

Tasks and commitments arising from Skookum board meeting of May 14, 2012

	Task/commitment	Who	When
	Present proposed policy for partnership for board consideration and approval at next board meeting as agenda item 1.6. ("Policy Review")	Pete	June 6, 2012
	Create 5-6 types of cards, along with cost estimates, and report on this at the next board meeting.	Giovanni	June 6, 2012
	Send a thank you note to Ron and Rin of the PR Permaculture Design course for their donation	Jan	June 6, 2012
	Assist in developing an annual budget and related financial policy	Laura/David	June 6, 2012
	Email compilation of all table suggestions from the AGM to board	Giovanni	June 6, 2012
	Attend a special meeting focusing on identifying priorities for the co-op, with reference to the table suggestions from the AGM.	All directors	June 17, 2012
	Invite Kevin to the next board meeting to discuss and get further information about PR dollars	Pete	June 6, 2012
	Contact Delia Becker to determine if she is interested in coordinating the canning lid order.	Pete	June 6, 2012
	Send out a "membership engagement" letter	Pete	June 6, 2012
	Help the event planning team develop their terms of reference	Laura	June 6, 2012
	Find out how much it would cost to trademark the logo for suncoast grown.	Laura	June 6, 2012
	email the minutes of the TAP advisory committee meeting to the Board for ratification at the next board meeting	Pete	June 6, 2012

Resolutions brought forward at the Skookum board meeting of May 14, 2012

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of April 3, 2012 be accepted with revisions and corrections as noted.	Pete	Passed.
That Jacqueline be reimbursed \$61.24 for AGM related expenses and CMG Printing be reimbursed \$68.36 for printing costs.	David	Passed
That the treasurer's report be accepted as circulated.	Laura	Passed.
That we accept the membership application (joint) of Janet Newbury and Graham Lavery.	David	Passed.
That the executive and liaison positions on the board be filled as follows: President: Pete Tebbutt; Vice-President: Rosemary Bjorknas; Treasurer: Laura Berezan; Secretary: Jan Burnikell; Project Comm. Liaison: David Parkinson; Event Planning Comm. Liaison: Jacqueline Huddleston; TAP liaison: Pete Tebbutt and David Parkinson; Fundraising and Communications Director: Giovanni Spezzacatina.	Laura	Passed
That Sharon Deane be removed from signing authority; that Laura Berezan be added; and that Pete Tebbutt and David Parkinson continue to have signing authority.	Pete	Passed
That we approve Jacqueline's' proposed home tanning workshop, with 10% of any sales of furs going to SFPC and with the prominent display of a donation jar for SFPC on site.	Laura	Passed

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of May 14, 2012

Present

- Laura Berezan
- Rosemary Bjorknas
- Jan Burnikell
- Jacqueline Huddleston
- David Parkinson
- Giovanni Spezzacatena
- Pete Tebbutt

Guest Member

None.

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)

David presented a resolution that the minutes of the previous board meeting of April 3, 2012 be accepted with corrections as noted. 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 April 3, 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 item 5.1.1. ("Terms of Office"); item 5.1.2. ("Signing authority"); and item 5.2. ("Powell River Dollars").

1.5. Guest member presentation

None.

1.6. Policy Review

Tabled to next meeting.

2. Correspondence

None.

3. Treasurer's report

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

- There were no new memberships in April
- A \$430 donation was received from the PR Permaculture Design course.

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

David submitted a receipt for \$61.24, payable to Jacqueline for AGM related expenses and two receipts, for \$55.44 and \$12.92, payable to CMG Printing for various printing costs.

After some discussion, it was agreed Laura will assist in developing an annual budget and related financial policy. David resolved that Jacqueline and CMG Printing be reimbursed as per receipts received. Accepted by consensus.

3.1. Acceptance of new members

David presented a resolution to accept the membership application (joint) of Janet Newbury and Graham Lavery. Accepted by consensus.

4. Business arising from previous minutes

4.1. AGM Review

28 members attended the 2012 AGM. Giovanni has complied the table suggestions and will mail these out to all directors.

The consensus is that it was a good evening overall. We need to be more assertive about requesting donations to cover associated costs of such meetings.

There was a discussion about the need for strategic planning in terms of setting general goals and identifying projects, which would be a useful way to harness and focus energy. It was agreed this discussion would be carried over to the next board meeting. A special meeting focusing on identifying priorities is scheduled for Sunday, June 17, 10 AM.

