

Tasks and commitments arising from Skookum board meeting of September 5, 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	Oct. 3, 2012
***	Assist in developing an annual budget and related financial policy	Laura/David	Oct. 3, 2012
**	Email the minutes of the TAP advisory committee meeting to the Board for ratification once the meeting has been held	Pete	When possible
**	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 (with assistance from David)	Oct. 3, 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 Oct. 3, 2012 meeting
***	Discuss a potential collaborative partnership re Suncoast Grown with the Lund Farmers' Cooperative and the Agricultural Association lead people	Pete	Oct. 3, 2012
**	Research potential films on the subject of co-ops and discuss any possibilities with the Event Planning Team	Giovanni	Oct. 3, 2012
*	Put out a letter to the membership to see if any members are interested in assisting with drafting a policy manual	Pete	Oct. 3, 2012
*	Invite members to participate in a "support and monitoring" capacity on the project team	Pete	Oct. 3, 2012
	Contact First Credit Union to see if they are interested in doing a joint presentation of cooperatives to the business class at Brooks	Pete	Oct 3, 2012
	Clarify the resolution passed at the August 1, 2012 meeting stating that the vice-president and treasurer always be the identified contact directors with Revenue Canada Services, In view of RCS demand that <i>all</i> board members provide the personal information they require for purposes of accessing information under our business number	All directors	Oct. 3, 2012
	Circulate amended Terms of Reference document to all board members	David	Oct. 3, 2012
	Follow-up with Rosemary re her part in drafting the terms of reference for the project team	David	Oct. 3, 2012
	Forward the report from the Almanac Project to all board members	David	Oct. 3, 2012

Contact the BCCA for advice on how to best manage brokerage fees when shipping products across the border	David	Oct. 3, 2012
Contact Rosemary to see if she is interested in taking on the board liaison role with the Event planning team	Pete	Oct. 3, 2012
Set up a filing system at Kingfisher Books for team/project reports	Jan	Oct. 3, 2012
Send 4 ideas for "funding sponsorship" to Giovanni ASAP	All directors	Sept. 20, 2012

Resolutions brought forward at the Skookum board meeting of September 5, 2012

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of September 5, 2012 and be accepted as circulated.	David	Passed
That the treasurer's report be accepted as presented.	David	Passed
That the board accepts the terms of reference for the Project Team as amended.	Pete	Passed

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of September 5, 2012

Present

- Jan Burnikell
- David Parkinson
- Giovanni Spezzacatena
- Pete Tebbutt

Guest Member

- Ryan Barfoot

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 August 1, 2012 be accepted as circulated. 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 August 1, 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)

The agenda was accepted with the deletion of Item 4.1 ("VIU/MCP community development project"), and the addition of items 5.2. ("Fall Fair") and 6.1.4. ("Rancho Vignola")

1.5. Guest member presentation

Ryan indicated he was interested in learning more about SFPC, as well as giving the board an update on school district 47's activities, and exploring possible partnerships with the district. He noted there is increased support for initiatives involving food, local food sustainability and gardening, citing a \$7000 inquiry fund supported by the district and the BCTF, which allows teachers some planning time to define interest in these areas through a systems based approach. He observed that curriculum development is loosening up a little at a governmental level and making it possible for teachers to be more creative and autonomous in incorporating direct learning into their classrooms.

He stated 3 local elementary schools have active garden projects. As well, all the schools participate in the composting project. The very active Farm to School (now called Farm to Cafeteria in order to broaden its mandate) programme at James Thompson is parent driven, particularly by those involved in the French Eco-Emersion programme. This could be duplicated at other schools if parents were interesting in organizing it.

Vanessa Sparrow is running YACK (Young Adult Community Kitchen) through the Community Resource Centre. This initiative focuses on young adults 17-25, allowing them to access mental health and other support services.

Ryan states he was invited by Metro Vancouver districts to deliver the Sustainability Toolbox, which focused, among other things, on urban farming. Colony Farm in New Westminster, which used to provide horticulture therapy for its patients, is now predominantly a very successful community garden.

