

## Tasks and commitments arising from Skookum board meeting of September 6, 2011

	Task/commitment	Who	When
***	Explore the possibility of acquiring a credit card for Skookum through First Credit Union, to facilitate bulk food buying	Jonathan	Sept. 27, 2011
*	Provide Laura with background information preparatory to Sept 15 <sup>th</sup> governance workshop	Pete and David	Sept 15, 2011
	Purchase 2 cases horse (or other) apples for Fall Fair cider pressing from Bernie	Jonathan	Sept 14, 2011
*	Draw up an outline for a simple "how to organize a workshop" manual for member use	Jan	Sept. 27, 2011
	Sort out the necessary car-pooling arrangements for Governance Meeting	David	Sept. 15, 2011
	Email Laura to find out if there is anything the board needs to do or know to prepare for the meeting	Pete	ASAP
	If requested, meet with Laura to pass on any necessary background information for governance meeting	Pete and David	As required
	Ensure the cider press is clean and brought to the site, and bring 2 dozen sterilized bottles	Jan	Sept. 24, 2011
	Provide 2 primary fermenters in which to wash the apples	Jonathan	Sept. 24, 2011
	Check with Mark re sanitation requirements; if we can sell cider for cash. Check with Aaron vending re availability of biodegradable paper sample cups.	Jacqueline	Sept. 24, 2011
	Bring information/membership applications, to Fall Fair booth	David	Sept. 24, 2011
	Work with Laura to design questions for the member survey	Pete	Sept. 27, 2011
	Determine possible scheduling conflicts re proposed social.	Jacqueline	Sept. 27, 2011
	Research movies suitable for social/ bring recommendations	Giovanni /Pete	Sept. 27, 2011
	Address board's concerns re proposed partnership in permaculture design workshop with Ron Berezan	Pete	Sept. 27, 2011
	Represent SFPC interest at upcoming BBC meeting	Pete	Sept. 27, 2011
	Send out an email to membership re 2-day dehydration workshop with Jacqueline planned for October	Pete	Sept. 27, 2011
	Invite Gail Morton to next board meeting to share information from ENP workshop	Giovanni	Sept. 27, 2011

**Resolutions brought forward at the Skookum board meeting of September 6, 2011**

<b>Resolution</b>	<b>Proponent</b>	<b>Outcome</b>
That the minutes of the previous board meeting of, Aug. 2, 2011 be accepted as circulated.	Pete	Passed.
That the treasurer's report be accepted as presented.	Pete	Passed

**Skookum Food Provisioners' Cooperative**  
**Minutes of the board meeting of September 6, 2011**

**Present**

- Jan Burnikell
- Sharon Dean
- Jacqueline Huddleston
- David Parkinson
- Giovanni Spezzacatena
- Pete Tebbutt
- Jonathan van Wiltenburg

**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)**

Pete resolved that the minutes of the previous board meeting of August 2, 2011 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 Aug. 2, 2011. Results as noted on front page.

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

Item 6.2.2 ("Enterprising Non-Profits") added to the agenda.

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

No guest member present.

**2. Correspondence**

No correspondence received.

**3. Treasurer's report**

David presented the Treasurer's report for July and August. Working with a bookkeeper, he has converted the ledger to an Excel spreadsheet, noting the final format still needs some fine tuning but is essentially finished. Pete resolved the board accepts the treasurer's report as presented. Passed by consensus.

**4. Business arising from previous minutes**

**4.1. Finalize governance workshop with Laura Berezan**

Confirmed the meeting will be at Pete's home on Craig Road. David will sort out the necessary car-pooling arrangements. Jonathan is unable to attend due to a prior commitment. Pete will email Laura to find out if there is anything the board needs to do or know to prepare for the meeting and, if requested, he and David will meet with her to pass on any necessary background information.

**4.2. Fall Fair Update**

Jesse has indicated that as a non-profit we can get a booth/space without having to pay the Agriculture Association fee. After some discussion, it was agreed apple cider pressing will be the primary focus of our

activity, running from noon to 5:00 PM, with set up starting at 10:30 AM. Jonathan will buy two cases of horse (or other) apples from Bernie as Skookum's donation. A request will be put out to the membership for further donations of apples.

Jacqueline can commit three people to a work crew and most board members will be available but volunteer work crews from the membership will also be needed.

Jan will ensure the cider press is clean and brought to the site, as well as bring two dozen sterilized bottles.

Jonathan will bring two primary fermenters in which to wash the apples.