5. New business

5.1. Filling required offices on the board

After some discussion directors agreed to accept the following offices:

- President: Pete Tebbutt
- Vice President: Rosemary Bjorknas
- Treasurer: Laura Berezan
- Secretary: Jan Burnikell
- Project team liaison: David Parkinson
- Event Planning Liaison: Jacqueline Huddleston
- TAP Liaison: Pete Tebbutt and David Parkinson
- Fund Raising and Communications Director: Giovanni Spezzacatena

Laura resolved that these officers be accepted as noted. Accepted by consensus.

5.1.1. Terms of office

Laura, Rosemary and Jan agree to a 2-year term. Jacqueline will complete the remaining year of Sharon's term. David, Giovanni, and Pete are completing the second year of their 2-year term.

5.1.2. Signing Authority

Pete resolved that Sharon Deane be removed from signing authority and Laura Berezan be added and that he and David continue to have signing authority. Accepted by consensus.

5.2. Powell River Dollars

Pete reports that the PR Money Society is looking for non-profits willing to accept donations of PR dollars and is asking if SFPC is willing to be a beneficiary. The co-op would then be free to spend the PR dollars as they wish. He notes Canadian dollars can be exchanged at equal value for PR dollars, although these can only be spent locally. The concept is based on a well-established trial on Saltspring Island and is also used in Courtenay. If 20-30 local businesses sign on, it will go ahead here.

In discussion, it was noted the question of whether SFPC is being asked to participate as a business or as a non-profit beneficiary requires clarification. Because of how we operate, we need to develop policy as to how we will utilize PR dollars in our transactions, ensuring we aren't compromising or limiting ourselves in some way.

Pete will invite Kevin to the next board meeting to discuss the questions and get further information.

6. Recurring business

6.1. Team Reports

6.1.1. Project Team

David reports that the team has not meet since before the AGM. The revisions to the terms of reference are due to be discussed.

After considerable discussion, it was agreed that separating project management (general administration, policy development, etc.) from project operation (oversight of, and support to, individual projects) would enhance the function of this team. Ideally, each project should have a liaison to the board (who does not need to be a director of the board).

The board must receive monthly reports from all teams/liaisons.

David notes members have again expressed interest in ordering canning lids, with Delia Becker indicating she is willing to coordinate this. Pete will email her to determine if she is still interested.

Pete will send out a member engagement letter to the general membership.

6.1.1.1. Purchase of Dehydrators

Deferred to project team.

6.1.1.2. Community Library

Deferred to project team.

6.1.1.3. Hide tanning workshop proposal

Jacqueline presented her proposal for the Home Tanning Workshop (part 1) that she is offering free of charge to the community, and requests SFPC endorsement of the project. There was some discussion as to how the all the relevant criteria (that a project must be of some direct benefit to the co-op, as well as the coordinator and community), could be met.

Laura resolved that we approve Jacqueline's' proposed home tanning workshop, with 10% of any sales of furs gong to SFPC and with the prominent display of a donation jar for SFPC on site.

6.1.2. Event Planning Team

Jacqueline notes the event planning team will organize 4 key events annually, and directors confirmed that preferably, these would have a seasonal focus. The team would like the summer event to piggy-back on an already existing, related event, such as the edible garden tour, which is also the start of the 50-mile challenge.

The May 24, 2012 event with Leocadio Juracan and his work with the CCDA, is on track. TAP advisory committee will decide tomorrow (May 15) at their meeting whether or not the coffee can be sold through TAP. Pete will let Jacqueline know a.s.a.p.

Laura agreed to help the event planning team develop their terms of reference.

6.1.3. Abundant Pantry Bulk Food Buying project team

6.1.3.1. Advisory Committee

No report.

6.1.3.2. SunCoast Grown

Pete presented a draft of the 6.1.3.2.SunCoast Grown guidelines as prepared by the TAP advisory committee, for the board's consideration. This document will be modified to include some of the suggestions in Giovanni's version, as well as some recommended changes in wording.

There was general agreement that the guidelines should be the property of SFPC, to be used by TAP. The board recommends the \$20 sign up fee should be paid annually to cover the costs of the electronic database and someone to manage it. Pete states the committee envisions this person's role as including publicity, data entry, receiving and receipting financial transactions, paperwork/documentation, annual follow-up, and website maintenance. It was agreed this is more work than can be expected of a volunteer position.

The board recognizes that this is potentially an excellent fund-raising opportunity and may have much potential in this regard. Laura will find out how much it would cost to trademark the logo.

The board gave its approval in principle to the TAP advisory committee to continue with this work. Pete will email the minutes to the Board for ratification at the next board meeting.

6.2. Fundraising

Tabled.

7. Other business

None.

8. Next meeting

Wednesday, June 6, 2012 at David and Giovanni's - 6916 Invermere Court.