

## Tasks and commitments arising from Skookum board meeting of November 1, 2011

	Task/commitment	Who	When
*	Work through the old minutes and other documentation and collate project-specific information into user manual format	Jan	Dec. 6, 2011
*	Compile a manual of generic information outlining specific board policies relevant to all projects	Jan/David	Dec. 6, 2011
*	Write up a project outline for Rancho Vignola bulk food buying order	David	Dec. 6, 2011
*	Put out a request to the membership for someone with the technical skill willing to create a computerized catalogue for the books in the community library	Pete	Dec. 6, 2011
	Thank-you note to Transition Town for donation	David	Dec. 6, 2011
	Reformat apple cider press waiver form and refine information sheet	David and Jan	Dec. 6.
	Lead the discussion on values and principles at the next board meeting	Jacqueline	Dec. 6, 2011
	Explore the possibility of getting a paid intern position for the Gleaner's project (2012) through the Chamber of Commerce	David	Dec. 6, 2011
	Follow up with and try to finalize Memorandum of Agreement with all parties involved in AFPBBC project	Pete	ASAP
	Discuss policy guidelines re finances with Wendy and discuss with Melissa Leigh the usefulness and nature of a discretionary fund for Wendy to access	David	Dec. 6, 2011
	Add the Skookum logo to dehydration workshop posters and documents	Gianni	ASAP
	Add contact and payment information to dehydration workshop posters	Jacqueline	ASAP
	Assist Pete as needed in putting membership survey out through Survey Monkey and follow-up if Pete runs out of time	David	Dec. 6, 2011
	Include a request in newsletter to members for their ideas re membership social	Pete	Dec. 6, 2011

**Resolutions brought forward at the Skookum board meeting of November 1, 2011**

<b>Resolution</b>	<b>Proponent</b>	<b>Outcome</b>
That the minutes of the previous board meeting of September 27, 2011 be accepted as circulated.	Pete	Passed.
That the Treasurer's report for September and October be accepted as presented.	Pete	Passed.
That we agree to loan the cider press free of charge for the Farm to School project	David	Passed.
That we accept the membership applications of Ali Taplay, Stacey and Barry Fitzgerald (joint), and Trevor and Claire Mervyn (joint).	David	Passed.

**Skookum Food Provisioners' Cooperative**  
**Minutes of the board meeting of November 1, 2011**

**Present**

- Sharon Deane
- Jacqueline Huddleston
- David Parkinson
- Giovanni Spezzacatena
- Pete Tebbutt
- Jonathan van Wiltenburg

**Absent**

- Jan Burnikell

**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 Sept. 27, 2011 be accepted with minor corrections as noted by David. 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 Sept. 27, 2011. Results as noted on front page.

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

The agenda was accepted with the addition of item 5.2 ("Loan of cider press to Farm to School Project") and 6.5 ("Acceptance of new members").

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

No guest member present.

**2. Correspondence**

No correspondence.

**3. Treasurer's report**

David presented reports for September and October. David notes the format is still being refined, and is working towards making the information in the report more transparent and easy to read. Notes September assets are very high due to Rancho Vignola order payment, for which he has not yet been reimbursed.

David will send a thank you note to Transition Town for their donation.

**4. Business arising from previous minutes**

**4.1. "How-to" project manual for members**

Tabled until next meeting.

#### **4.2. Wrap-up on permaculture project partnership with Ron Berezan and Rin Innes**

Pete met with Ron and reports that from Ron's perspective, we will have no direct involvement in, or responsibility for, the permaculture project. Ron is appreciative of our lending our name to the project and encourages members to avail themselves of the benefits made possible through the partnership.

### **5. New business**

#### **5.1. Review cider press information handout and waiver**

This document needs some updating, as some of the information is contradictory and could be presented in a more direct way. Some press renters have noted the waiver is confusing to fill out.

David will take this on and will work with Jan to fix it, sending it out for review to the board via email.

#### **5.2. Loan of cider press to Farm to School Project**

The Farm to School project was funded by the provincial government as an initiative to encourage use of local food on a regular basis. The funding has expired but a group of parents are continuing with the program. Since apples will be the theme of the November meal, they are interested in using the press to make apple cider, both to demonstrate the process and produce a product for student consumption.

