

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

	Task/commitment	Who	When
**	Work through the old minutes and other documentation and collate project specific information into user manual format	Jan	Jan. 3, 2012
**	Compile a manual of generic information outlining specific board policies relevant to all projects	Jan/David	Jan. 3, 2012
**	Write up a project outline for Rancho Vignola bulk food buying order	David	Jan. 3, 2012
*	Reformat apple cider press waiver form and refine information sheet	David	Jan. 3, 2012
*	Lead the discussion on values and principles at the next board meeting	Jacqueline	Jan. 3, 2012
	Send basic information and SFPC logo to Coco Hess for the Trash Bash Community Calendar, and also suggest she include Transition Town in the calendar	David/Giovanni	Jan. 3, 2012
	Contact Barry to ascertain the progress of the on-line order forms, if he thinks a test run as suggested would be doable either with or without the on-line order form, and an estimate of how many more hours he needs to complete his part of the project	David	Jan. 3, 2012
	Email the final draft of the memorandum of agreement with Wendy to the board for feedback, and the completed document for final approval, before presenting it to Wendy	David	Jan. 3, 2012
	Talk to Sharon about putting out a call for more books for the Community Library	Giovanni	Jan. 3, 2012
	Review the current status of the membership survey and consult with the board as needed regarding further action	Giovanni	Jan. 3, 2012
	Find out if Trinity Hall is available on Tuesday, Jan. 31, 2012 for the member social	David	Jan. 3, 2012
	Check with board members re feasibility of meeting Jan. 3, 2012	Jonathan	Jan. 3, 2012

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

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of November 1, 2011 be accepted as circulated.	Jonathan	Passed.
That the treasurer's report for November be accepted as presented.	David	Passed.
That we accept the membership applications of Patricia Wilkinson, Dan Glover, Delia Becker and Scott Rempel (joint), and Kim Beno and Deidre Follett (joint)	David	Passed.

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

Present

- Jan Burnikell
- Jacqueline Huddleston
- David Parkinson
- Giovanni Spezzacatena
- 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)

Jonathan resolved that the minutes of the previous board meeting of November 1, 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 November 1, 2011. Results as noted on front page.

1.4. Agenda (accept or revise & accept)

The agenda was accepted with the addition of items 5.1 ("Trash Bash Community Calendar") and 6.4.3 ("Movie contacts with the Powell River Film Festival").

1.5. Guest member presentation (if applicable)

No guest member present.

2. Correspondence

No correspondence.

3. Treasurer's report

David presented the financial report for November, 2011. David notes the format has not yet been finalized. The board agreed that only two copies of the Treasurer's report will be printed per board meeting.

David resolved the financial report be accepted as presented. Passed by consensus.

4. Business arising from previous minutes

4.1. "How-to" project manual for members

Tabled until January.

4.2. Review cider press information handout and waiver

David will work on it and present the revisions at the January board meeting.

4.3. Farm to School project

David reports this was a very popular and successful project and may result in an article in Powell River Living in the new year.

5. New business

5.1. Trash Bash Community Calendar

The Powell River Waste Wise Guide Community Calendar has requested we send them our logo and some basic information about the purpose of the cooperative to be included in the calendar at no cost to us. The board agreed that David will send the requested information to Coco Hess and will also suggest she include Transition Town in the calendar.

6. Recurring business

6.1. Values and principles

Tabled until January meeting when Jacqueline will do a presentation.

6.2. Projects

6.2.1. Skookum Gleaners

No year-end meeting occurred. The board decided not to pursue 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

There was some discussion as to how to get the project up and running as soon as possible, with the suggestion that a test run of the physical logistics would be worthwhile, even if the on-line order form were not yet available. This could involve eight to ten people and a somewhat curtailed selection of products, with late January as the target date.

David will contact Barry to ascertain the progress of the on-line order forms, if he thinks a test run as suggested would be doable either with or without it, and an estimate of how many more hours he needs to complete his part of the project.

6.2.2.1. Memorandum of Understanding

David met with Melissa Call and Wendy re the Memorandum of Understanding and states that the one with Melissa has been finalized. Both she and Wendy have a copy. He will email the final draft of the Memorandum of Understanding with Wendy to the board for feedback, and the completed document for final approval, before presenting it to Wendy.

6.2.3. Rancho Vignola Order: project form

There was a significant delay in receiving the order and a last minute notification of a 2% rebate. David feels those who ordered products should be given the opportunity to receive this as a possible refund. The form is not yet completed due to these complications.

He notes the financial aspect of this project is quite complicated. He estimates there will be about \$160 to be divided, as per the guidelines, between Skookum and the Community Fund.

6.2.4. Preservation Workshop

There are nine or ten members registered though not all have paid. Jacqueline reports the preparations are well in hand, with the focus on local and organic food.

6.2.5. Community Library

Sharon and Melissa Leigh have entered 75 titles into the library database on the web. Some work remains to be done but the system indicates which books are in or out and which books are available on line.

Giovanni will talk to Sharon about putting out a call for more books.

6.3. Fundraising

No report.

6.4. Membership Engagement

6.4.1. Membership survey

Giovanni will review the current status of the survey and consult with the board as needed regarding further action.

6.4.2. Membership social

After some discussion, the board agreed to plan a member social, with a request to be put out to members for theme ideas. David will find out if Trinity Hall is available on Tuesday, Jan. 31 at 6:00 PM. A budget of approximately \$200 will be provided and Jacqueline volunteered to organize the main entree. Dessert and salads will be potluck. A donation jar will be available but there will be no admission charge.

6.4.3. Movie contacts with the Powell River Film Festival

The Powell River Film Festival has informed us we will be co-presenting with Transition Town Powell River at the "To Make A Farm" movie. They will provide us with a screener copy so that we have some idea of how to link Skookum to the film. It was suggested that Ron Berezan might be an informed and effective speaker on our behalf.

6.5. Acceptance of new members

David resolved that we accept the membership applications of Patricia Wilkinson; Dan Glover; Delia Becker and Scott Rempel (joint); and Kim Beno and Deidre Follett (joint). Passed by consensus.

7. Other business

None.

8. Next meeting

6 p.m., January 3, at 6916 Invermere Court. (Jonathan will check beforehand if this is a feasible date.)