

## Tasks and commitments arising from Skookum board meeting of August 1, 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	Sept.5, 2012
**	Assist in developing an annual budget and related financial policy	Laura/David	Sept. 5.2012
*	Email the minutes of the TAP advisory committee meeting to the Board for ratification once the meeting has been held	Pete	When possible
*	Communicate decision to support the VIU/MCP community development project with a letter of intent, and request further input from Alison Taplay regarding the content for the letter.	Jan	Report at Sept. 5, 1012 meeting
*	Review the terms of reference the project team has put together, as well as the document Laura has created, and write out a draft proposal, with assistance from David and others, to be brought back to the next meeting for board consideration.	Rosemary	Sept. 5, 2012
*	Send out a memo to members about potential mid-week market for garden surplus, after checking on viability with the organizer	Jacqueline	David to report on this at Sept.5, 2012 meeting
**	Discuss a potential collaborative partnership re Suncoast Grown with the Lund Farmer's Cooperative and the Agricultural Association lead people.	Pete	Sept. 5, 2012
*	Research potential films on the subject of co-ops and discuss any possibilities with the Event Planning Team	Giovanni	Sept. 5, 2012
	Review the terms of reference the project team has already developed, as well as the document Laura has created, and write out a draft proposal in more detail, to be brought back to the next meeting for board consideration	Rosemary/David	Sept.5, 2012
	Put out a letter to the membership to see if any members are interested in assisting with drafting a policy manual	Pete	Sept. 5, 2012
	Invite members to participate in a "support and monitoring" capacity on the Project Team	Pete	Sept. 5, 2012
	Verify the accuracy of the report that Townsite Brewery has put a jar out for Skookum so when people buy a growler a dollar is donated to Skookum	Giovanni	Sept. 5, 2012
	Further develop the concept of a members' skill database	Giovanni	Sept. 5, 2012

**Resolutions brought forward at the Skookum board meeting of August 1, 2012**

<b>Resolution</b>	<b>Proponent</b>	<b>Outcome</b>
That the minutes of the previous board meeting of June 6, 2012 and the extraordinary board meeting of June 17, 2012 be accepted as circulated with minor grammatical corrections as noted by David.	David	Passed
That the full treasurer's report be accepted as circulated.	David	Passed
That the vice-president and treasurer always be the identified contact directors with Revenue Canada Services for purposes of accessing information under our business number.	Laura	Passed

**Skookum Food Provisioners' Cooperative**  
**Minutes of the board meeting of August 1, 2012**

**Present**

- Laura Berezan
- Rosemary Bjorknas
- David Parkinson
- Giovanni Spezzacatena
- Pete Tebbutt

**Guest Member**

None.

**1. Opening business**

**1.1. Board member sign in**

All board members present signed an 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 June 6, 2012 and the extraordinary board meeting of June 17, 2012 be accepted as circulated with minor grammatical 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 June 6, 2012, and those of the extraordinary board meeting of June 17, 2012, were 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)**

No agenda was available.

**1.5. Guest member presentation**

None

**1.6. Policy Review**

Tabled to next meeting.

**2. Correspondence**

Two pieces of correspondence to be addressed under Item 3: Treasurer's Report.

**3. Treasurer's report**

Laura presented a treasurer's report for May and June 2012, highlighting the following:

The spreadsheet now available lays everything out clearly, although it remains somewhat complicated to input certain information. It will be refined a.s.a.p. so that it is more efficient to use.

There was a net decrease in the month of June, due to TAP calculation corrections.

Current bank balance: \$1732.66

Reserve account: \$630.29

Laura notes Canada Revenue Agency demands the social insurance number and other particulars of at least one designated board member in order for us to be able to access our business number information. After some discussion, Laura presented the resolution that the vice-president and treasurer always be the identified contact directors with Canada Revenue Agency for purposes of accessing information under our business number. Accepted by consensus.

Our official corporate registry mailing address remains c/o Kingfisher Used Books 4486 Marine Avenue, Powell River, B.C. V8A 2M6.

Powell River Money Society has put out a revised form requesting we identify authorized users, (those who can access our accounts), with an easily identifiable account ID people will associate with our organization. Pete, David and Laura will be the authorized users and the account ID will be "Skookum".

David resolved the full treasurer's report for May and June 2012 be accepted as presented, with corrections as noted. Accepted by consensus.

### **3.1. Acceptance of new members**

Four new members have been accepted since last meeting: Alison Melan; Megan Mulner; Cory and June Mullen (joint); Danika Reeve and Ari Neimand (joint).

## **4. Business arising from previous minutes**

### **4.1. Proposed policy for partnerships for board consideration**

Tabled to next meeting.

### **4.2. Developing an annual budget and related financial policy**

Tabled to next meeting.