The board agrees this is a very positive outreach. Pete suggests a sign with our logo be placed near the press. It was agreed that the contribution of the press and our time is a useful community involvement.

David resolved that we agree to loan the press free of charge for the Farm to School project. Passed by consensus.

Date of pressing TBA. David notes two or three people will be required to assist on the actual day.

### **6. Recurring business**

#### **6.1. Values and principles**

David briefly reviewed our incorporation of the generic International Co-operative Alliance values and principles (with minor changes to the wording) and the more specific principles we formulated, which reflected our unique situation and goals.

He notes that Individual Self-Empowerment is directly connected to member engagement and is key, though it remains difficult to achieve, with the challenge being to find ways to translate the goals into reality. There was some discussion about possibly changing the words "small business creation" to something more generic. The general consensus is that this principle quite accurately reflects what we are about but that we need to have an event involving members with enough frequency to keep the co-op visible to the membership, thus allowing the process of growth and involvement to happen in a natural way. It is hoped that the Abundant Pantry Bulk-Buying Club will also enhance member involvement and contact.

Jacqueline will lead the next discussion, which can involve any aspect of the cooperative.

#### **6.2. Projects**

##### **6.2.1. Skookum Gleaners**

David reports that the season wrap-up meeting is still pending.

Following considerable discussion, the board agrees the project requires a major review because it seems somewhat stuck in a recurring and not very productive cycle. We need to define our involvement more precisely. Crucial to the projects on-going viability is an infusion of funds to enable a paid coordinator to manage the various aspects involved. The consensus is that it takes too much work and coordination for volunteers to take on with any real consistency. Increased advertising/awareness raising and procurement of equipment are also priorities. Suggestions for fund raising include approaching the Rotary, Kiwanis, Chamber of Commerce and the municipality (though the latter is not likely to be productive). It was noted the project could be pitched as a

business opportunity, the start-up of which we could support with advertising, contact lists etc. Pete suggests it would be useful for Gleaners to start meeting in February 2012.

David will explore the possibility of getting a paid intern position for this project through the Chamber of Commerce.

### **6.2.2. Abundant Pantry Bulk Food Buying Project**

Pete reports that Barry has done most of the computer work required for the project but the test run is not likely to happen until after the New Year. It will be a very organized project when it is rolled out.

Use of the warehouse: Wendy wondered in an email to Pete whether there was money available for the use of Sunshine Organics' warehouse in Wildwood. Pete notes that in meetings he attended, no specific amount was set nor was such a cost tied to the markup. It is his understanding that the use of the warehouse on King Street in Wildwood will be available for receiving the orders at no further cost. There appeared to be some confusion as to whether it will also be possible to use the space at no cost for the four hours required to sort and distribute the order.

Pete notes that when he approached Wendy for clarification, she indicated the space could be used for sorting at no cost, at least for the first year. The subject can be revisited at any time. Jacqueline notes the basement of her house, which is only a few blocks from the warehouse, is available until next September, should an alternate space be required for sorting.

If this is not acceptable and payment is required, the board agrees we will pay a flat fee to use the space and under no circumstances should Wendy absorb the cost. We need to be prompt about sorting after delivery, as per our agreement with Sunshine Organics. While Jacqueline is willing to store such orders at her house temporarily, those who do not show up will be charged a penalty, the exact nature of which is to be decided.

Pete states Wendy has designed some attractive cards incorporating the Abundant Pantry logo and has been informed she should submit receipts for related expenses. David notes it is board policy that receipts must accompany all reimbursable expenses. There is strong consensus among the board that none of the costs associated with Abundant Pantry may come out of Wendy's own pocket but that policy needs to be followed in all instances, including the fact expenses must have prior board approval. David recommends that Wendy do whatever printing is required through CMG Printing.

#### **6.2.2.1. Refining/Finalizing Markup**

We need to be clear on what the markup is and how that markup is allocated. This then needs to be formalized with no "informal" negotiation involved.

