

Tasks and commitments arising from Skookum board meeting of January 3, 2012

	Task/commitment	Who	When
***	Work through the old minutes and other documentation and collate project specific information into user manual format	Jan	Feb. 7, 2012
***	Compile a manual of generic information outlining specific board policies relevant to all projects	Jan/David	Feb. 7, 2012
***	Reformat apple cider press waiver form and refine information sheet	David	Feb. 7, 2012
**	Lead the discussion on values and principles at the next board meeting	Jacqueline	Feb. 7, 2012
	Ask Julie Thorne to organize tea, coffee and apple cider for Jan. 31 social	David	ASAP
	Try to find someone from the membership who would be willing to act as facilitator at the social on Jan. 31	Giovanni/David	ASAP
	Send out an emailed invitation to the social for members (and their families)	Giovanni	ASAP
	Discuss what's possible with the local grower in terms of supplying seeds for the bulk seed project	Jacqueline/David	Feb. 7, 2012
	Inform Anne of the board's decision to let go of Skookum Gleaners and return that service to the community as the Fruit Tree Project	David	Jan. 31, 2012
	Present the community orchard proposal, in conjunction with the board decision on the Gleaner's project, at the social	David (with board support)	Jan. 31, 2012
	Discuss the dry run bulk food order and the role of the advisory committee with Wendy and email feedback to the board	David	Feb. 7, 2012
	Add a feedback form for workshop participants to the blog site	Giovanni/David	Feb. 7, 2012
	Review the library net site with Sharon to iron out how the site will work most effectively	David	Feb. 7, 2012
	Determine the loan policy to be implemented for the community library	Sharon/Melissa L.	Feb. 7, 2012
	Include information as to what kinds of books would be most useful for the community library, in the invitation re the social	Giovanni	Feb. 7, 2012

Resolutions brought forward at the Skookum board meeting of January 3, 2012

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of Dec. 6/11 be accepted as circulated.	Jonathan	Passed.
That the treasurer's report for December be accepted as presented.	Jonathan	Passed.
That David be paid \$113.90 to cover the coordinator's share of the Rancho Vignola project.	Jan	Passed.
That the contract with the coordinator of the APBFBP be accepted as circulated, with minor editorial changes as noted.	David	Passed.
That we accept the membership applications of Paul and Karen Kamon (joint).	David	Passed.

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of January 3, 2012

Present

- Jan Burnikell
- Sharon Deane
- 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 Dec. 6. 2011 be accepted as presented.

1.3. Review of tasks/commitments from previous meeting

The list of tasks and commitments from the minutes of the previous board meeting of December 6, 2012 was reviewed.

1.4. Agenda (accept or revise & accept)

The agenda was accepted with the addition of item 6.5.2 ("Abundant Pantry Bulk-Buying Project and acceptance of contract with coordinator").

1.5. Guest member presentation (if applicable)

No guest member present.

2. Correspondence

Letter from the Farmer's Institute (Urban Livestock Committee) received as cc to SFPC President, Pete Tebbutt, outlining their recommendations to City Council.

3. Treasurer's report

David presented the financial report for December 2012. He notes that \$30 is recorded as both a revenue and expense so that we could exchange a cheque written to Skookum for one written to Jacqueline for her dehydration workshop. These two transactions cancel each other out. \$80 was deposited for four new memberships. \$48 was transferred from chequing to savings account for 30% of the \$160 in new memberships since we last topped up the cash reserve.

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

4. Business arising from previous minutes

4.1. Membership social planning and organization

With a view to keeping costs down, Jacqueline has put together a vegetarian main course menu. One dish will be gluten free/vegan and one a quiche. She will plan for 50 people, and source as many items as possible locally, checking with members to see if anyone has the required produce available. The board approved a budget of up to \$150. Jacqueline requires four people to show up at 5:00 PM to help set up,

with dinner to be served at 6:00 PM. Members will be asked to bring potluck salads, side dishes and desserts.

David will ask Julie Thorne to organize tea, coffee, and apple cider.

A donation jar will be put out to help defray the costs of the hall and the food. Skookum will carry the cost associated with this social. However, while such gatherings appear to be a desired and useful way of building solidarity and interest, members will need to address the question of how to fund these events if they are to occur several times a year.

A discussion ensued as to what kind of activities to include during the evening. David would like to post a "year circle" and encourage people to fill in the year with projects in which they are interested. He notes a very high priority would be to get active member engagement in the activities identified as a priority.

There was general agreement on the value of asking someone not on the board to facilitate the evening. The "agenda" could be worked out ahead of time in conjunction with several board members. Giovanni and David will explore what's possible in this regard.

Though there are some key announcements the board needs to make, in this instance the focus will be primarily on the social aspects of the gathering, as a celebration of cooperatives. People will be invited to bring musical instruments and share music.

