

## Tasks and commitments arising from Skookum board meeting of March 6, 2012

	Task/commitment	Who	When
*****	Work through the old minutes and other documentation and collate project specific information into user manual format	Jan	April 3, 2012
**	Determine the loan policy to be implemented for the community library	Sharon/Melissa L.	April 3, 2012
	Initiate the process of drawing up a draft MOU with the PDC and circulate it to the board	Pete/David	April 3, 2012
	Confirm the availability of Trinity Hall for the AGM	David	April 3, 2012
	Formulate policy for partnerships for board consideration and approval	Pete/Jacqueline	April 3, 2012
	Meet with First CU	Pete/David (and others if interested)	April 3, 2012
	Assist with Seedy Saturday and print of 50 copies of FAQ/membership form	David/Pete	March 10, 2012
	Lead the discussion on values and principles at the April 3 meeting	Pete	April 3, 2012
	Inform Event Planning Team of role in upcoming AGM, budget and support available	Jacqueline	April 3, 2012
	Meet with Wendy to initiate Advisory Committee protocol	David/Pete	April 3, 2012
	Connect with Patricia W re dehydrator purchase survey	David	April 3, 2012
	Check out the cost of stickers/stamps needed to identify the books as belonging to the co-op	Giovanni	April 3/2012

## Resolutions brought forward at the Skookum board meeting of March 6, 2012

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of February 7, 2012 be accepted as circulated.	Pete	Passed.
That the treasurer's report be accepted as circulated.	David	Passed.
That the balance owing on the cider press be paid off.	Jan	Passed
That the treasurer accepts memberships and green lights them once they have paid and signed the membership application, with any discrepancies or questions to be emailed to the board for clarification and/or approval.	Pete	Passed
That we accept the membership applications of Anne Marie Edwards; Stanley & Rosie Darland (joint); Irena Pugachevsky; Connie Thurber; Pat van Schaik & Dave Mortenson (joint); Steven Grover & Susan Dawkins (joint); Donna Vance & D. Beauchamp (joint); Jan Padgett; and Chris Matheson.	David	Passed.

# **Skookum Food Provisioners' Cooperative**

## **Minutes of the board meeting of March 6, 2012**

### **Present**

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

### **Guest Member**

- Ron Berezan

## **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 February 7, 2012 be accepted as presented. The resolution was accepted by consensus.

### **1.3. Review of tasks/commitments from previous meeting**

The list of tasks and commitments from the minutes of the previous board meeting of February 7, 2012 was reviewed, with the results indicated in the table on the first page of these minutes, where the number of asterisks next to a task shows how many times this task has been carried over.

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

The agenda was accepted with the addition of 5.3. ("Seedy Saturday") and 6.3.6 (Rancho Vignola").

### **1.5. Guest member presentation**

Ron presented an overview of the Permaculture course he and Rin Innes are facilitating in partnership with St. David's/St. Paul's Anglican Church. The course is offered over an 8-month period in order to facilitate a community integration process whereby a useful and productive permaculture demonstration garden will be created on what is currently underutilized land. It will take 3 years to implement what is designed to be a community resource. The intention is also to link with existing community structures as much as possible, with SFPC being a good fit because the two endeavors share members and can be helpful to each other in terms of promoting their complimentary visions to the community and encouraging member involvement. As well, 5% of the profit will go to the co-op, with the garden itself constituting the community contribution. Ron notes that, as a small business, having the support of a structured organization like the co-op can assist in procurement of funding as well as increasing public confidence and credibility. Nine out of the ten students are SFPC members. The project's goals are to promote local food production and biodiversity, and the creation of a beautiful, multifunctioning space available to the broader community.

Ron notes that in order to create some subsidies to assist people taking the course, and to cover some of the "hard" costs (plant and structural materials etc.), he approached First Credit Union for possible funding. Since he was away, First approached SFPC directly, which led to some confusion due to lack of communication. Ron prefers such funding to go through an official organization rather than into his own account, to ensure transparency.