### **4.3. Terms of reference for event planning team**

Laura has developed a sample terms of reference document, incorporating the TAP document as a guideline. She notes the primary areas for consideration for the board in terms of policy development relate to determining the level of authority given to committees, how much decision-making control the board wants to keep, and how the board and committees will relate to each other. It is important that there be a board connection on each committee, since the board bears ultimate responsibility. It will be important to define the differences between standing committees (as defined in the bylaws or articles or established subsequently), and ad hoc committee.

Rosemary, with support from David, will review the terms of reference the project team has already developed, as well as the document Laura has created, and write out a draft proposal in more detail, to be brought back to the next meeting for board consideration.

### **4.4. Policy Manual**

Since it is not realistic to have the manual ready for September, Laura proposes she and Jan meet on a monthly basis, two weeks prior to each board meeting and make a monthly presentation on the completed piece until the project is finished. A table of contents will be organized to identify areas where policy is required, highlighting those pieces that need to be augmented/completed and what is missing altogether.

Stanley is not interested in meetings per se, but may be interested in doing the layout/design of the manual once the work is completed.

Pete will put out a letter to the membership to see if any members are interested in assisting with drafting a policy manual.

### **4.5. Business Cards**

Giovanni distributed the completed cards to all board members present.

#### **4.6. B.C. Casa Follow-up**

Pete has made several attempts to contact B.C. Casa re selling the coffee locally but has not heard back from them as yet. There is definite interest in the product by members and business.

#### **4.7. Proposal for retail co-op store**

Tabled to next meeting.

### **5. New business**

No new business.

### **6. Recurring business**

#### **6.1. Team Reports**

##### **6.1.1. Project Team**

The Project Team met last Thursday and has agreed to meet via email a week prior to each board meeting. The minutes have not yet been finalized but will be sent to the board when available.

Work will resume on the revised project proposal form and ongoing and pending projects were reviewed. The team is also focusing on developing various templates relevant to various aspects of running a project, including an evaluation form for completed projects.

A discussion ensued re the need to develop a system allowing a clear flow of information between the coordinators of each project and the board, without necessarily increasing the burden on board members. It was agreed the first step is to finalize the terms of reference and develop the forms, since this is foundational to developing a proactive response from those interested in running projects.

Pete will invite members to participate in this "support and monitoring" capacity on the project team.

A discussion ensued re how to prepay for large projects (such as the dehydrator order which is currently being organized). Accurate final costs are sometimes difficult to determine because brokerage/shipping costs can vary significantly. One possibility may be that Skookum could absorb unexpected brokerage fees. It was agreed that known cost should be prepaid to Skookum by all participants, since these are all Skookum projects, with unknown cost to be added on later. This needs to be incorporated in policy and be clearly communicated to project coordinators.

##### **6.1.1.1. Almanac Project**

The Almanac Project met in late July and a member has volunteered to take on the leadership. Minutes were taken at that meeting but have not yet been circulated. Giovanni has requested Coco Hess fill out the appropriate project forms for the record, which will be passed on to the Project Team.

##### **6.1.1.2. Canning Lid Project**

The canning lid order (worth \$1000, which Giovanni has prepaid) has been placed but is still in Bellingham. If no one can bring the shipment across the border, it could be shipped directly, though that is expensive.

##### **6.1.2. Event Planning Team**

No report available. We will not be participating in the Edible Garden tour.

Some organization will be required for our participation in the Fall Fair.

Giovanni and Rosemary both will be added to the email contact list for this team.

### **6.1.3. Abundant Pantry Bulk Food Buying project team**

The TAP advisory committee met recently. There are no problems to report. Pete will email the minutes to the Board. The total orders for July were low, as is expected this time of year.

Barry is working on adding shelf stable products to the list of items available.

David received two responses to his email requesting member feedback as to how to develop scoring criteria for including local products in TAP, noting summer is not a good time for feedback to surveys.

October Kale Force/Transition Town meeting at the CRC will focus on food storage, which will occur prior to the November order and may be useful in encouraging people to place orders through TAP.

A story featuring a Skookum member's use of TAP is planned for the October Powell River Living magazine.

## **6.2. Fundraising**

Giovanni will verify the accuracy of the report that Townsite Brewery has put a jar out for Skookum so when people buy a growler a dollar is donated to Skookum.

Giovanni will focus on grant writing and will contact Stacey Fitzgerald who has expressed interest in this area.

## **7. Other business**

### **7.1. Voluntary member skill database**

Giovanni is interested in developing a members' skill database, will develop the idea further, and report back at the next meeting.

## **8. Next meeting**

Wednesday, September 5th, 2012, at David and Giovanni's - 6916 Invermere Court.