However, our overall and long-term goals include becoming more familiar with Skookum's human and skill resources, increasing awareness of how those interested can access opportunities to share their knowledge and interests, and gaining some sense of commitment to follow-through from the members.

Instead of showing the three-minute UN video clip at the social, Giovanni will include it in the promotional blog, along with a request for members to put forward ideas/themes they want to discuss or focus on during the evening.

David notes that follow-up to this event will be important. The AGM, planned for early or mid April, may be the next opportunity to have a get together and could feature a finger food appetizer/dessert potluck.

5. New business

5.1. Bulk Seed Buying Project

Giovanni submitted a proposal and has set up a form from which people will be able to order shares in selected seeds purchased from West Coast Seeds and William Dam Seeds, with each share representing a sixth of a package. He has priced it out and notes that ordering in bulk creates significant savings. People can order as many shares as they like, with a waiting list created if need be until the next multiple of six is achieved. He proposes a 20% markup (15% for coordinator and 5% for SFPC), plus 5% of the actual seeds to be donated to the community (CRC/Permaculture Garden/Seedy Saturday).

Orders for seed potatoes will be placed separately, most likely through Robert's Creek, since shipping costs through seed companies are prohibitive.

If shares are only partially filled, the order will still be placed, with left over seeds saved till next year. Feb.14 is the order deadline for those interested, after which the order will be placed. Most of the seeds are open-pollinated.

Some discussion ensued about utilizing local seed producers, an option which will be explored, particularly with a view to next year. Giovanni notes the local product is more expensive because, according to their website, they don't sell in bulk. Jacqueline and David will contact the local company to discuss what's possible.

Jacqueline suggests the concept of "shares" is complex and needs to be well explained to potential participants when the form goes out.

5.2. Community Orchard

David has submitted a proposal for the establishment of a community orchard, possibly on the Four Square Church's property. He states member buy-in and involvement will be crucial to the success of the project. He would like to present it at the members' social, noting it seems to fit with many of the priorities identified by members in the survey. Several board members cautioned that such a project would entail a lot of work even though it has a lot of potential benefits, including cooperative ventures with other

community groups. The board concurs it is a valuable project and should be presented at the social, with the caution that we must be very cognizant of the on-going need for member support/active involvement in order for it to succeed.

6. Recurring business

6.1. Values and principles

Tabled until February meeting due to time constraints.

6.2. Rancho Vignola: final report

Feedback has been very positive. David notes the short turnaround time was challenging but having successfully completed the project will make it easier to run next time. He notes the bookkeeping is fairly complicated and the entire project requires concentrated organization for the two weeks it runs. Some math and working with spreadsheet skills are essential. David will provide support to whoever is interested in running it next year and is also willing to coordinate it again himself if need be. It has the potential to be a good fundraiser for Skookum, with a reasonable return to the coordinator.

It may be run as a two-week addendum through The Abundant Pantry Bulk-Buying Club.

Jan resolved that the board approve payment of \$113.90 to David to cover the coordinator's share. Passed by consensus.

6.3. Review cider press information handout and waiver

Tabled to next meeting.

6.4. How-to project manual for members

Tabled to next meeting, though it is being worked on.

6.5. Projects

6.5.1. Skookum Gleaners

Extensive discussion ensued during which we recognized that our mandate vis-à-vis Gleaners has been ambiguous from the start. In reviewing Skookum's involvement in the project, it became apparent that while being a significant drain on (particularly board) resources it has been of little benefit to members. It appears that the lack of clarity re our role has been somewhat paralyzing, possibly because the concept of the project doesn't fit our mandate, in that it is a broader based community programme, and a cooperative is, by definition, focused on member interests and needs.

Consensus is that we can lend support through loan of equipment, endorsement, assistance with publicity, encouraging members to participate on individual basis in whatever way they wish, etc., but that the board should withdraw from officially endorsing this project as a formal SFPC endeavor. (*Rationale: this is a community service which supports people who have harvestable product but can't or don't want to do the harvesting themselves, and those interested in picking such product.*) It is possible to reconfigure the service so that it benefits all community members (e.g. through development of a "committee" made up of various community organizations) without putting the burden of time, organization and liability on this co-op.

In lieu of what is essentially a community service, we're interested in developing a community orchard for the members. This may encourage a focus around greater awareness of fruit tree harvesting, which may indirectly contribute to Gleaners through connections with people willing to donate product directly to the co-op for processing or distribution.

The board agreed to present this decision at the social, focusing on positive solutions to keeping the service viable, and emphasizing it needs a year round organizing committee who can pursue fund raising, organization and publicity. The board does not have the resources for this and therefore recommends SFPC withdraw from having responsibility for it.