Ron hopes for a multi year partnership with SFPC, in the sense of two members taking the initiative in a multi-year community project and creating a public space. He envisions using the co-op's channels for promotion, as well as recruitment of broader community/membership involvement. He notes both SFPC and Transition Town's logos appear on the Permaculture Powell River website. He is hopeful that funds from potential donors could be funneled through the cooperative and notes a written application for funding through the Community Forest has been submitted.

After some discussion, it was recognized that a memorandum of understanding, detailing very clearly each party's expectations, is an essential part of the process and necessary to avoid any misunderstanding or miscommunication. In particular, SFPC's function in terms of how it channels monies for projects not directly initiated by the co-op and receiving funding from a third party, needs to be clarified and very clearly defined. Both the board and Ron feel these kinds of partnerships are important and useful but that the workings of such relationships need to be transparent to the membership. Completing a more project specific application form, along with an MOU, may be a way to achieve this.

There was general agreement that the partnership will continue. Ron will share his funding proposals so that the board will be better informed as to specifics.

Pete, with assistance from David and input from Ron, will initiate the process of drafting an MOU with Ron and Rin and the Permaculture design course, and will circulate this to the board.

## 2. Correspondence

None.

## 3. Treasurer's report

David circulated the treasurer's report for February 2012. He notes the outstanding balance does not take into account the cheque written to Melissa Call of Sunshine Organics (pertaining to the TAP trial run), which has not yet been cashed.

David explained the Skookum Community Fund will appear in the ledger as a "virtual" account, making it easy to track.

David resolved we accept a receipt, submitted by Wendy, for reimbursement of \$27.94 for a cash box. Accepted by consensus.

Two people made cheques for the seed order payable to SFPC instead of to Giovanni, who paid for the seeds. David will deposit the cheques (for \$14 and \$43) and write Giovanni a cheque for that amount.

David resolved the treasurer's report be accepted as circulated. Accepted by consensus.

## 4. Business arising from previous minutes

### 4.1. AGM planning

The AGM will be held at 7 p.m. on Friday, April 27, 2012 at Trinity Hall. David will confirm the hall's availability. It is hoped the business part of the evening will be completed in an hour.

Three one-year term board positions will be open for re-election. One board member will not run for re-election and one is uncertain at this time, as is one two-year term member.

Jacqueline will contact the Event Planning Team, requesting they take responsibility for the social part of the evening. A \$50 budget will be available. Julie is willing to take care of liquid refreshments. Permission must be obtained from the church if alcoholic beverages are to be served. Members are invited to bring snack food.

### 4.2. Powell River Film Festival

Involvement was considered well worthwhile, with seven new memberships resulting. Pete, with assistance from Gayle Morton, manned an information table and notes there was a lot of interest in the handouts. Pete talked about SFPC and TAP in his introduction to the film, which played to a packed house.

#### **4.3. BCCA Youth Project**

David has connected the BCCA contact person with Ryan and Karen at School District 47 and has attempted to connect her with the Youth Resource Centre in an effort to find a local youth who will be able to tell the SFPC story in an appropriate format.

#### **4.4. Paying off the cider press**

Jan presented a resolution that the balancing owing on the cider press (\$669.76) be paid off. The resolution was accepted by consensus.

### **5. New business**

#### **5.1. Policy for Partnering**

A subcommittee (Pete and Jacqueline, with input from David if needed) will formulate a policy for partnerships for board consideration and approval at the next meeting.

#### **5.2. Meeting with First Credit Union**

The goal of this meeting is to improve/formalize our relationship with First C.U. in terms of how we might be able to foster each other's interests within the co-op framework, as well as letting them know who we are and what we own. Pete proposes he and David (and any other interested board members) meet with the CEO and Tara to discuss how to go about this.

#### **5.3. Seedy Saturday**

Set up happens between 8:30 and 9 a.m. Event runs from 10 a.m. until 3 p.m. SFPC will share a table with Food Security. David will be in attendance all day, as will Sharon. David will ensure a minimum of 50 FAQ/membership forms is available. Wendy will bring TAP business cards. Pete is available to help out and will also request member assistance.

### **6. Recurring business**

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

Jacqueline did a brief presentation on the relationship between values and principles, noting values lead to principles, which in turn informs practice. She provided a useful written synopsis to board members.