Jacqueline will check with Mark re sanitation requirements and if we can sell cider for cash or only by donation. She will also check with Aaron vending to see if they have biodegradable paper sample cups for sale.

David will ensure the appropriate information, including membership applications, is available.

#### **4.3. "How-to" project manual for members**

To be carried over to next meeting.

### **5. New business**

#### **5.1. Membership Engagement Report**

Pete notes Laura has broad experience with cooperatives and non-profits. She recommends creating a membership survey that would focus on determining why people joined SFPC, what they see as its purpose and what they anticipate as a result of membership, what their interests/goals/skills are, and the degree of involvement they envision. Pete and Laura will design the questions for the survey.

Discussion ensued as to how to maximize the response and it was agreed a movie night, preferably before the end of October, with a finger food/dessert social at which those who didn't complete survey on line could fill out a hard copy, would be most likely to attract people.

It was noted Transition Town is hosting a dinner event on October 15, and Jacqueline will find out if there are other scheduling conflicts. Giovanni will research relevant movies and bring forward some recommendations. Pete will put out a request to members for any suggestions in this regard.

#### **5.2. First Credit Union "promo"**

Ongoing. Pete has been in touch with First Credit Union.

#### **5.3. Partnership with Ron Berezan and Rin Innes**

Ron and Rin plan to run a permaculture design course out of St. Paul's/St. David's Anglican Church in the Townsite. They have expressed interest in partnering with SFPC, suggesting it would be a good fit. They will offer a \$100 discount on course fees to members, with 5% of the profit going to the co-op. In return, they request SFPC take on the promotion of the course through posters and email information contact, and give support and promotion to fund-raisers etc. They note the food raised in the garden will be available to members of St. Paul's and the co-op, as well as the community, and that the space can be used as a demonstration garden and a gathering place.

After some discussion, the board agreed this partnership would support our mutual goals to some degree. However, it was felt there needs to be more clarity re to what who would assume a leadership role in this partnership, the degree SFPC would be responsible for the garden and its maintenance, as well as what the long term vision is for the garden and the partnership.

Pete will talk to Ron to address our concerns.

Decision tabled to next board meeting, with some email consultation in the meanwhile.

## **6. Recurring Business**

### **6.1. Projects**

#### **6.1.1. Skookum Gleaners**

Giovanni reports that this is proving to be another poor year for the fruit harvest so activity is limited. The team leader concept is on hold for now since there weren't enough people able to commit to the time and effort required.

In discussion, the board notes that while this project is of obvious benefit to the community, it is very labour intensive, without direct benefit to SFPC members. We will revisit and rethink the project over the winter months.

#### **6.1.2. Bulk Food Buying Project**

Pete, David, and Jonathan have been meeting with Wendy, who has been doing a great deal of work to get this project up and running effectively. After weighing all the options, it appears it would be most cost effective (as well as increasing product choice and variety, access to storage space, etc.) to place the orders through Sunshine Organics.

##### **6.1.2.1. Finalization of markup and determination of percentages between all identified recipients.**

The board recognized that in exchange for placing our bulk order through Sunshine Organics, a markup will be applied to products ordered. As well, Wendy must be compensated for her ongoing service as project coordinator and, while minimal, SFPC needs to be able to cover any service costs involved. It was agreed the mandated benefit to the community (as outlined under our rules of organization) is adequately addressed through the service provided.

After considerable discussion of various scenarios, the board mandated Pete to represent SFPC's interests at the next meeting Melissa and Wendy. He will keep the board informed of outcomes.

#### **6.1.3. Calendar Project**

On-going.

#### **6.1.4. Preservation Workshops**

Jacqueline states that she plans to submit a project proposal to facilitate a two-day dehydrating workshop in her home in October. Pete will put out an information email to the members.

David states that Jason Addy is in the process of hooking up the big dehydrator he and Giovanni purchased recently.

### **6.2. Fund Raising**

#### **6.2.1. Update on Grants-in-Aid**

David has learned our request for 2010 was denied, though the City didn't bother notifying the applicants. He has been informed that applications for grants-in-aid should be submitted by March, since there is generally no funding remaining for summer applications. Duly noted for next year.

#### **6.2.2. Enterprising Non-Profits**

As noted in the minutes of July, 2011, Gayle Morton is attending with view to benefiting Skookum Gleaners. Since taking this course qualifies non-profits for fund applications to ENP, Giovanni will

invite her to the next board meeting to share any information that may be relevant to SFPC in general.

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

None.

## **7. Other business**

None.

## **8. Next meeting**

6:00 PM, Tuesday, September 27, 2011 at David and Giovanni's house.