David agrees to inform Anne of the above decision prior to the social. He will also do the presentation at the social, with support from Jonathan.

6.5.2. Abundant Pantry Bulk-Buying Project and acceptance of contract with coordinator

David resolves we accept the contract with the coordinator of the APBFBP as circulated by David via email, with minor editorial amendments as noted. Passed by consensus.

David has spoken with Barry, who is unclear as to when the website will be up and running. He favours a dry run without it, though it's not clear if Wendy is aware of, and OK with, the decision.

The dry run will be announced at the social, and ten participants will be involved through some form of draw. The goal is simply to determine any possible glitches re logistics, including equipment needed, storage, timing, invoicing, etc. Only one catalogue will be posted and orders will be dealt with manually. Participants will be notified that ordering will not involve the actual website at this time and that the purpose is solely to identify and resolve any potential problems. It is hoped Wendy will take in the orders and collate them. If Wendy doesn't want to participate, we will limit the dry run to board members only.

David will discuss the dry run with Wendy and email the feedback. He will also discuss how she wants the advisory committee (which has been formed but has not been active up to now) to work, so that he's not the only liaison between the board, members and project. The board would like the advisory committee to be part of the dry run, to help determine how things will flow and how they can support Wendy, (which could eventually include contacting local farmers/producers to determine interest in selling through The Abundant Pantry, and help facilitate their use of the website, since it is designed so that producers will be able to list their own products on it).

6.5.3. Dehydration workshop wrap-up

Skookum received \$27 as its share of the workshop. There were nine participants, all of whom gave positive feedback. The big dehydrator worked very efficiently. There is already a waiting list for the next workshop, which will be offered early this spring. Jacqueline has written up a "how to" manual and a template for the actual workshop, which will be posted and a hard copy filed with the project manuals. She notes the next workshop will be easier to coordinate since the basics are done. She incorporated Skookum's QR code on the workshop flyer.

The merits of a feedback form, in which participants can post their reactions/impressions of the workshops, were discussed. This will be added to the blog site.

6.5.4. Community Library

Sharon reports there are about 80 books waiting to be put out on shelves. David will review the net site with Sharon to iron out how the site will work most effectively. Sharon and Melissa Leigh will determine the loan policy to be implemented. A signup sheet vs. cards may be preferred. Giovanni will include a note as to what kinds of books would be most useful, in his invitation to the social. Jan will bring whatever donations are received to Kingfisher Books.

6.6. Fundraising

No report.

6.7. Membership Engagement

6.7.1. Membership survey: results and next steps

Giovanni reports that 32 people responded to the survey and since this is approximately a third of our membership, it can be taken to be fairly representative.

Most people found the site fairly easy to manage. There are 118 members on Facebook.

The primary reason people joined SFPC was as a place to connect with others around food, which implies that socials can play a key role. The principles of the cooperative model and food sustainability were also important to a significant number. Interestingly, growing food was at the lower end of the spectrum.

A good percentage of respondents indicated they would enjoy participating in events that also involved other community groups, such as Transition Town Powell River. Some noted that expense was a barrier to workshop participation and made the suggestion that a sliding scale be utilized. It was suggested that a certain number of spots could be reserved at lower cost on a first-come-first-served basis.

Giovanni proposed dividing presentations into four categories:

- 1) Information only (low cost);
- 2) Workshops: leave with practical knowledge and some product (variable financial investment depending on workshop);
- 3) Work parties: share in the work and harvest (moderate financial investment); and
- 4) Bulk food buying (largest personal financial investment).

Jacqueline noted workshops are the most labour intensive for a coordinator and have the least remuneration under this proposal, which may be a deterrent to people's willingness to offer a workshop. It may therefore be necessary for Skookum to subsidize the coordinators in some instances.

Giovanni notes question 7 re sharing tools needs to be clarified so that people have a better idea of what is needed, where it would be stored, and how they would be repaid if required.

Although the question re board contact with members may have been somewhat vague, it appears most members would be open to specific requests. The list of people who have expressed specific interest in a variety of areas will be an excellent resource in this regard.

Overall, it appears that connecting with others around food seems to be of prime importance to members. It was noted that creating opportunity for social gatherings appears to be a move in the right direction, but this can also be achieved through other kinds of events and activities.

While members had many ideas for workshops and expressed a wide variety of interests in terms of what they believe Skookum should support/encourage/provide, it is imperative that these activities be primarily member- (as opposed to board-) driven, though board-supported.

The board agreed to carefully review the survey results and continue this discussion at the next meeting.

6.8. Acceptance of new members

David resolved that we accept the membership applications of Paul and Karen Kamon (joint). Passed by consensus.

7. Other business

None

8. Next meeting

6 p.m., February 7, at 6916 Invermere Court.