Pete will take the lead at the next meeting.

#### **6.2. Event Planning Team**

The team (Ali, Gayle and Stacey) would benefit from some assistance and direction from a board member. Jacqueline is willing to take this on. It was agreed their liaison to the board could be most effectively facilitated through email contact as opposed to regularly scheduled meetings.

#### **6.3. Projects**

##### **6.3.1. Project Team**

David, Pete and Leslie met to discuss the formation of this team. Leslie is familiarizing herself with the project form and has good ideas on how to streamline it. David is writing the terms of reference for the team and how the board will delegate responsibilities.

It is hoped more members will be interested in this project. The team will meet at 4 p.m. on the last Thursday of each month at the Step Above.

### **6.3.2. Abundant Pantry Bulk Buying Club (APBBC)**

Wendy has circulated the detailed survey results by email.

The trial order went well. The financial aspects worked out without any significant problems. Small glitches and oversights are being addressed. March 11 is the deadline for the first order.

In order to avoid all members being inundated with emails, there is a separate email list for TAP members. The site is easy and efficient to use, with problems promptly addressed.

Wendy submitted an 'application form to local food producers' to the health officer and he has vetted it, so that it is ready to send out. Currently "bulk" is defined as a minimum of 3 items.

Melissa Leigh has reviewed and approves the bookkeeping/financial system in place to track TAP finances.

It was agreed the need for an advisory committee will be raised at the AGM, with a strong request for member involvement. Currently, David has almost sole responsibility for advising and monitoring developments. David will initiate a meeting with Wendy to start the process. Pete will also attend.

### **6.3.3. Bulk seed-buying**

Giovanni reported that this project has been successfully completed, with \$318 worth of seed purchased. Because seed had to be ordered in a minimum of 10 packages, there are some extra and the excess seed packages will be sold at Seedy Saturday. He notes it would be useful to start the project earlier in the year.

The question of membership cards was discussed, so that it would be easy to know who qualifies for membership "discounts". At this time, it appears unnecessary, though may be considered in the future.

### **6.3.4. Purchase of dehydrators**

Patricia Wilkinson, who is interested in taking this project on, submitted a survey for approval, re what type of dehydrator, etc. She would like to send this out to members to determine interest. David will get back to her ASAP.

### **6.3.5. Community Library**

Sharon notes she needs to fill out a project proposal form because there is an annual \$20 fee associated with the software.

A location for the books has been created within the store, which will allow for easy monitoring. A member may be interested in doing some data entry. Sharon is willing to stockpile magazines and books useable for annual Seedy Saturday.

There will be a \$2 deposit, refundable if the book is returned on time and forfeited if the book is overdue.

Giovanni will check out the cost of stickers/stamps needed to identify the books as belonging to the co-op.

### **6.3.6. Rancho Vignola**

David is coordinating the Rancho Vignola order, Part Two, and notes it is not possible to run this through TAP within the time constraints. It appears that this second go-round will be quite successful.

#### **6.4. Fundraising**

Stacey Fitzgerald is interested in this aspect of the co-op, particularly through events. Jacqueline notes it is important to encourage this interest among the membership. She will email some ideas re potential speakers and other activities useful in this regard.

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

David reports Wendy has pointed out that the turn around time for acceptance of new members could interfere with their ability to participate in TAP in a timely manner. He therefore suggests the board delegate authority to him to approve and accept new member applications upon arrival.

Pete presented the resolution that the treasurer accepts memberships and green lights them once they have paid and signed the membership application, with any discrepancies or questions to be emailed to the board for clarification and/or approval. Accepted by consensus.

Sharon will notify David of any applications that arrive at Kingfisher Books.

David presented a resolution to accept the membership applications of Anne Marie Edwards; Stanley & Rosie Darland (joint); Irena Pugachevsky; Connie Thurber; Pat van Schaik & Dave Mortenson (joint); Steven Grover & Susan Dawkins (joint); Donna Vance & D. Beauchamp (joint); Jan Padgett; and Chris Matheson.

The resolution was accepted by consensus.

#### **7. Other business**

None

#### **8. Next meeting**

6:00 PM, April 3, 2012, at David and Giovanni's house.