

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

	Task/commitment	Who	When
***	Determine the loan policy to be implemented for the community library	Sharon/Melissa L.	May 1, 2012
*	Formulate policy for partnerships for board consideration and approval	Pete/Jacqueline	May 1, 2012
	Print up 1000 business cards which have our logo and website for distribution	Giovanni	May 1, 2012
	Insert a notice on the Blog that we are members of the BCCA and that its resources are available to all SFPC members	Giovanni	May 1, 2012
	Write a blog about the upcoming AGM and encourage members to consider letting their name stand as director	Pete	April 27, 2012
	Print 50 copies of FAQ (revised if needed)	David	April 27, 2012
	Pay \$60 to St. John's Church for the rental of Trinity Hall	David	April 27, 2012
	Ensure an appropriate acknowledgement of Wendy and Barry's generous contribution of time and energy to TAP is included in the director's report	Pete	April 27, 2012
	Begin the process of designing a policy and procedures manual	Jan/David	May 1, 2012
	Follow up with Patricia re the dehydrator order	David	May 1, 2012

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

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of March 6, 2012 be accepted as circulated.	Pete	Passed.
That Wendy be reimbursed \$32.15 for printing costs.	David	Passed
That \$90 in fees owing to the BCCA be paid in full.	Pete	Passed
That the treasurer's report be accepted as circulated.	David	Passed.
That we accept the membership applications of Maggie Poole, Natasha Blanchette, and Ron Désfossés.	David	Passed.
That we accept the MOU between SFPC and the community based Powell River Permaculture Design Course.	David	Passed
That we accept Giovanni's final report on the bulk seed-buying project.	David	Passed

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of April 3, 2012

Present

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

Guest Member:

Julia Downs, scheduled guest, was unable to attend.

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 presented a resolution that the minutes of the previous board meeting of March 6, 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 March 6, 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 item 6.1. ("Values and Principles") move to item 1.6. (to be retitled "Policy Review" in future), with subsequent adjustment of item numbers under Item 6. ("Recurring business"). ("Acceptance of new member applications") has been entered under Treasurer's Report as Item 3.1. and retitled "Acceptance of new members".

1.5. Guest member presentation

None.

1.6. Values and Principles

Pete did a brief presentation on the values as posted on the website, in terms of how they are manifest in board function. He notes the *self-help* is reflected in the lack of coercion to perform specific tasks, so that everyone is self reliant in what they undertake. *Self-responsibility* is revealed by the fact no one is pressured to do tasks. *Democracy* is evident in the lack of autocratic decision-making. *Equality* speaks for itself. Pete feels the board takes great care to ensure fairness on all levels noting that some of the most passionate discussion concerns the matter of fairness. *Solidarity*, *honesty*, *openness*, and *social responsibility*, and are all values that are exemplified in by this board.

2. Correspondence

Letter received from the CDPR indicating no funding will be available.

Information package from the Rural and Cooperative Secretariat (Federal Dept. of Agriculture) entitled *Guide to Government Programmes Available to Cooperatives*. This may be of value if there is member interest in forming a fundraising team and should be part of our resource library.

3. Treasurer's report

David circulated the treasurer's report for March 2012, highlighting the following:

- The cider press is paid off so we have no outstanding liabilities;
- There is an active Community fund account, with a balance of \$109.06: \$83.20 from the 2011 Rancho Vignola order; \$4.84 from the February TAP order; \$5.06 from the bulk seed order; and \$15.96 from the March TAP order;
- 17 new members (\$340.00) received in March;
- Treasurer has now assumed responsibility for accepting new members and notifying them of their acceptance by the board;
- \$216.33 in TAP revenue represents member's payments for March order;
- \$2783.87 in TAP expenses included \$615.72 cheque to Sunshine Organics from February order, \$38.74 coordinator's share for February; \$2001.73 to Sunshine Organics for March order, and \$127.68 Coordinator's share for March order;
- \$25.30 miscellaneous project revenue is profit from bulk seed buying order (of which 20% or \$5.06 went to Community Fund).

He notes the year-end financial report is nearing completion, with a draft emailed to all board members.

David resolved the treasurer's report for March 2012 be accepted as presented. Accepted by consensus.

