3 for 1-year terms. David will contact John Restakis to discuss the logistics of how best to stagger offices in future elections. Julie indicates she would prefer to step down from the board at the AGM. David will create a brief handout to outline what is involved in being a director to hand out at the April 13 meeting. It is felt we need north of town representation, and would benefit from fresh insight and energy. David will send out the member's list so directors can highlight names of people they think might be interested/suitable.

5. New business

5.1. Membership meeting

Official minutes are not required but it was suggested we take notes regarding topics of interest to the membership. The goal of this meeting is encourage participation and involvement of the membership in projects, provide information as to current and projected projects (including the project proposal form), and progress on the development of an open and accountable financial system. The board hopes there will be a useful discussion re money flow, compensation for coordinators, including increasing awareness of the work and effort involved. David is willing to facilitate the evening and develop a casual agenda but would like the board involvement in encouraging an informal discussion on these topics. He will send out the two versions of the project proposal form (a PDF and a worksheet) via email as well as print out 10-15 hard copies to have on hand at the meeting.

We need to determine the relationship between the board and "service providers" and have some firm policies in place re coordinator's issuance of receipts to participants, percentages that go to Skookum and the community. This will be pursued as policy development at a future date.

5.2. Earth Day

David will notify the organizers that we are unable to participate as a board at this time.

5.3. Chamber of Commoners

Scheduled for May 4, 2011, at Club Bon Accueil. We will have an information table.

5.4. Separating Governance and Executive Authority

The board agreed on the importance of differentiating between governance and executive authority and clarifying that distinction through our policies. David suggested the Carver model would give us some excellent guidelines, noting that it is the board's responsibility to set policy guidelines. Anyone in a management position is given authority to carry out anything that fits under those guidelines. While we do not have a manager or executive director as such, the board could defer authority to an executive committee to deal with management concerns, freeing itself up to focus on governance issues.

Jan. will contact Laura Berezan to ask if she's willing to do a governance workshop with us, if possible before the AGM.

6. Recurring business

6.1. Projects

6.1.1. Cash-flow through projects

Deferred. David and Giovanni have worked with Fran to develop a simple-to-use spreadsheet and David will send a copy to each board member for feedback. It is a good tool, providing enough flexibility to allow a coordinator to plan the finances/cash flow involved in project.

6.1.2. Skookum Gleaners

Julie is interested in becoming more involved in this project. Jan. reports that Aaron Mazurek of Coastal Realty has indicated the Gleaners could receive a free ad and perhaps some other support through the monthly newsletter or the Peak insert. The Gleaners will follow up with Aaron after their first meeting, scheduled for late April or early May. Giovanni reminded the board that a radio ad can be put out through CJMP.

6.1.3. Mushroom Workshop

Scheduled for April 10 and April 19. The response has been very positive.

6.1.4. Bulk Food Buying

David, Giovanni and Jonathan met to begin the process and have a short list of possible products, focusing mostly on whole foods. Prices and price comparisons remain to be done. The project will generate its own food and price list. The hope is to pass it on to a coordinator ASAP. It is quite possible this could become an income-generating venture .

6.1.5. Potato Patch

To be presented at the general meeting April 13, 2011.

6.1.6. Food Preservation

There is general agreement about the benefit of increasing the number of workshops in this area, including (e.g.) tomato canning, organizing group blueberry pick followed by jam and syrup making, dehydrating food etc. Interest was expressed in a workshop on pressure canning.

6.1.7. Calendar

Giovanni is interested in spearheading a gardening calendar project focusing on local information and how-to's. He will submit a proposal.

6.2. Fund Raising

6.2.1. Connection to local events as source of funds

After some discussion, it was agreed this is an area of ongoing development and potentially an area in which we could utilize some of the summer student's time.

6.3. Acceptance of new members

David resolved we accept the membership applications of Julia Adam and Rob Hughes (joint membership); Tania Jalbert; Sasha Van Kessel; Colleen Mudry and Hal Ross (joint membership); Julia Downs; Laura Wallace; Wendy Devlin. Passed by consensus.

7. Other business

None.

8. Next meeting

6:00 PM, Tuesday, May 3, 2011 at David and Giovanni's house.