David notes we are paying 110% of the catalogue price. Our suggested markup cost was 8%, which is 8.8% in actuality. (8% of 110 = 8.8%.)

At a previous board meeting, we had agreed that of the profit, 80% would go to Wendy and 20% to Skookum. In actuality, that works out to 6.4% to Wendy and 1.6% to SFPC. At that time, we had also agreed that providing this service covers the community percentage.

Pete notes that our prices are now set at 1.2% lower than Sunshine Organics and that it is imperative to the success of the APBBC that we do not exceed Sunshine Organics' prices.

The final contract with Wendy has not yet been signed but needs to include the above details. The memorandum of understanding needs to include all the parties. Pete will follow up and try to finalize this before he leaves. David will discuss policy guidelines re finances with Wendy. He will talk to Melissa Leigh regarding the benefit of setting up a discretionary fund for Wendy to access.

The treasurer will handle the collection of money for APBBC orders and Melissa Leigh has volunteered to assist. At least initially, cheques will be made payable to SFPC.

### **6.2.3. Rancho Vignola Order: project form**

Tabled.

### **6.2.4. Calendar Project**

On hold until such time as Giovanni has time to pursue it.

### **6.2.5. Preservation Workshop**

Jacqueline reports all the paper work is done and the workshop is scheduled for Dec. 10 and 12. There is a \$30 charge for members and \$45 for non-members, with a minimum of 10 and a maximum of 20 participants.

#### **6.2.5.1. Finalizing Shares**

After some discussion, the board agrees that 5% of the income will go to the community fund and 5% to SFPC. Jacqueline, who wishes to be "paid" in food, will use her personal discretion as to how that will be divided between her and the participants.

David will add the Skookum logo to the posters and documents and Jacqueline will add contact and payment information. Participants must contact her by Nov. 20 to enroll, and will receive a receipt upon payment of fees at Kingfisher Books.

The board agrees that clear but flexible guidelines need to be developed around finalizing shares on projects.

### **6.2.6. Community Library**

Sharon states space is now available in the store and shelves are ready to be put up. Someone with the requisite skills is required to create a catalogue of the books. More books are also welcome.

David mentioned that LibraryThing, which is a web application that allows one to catalogue books on line and also has a social networking aspect, is simple, efficient and user friendly. He and Giovanni are willing to help with cataloguing. As well, Pete will put out a request in his newsletter to the membership.

## **6.3. Fundraising**

No report.

## **6.4. Membership Engagement**

### **6.4.1. Membership survey**

Pete submitted the draft for review. A few changes and refinements were suggested. Appreciation was expressed for the fact that it is short and to the point.

David will assist Pete as needed in putting it out through Survey Monkey, and will follow up if Pete runs out of time.

### **6.4.2. Membership social**

It was agreed mid to late January will be the best time for a social. Jacqueline is willing to cook and suggests a small charge to cover costs would be appropriate. A film or speaker could be included in the evening's activities. Pete will include a request to members for their ideas in his newsletter.

### **6.4.3. Movie contacts with Powell River Film Festival and Ann Nelson**

Peter reports he was in touch the director of the documentary "To Make a Farm", who was going to send us a copy of the film. However, following its success at the Vancouver Film Festival, the Powell River Film Festival picked it up and has suggested we co-sponsor it at the February festival. Jan Padgett would like us to do a presentation or, at the least, man an info table in conjunction with the showing. David notes while this might give us an opportunity to broaden community awareness about Skookum, we will not have much control over the type of presentation or time allowed for it.

Both David and Pete are willing to do a presentation.

Pete has spoken with Ann Nelson about running a film series. She is interested, but would not be able to do it in normal evening hours, due to conflict with ongoing movies. Matinees on the weekends would be possible. If we wanted to do an evening series, we'd have to find a private hall.

Consensus is that running a mini film festival is not a priority at this time.

### **6.5. Acceptance of new members**

David resolved that we accept the membership applications of Ali Taplay, Stacey and Barry Fitzgerald (joint), and Trevor and Claire Mervyn (joint). Passed by consensus.

## **7. Other business**

None.

## **8. Next meeting**

6 p.m., December 6, at 6916 Invermere Court.