David submitted a receipt for \$32.15 for Wendy's printing costs related to TAP. He notes we also owe the BCCA \$90, explaining we received the two-year discount of \$50/annually available to first time co-ops, but must also buy \$50 in shares (5 shares at \$10 each) each year. When our dues go up to \$190 the number of shares we must buy increases to 19 and if fees go up, we will have to buy more shares. While the cost is significant for the co-op, the board agreed the BCCA is a good resource and membership is important.

The board agreed the decision to renew membership will be made annually, upon receipt of request for payment from the BCCA. It was noted that if we rescind our membership, we will be reimbursed for the cost of the shares.

Giovanni will post a notice on the website reminding everyone that we are a member of the BCCA and that its resources are available to all SFPC members.

David resolved that Wendy be reimbursed \$32.15 printing costs. Passed by consensus.

Pete resolved that \$90 in fees owing to the BCCA be paid in full. Passed by consensus.

3.1. Acceptance of new members

David presented a resolution to accept the membership applications of Maggie Pool, Natasha Blanchette and Ron Desfosse. Passed by consensus.

SFPC now has 102 members.

4. Business arising from previous minutes

4.1. AGM planning

Pete will compile the director's report.

The Event Planning Team has things well in hand for the AGM, with several activities planned which will focus on encouraging members to interact and engage in discussion. Jacqueline notes there will be a small presentation to the 100th member. Discussion notes from each table will be given to the board. All members will be asked to contribute to the potluck snacks and desserts. Jacqueline will purchase beverages. A \$2 donation will be requested from attendees to cover the costs associated with the AGM. Musicians will be invited to bring instruments. The MC has yet to be determined.

Jean McKenzie will do an announcement on the member list. Pete will do a follow-up blog post about the upcoming meeting. The AGM will be held at 7 p.m. on Friday, April 27, 2012 at Trinity Hall. David will confirm the hall's availability.

A package containing the notice of meeting, the agenda, notice of special resolutions to be presented, and a year-end financial statement must be mailed out to 2 members who have requested this. In the interest of reducing printing costs, remaining members will receive the information via email, with the request that if they wish to have a hard copy, they print their own. The agenda, highlights of the directors report, and the year-end financial statement can be posted on a large sheet of paper at the meeting.

David will ensure 50 copies of the updated FAQ are printed off.

David will write a cheque for \$60 to pay for the hall rental.

Pete will ensure that Wendy and Barry are acknowledged for the amount of work they have given to TAP by including it in the director's report.

4.1.1. Board Member recruitment

There are three vacancies needing to be filled, if possible. A few members have expressed interest and Pete will write a blog encouraging other members to consider becoming a director, accompanied by a description of board roles.

It may be worthwhile to develop a recruitment committee for next year.

4.2. Meeting with the Credit Union

Pete met with Tara Chernoff and considers it was a positive meeting. He gave her some background information and clarified the co-op's mandate etc. Tara raised the question of what we do about corporate memberships, which is something that needs to be addressed in policy development. He notes Tara is working on a framework for inter-cooperative liaison on behalf of FCU. A suggestion was made SFPC could do a presentation to FCU staff and that perhaps they could be offered membership in the co-op. Pete notes that FCU might be willing to advertise the AGM on their flash board and invited Tara to attend the meeting. She is aware of the board's concern that SFPC not become primarily a conduit for funding since we do not want to compromise our ability to get funding for programmes that are uniquely ours. However, Pete made it clear that information sharing, not monetary issues, was the purpose of the meeting.

4.3. Policy for Partnering

4.3.1. MOU with the Powell River Permaculture Design Course

The MOU with PRPDC is modeled on a Fiscal Sponsorship framework, specifically, as a preapproved grant relationship.

The fiscally sponsored project does not become the property of SFPC, but remain a separate entity of which the recipient maintains ownership, with full responsibility for the project, for liability, relevant taxes, etc. The sponsor (SFPC) ensures for itself that the project uses grant money received for the purposes designated in the proposal. SFPC is the entity that receives the funds and we simply pass it on to the recipient.

The MOU has been produced on this basis and applies to future grants for this particular project, which will run for 3 years. Ron has vetted it, with minor adjustments re time lines. It has not yet been signed.

Jacqueline notes this can be an effective template for future such sponsorships. The on-line website is an excellent resource and noted on the MOU.

David presented a resolution that we accept the MOU between SFPC and the community based Powell River Permaculture Design Course with Ron Berezan and Rin Innes. Passed by consensus.

4.4. Collation of project and policy specific information

The initial work has been completed and Jan presented a summary of her findings. She notes that a lot of decisions, which can be easily translated into policy, have already been made and can be subdivided into 7-10 main categories. As well, it is apparent that a more focused use of resolutions could significantly inform policy, in that they can be used to track the evolution of rules, projects and decisions. This would also support accountability and transparency, and enhance an awareness of deliberate decision making, since if a policy based on a resolution is to be changed, it would need to be done with conscious awareness. Requiring a resolution to accept final project reports and recommendations would allow for clear tracking and evaluation.

It was agreed that the development of a policy and procedures manual would be a useful and natural follow-up. Jan has agreed to begin this process, in consultation with David.

The board agreed that the time now allocated to agenda item 1.6. ("Values and Principles") will be given to "Policy Review" at future board meetings.

5. New business

5.1. Assigning tasks to board members: Yes or No?

This discussion has been tabled for the new board's consideration and will be included under policy development.

5.2. Cooperative Career Internship Programme

No suitable project is available locally for this year but the board needs to be aware of and plan for it next year. This would be a good job for a Fundraising Committee.

6. Recurring business

6.1. Team Reports

6.1.1. Project Team

The full team, consisting of Leslie Forrester, Pat Van Schaik, Stanley Darland, Pete Tebbutt and David Parkinson, met recently. Minutes were created and it was noted that the board needs to decide how to manage the information coming in from the various teams. David drafted the terms of reference, which are to be refined. There may be a final document ready for board consideration by the next board meeting.

Stanley has volunteered to create a non-blogspot website.

6.1.1.1. Bulk Seed buying final report and wrap up

David resolved that we accept Giovanni's final report on the bulk seed-buying project. Passed by consensus.

6.1.1.2. Purchase of dehydrators

Patricia Wilkinson recently sent out a survey. Further action will depend on the results of this. David will follow up with her.

6.1.1.3. Community Library

Sharon reports that the project is on hold at the moment. She has the stickers Giovanni made.

6.1.2. Event Planning Team

Jacqueline was elected as, and will remain, the point person for the board on this team, which consists of Connie Thurber, Jean Mackenzie, Stacy Fitzgerald and (email only) Alison Taplay.

The goal for the next team meeting is to draw up the terms of reference for board consideration.

6.1.3. Abundant Pantry Bulk Food Buying project team

The Advisory committee members for this team are Wendy Pelter, Laura Wallace, David Parkinson, Dan Glover, and Pete Tebbutt.

The question of incorporating local producers product into TAP, primarily in terms of how to define what constitutes bulk quantities, as well as the question of competition with local retailers, has been addressed.

The *Kootenay Mountain Grower's Standards* is being explored as a possible alternative to organic certification. The Kootenay growers are happy to let us adopt these standards for our own use. This operates on the honour system, with locally determined criteria and no cost involved to growers. We would have to decide which criteria we would choose to endorse. It was noted the sunflower logo, which Giovanni has already designed, would fit perfectly with the potential tag of "Suncoast Grown".

There is ongoing discussion re how (or if) to incorporate local distributors of various products not locally produced into TAP. David is drawing up a set of criteria for evaluating whether a certain line of product fits with TAP mandate.

In terms of fresh produce, the question under discussion is how to determine what constitutes "bulk purchasing". In this context, Pete has discussed the issue of competition with Melissa of Sunshine Organics, but she sees no difficulties in this regard.

30 members participated in the bulk food order in March. The next order is due on May11, 2012.

6.2. Fundraising

No report.

A request for people interested in researching grants as a specific source of funds, and other dedicated fund raising initiatives (beyond the activities of the Event Team) will be put out at the AGM.

7. Other business

In a discussion about team function, it was noted that board member participation should involve enough distance to be able to keep a broader perspective. The ultimate goal would be for the teams to be self-managing, with support and consultation available from the board as needed. While the teams are building terms of reference and building a framework for functioning, it appears necessary for the board to have a more direct involvement.

It will be important to develop clear general policy guidelines re board management and general terms of reference, including the question of how to ascertain the time commitment made by those who sign up.

8. Next meeting

TBD at the AGM.