The invitation to participate in the youth project sponsored by the BC Cooperative Association did not garner any response locally. Ryan suggested that if it is offered again it may be a good fit for the film school at Brooks.

It may be possible for SFPC to do a joint presentation on cooperatives with First Credit Union in Anne Hutchins' business class at Brooks Secondary. Pete will discuss this with his contact at FCU.

1.6. Policy Review

Jan stated all the resolutions passed to date pertaining to policy have been collated, and will be indexed, after which the process of filling in the gaps will begin.

Further discussion tabled to next meeting.

2. Correspondence

None.

3. Treasurer's report

Laura who is ill, dropped off the September 5, 2012 treasurer's report, with an attached explanatory note.

Current Bank balances are:

- Chequing: \$2179.91
- Savings: \$ 636.32

Board members present all filled out the personal information required by Canada Revenue Service, on the sheet provided.

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

3.1. Acceptance of new members

One new member has been accepted since last meeting: Barbara Trottier. David notes he and Laura need to clarify and define their roles more precisely so that accepting and recording new member applications can be done in a more efficient and timely manner.

4. Business arising from previous minutes

4.1. Member skill survey

The board discussed the pros and cons of adding a simple check box of interests/skills/focus to be filled out on a voluntary basis, to the member application form.

David noted the importance (and time required) of transcribing application information accurately and suggests using the Survey Monkey makes it somewhat easier to collate, track and utilize the information collected.

It was agreed that people might be somewhat uncomfortable with submitting this kind of information with no clear indication as to what it is to be used for. Asking people directly for specific commitments, in time-limited segments, may result in more participation.

The goal of the survey is to identify the cooperative's resources in terms of member interests, skills, and willingness to participate in various activities. It may also encourage participation by helping the membership learn more of what is available through the co-op.

It was agreed we need to be very clear about privacy and confidentiality re the information collected.

Ryan suggests utilizing a 1-minute film to share and solicit information from the membership, posting it on the website.

Giovanni will continue to refine the survey and bring it back for further discussion at the next meeting.

4.2. Update on PR Dollars

Because Kevin Wilson of Transition Town is away for the month of September, the rollout has been postponed until October.

In the treasurer's report, Laura notes that our application to participate has been submitted to him and it is her understanding that SFPC has some money already designated.

This topic will be followed up in more detail at the next meeting.

4.3. Proposed Policy for Partnerships

Pete will email the document to the board as soon as he has everything finalized. It will be discussed further at the next meeting.

4.4. Development of annual budget and related financial policy

Tabled to the next meeting.

4.5. B.C. Casa follow-up

Pete has had no response to his efforts to contact this organization. If he has no success within the next few days, he will contact Morris and see if he can help in figuring out what the problem might be.

There continues to be definite local interest in processing the raw beans.

4.6. Proposal for retail co-op store

Tabled to next meeting.

5. New business

5.1. Review terms of reference for the project team

David brought a draft of the document for the board's consideration. He notes the objectives are clear. The instances when the board must be involved are also clearly defined.

Policy around the use of seed money needs to be clarified by the board and its treasurer, under an annual budget and related financial policy, before it can be clarified in the document.

It was agreed that the project team will define criteria for approval of projects, with formalized approval/acceptance by board. This will include an appeal process when a project proposal is rejected.

The project team will be responsible for reporting on all projects at the AGM.

Pete resolves that the board accepts David's report as amended. Passed by consensus. David will recirculate the amending report to all directors.

David will follow up with Rosemary regarding this task.

5.2. Fall Fair

David has put out a request for help, and for apples, and has received a few positive responses to both. The Fair is Sept. 22 and 23.

6. Recurring business

6.1. Team Reports

6.1.1. Project Team

6.1.1.1. Dehydration workshops

These were successful two-week workshops, with 4 people participating in the first and 5 in the second. 10% was taken from the top, with 5% going to SFPC and 5 % to the CRC.

The first group also provided significant community service by processing a large number of apples into applesauce and apple leather, on behalf of the CRC.

It was an excellent experience in terms of learning about dehydrating and in working in the CRC kitchen.

Skookum's portion may be displayed at the Fall Fair as part of publicizing the benefits of dehydrating food and encouraging participation in dehydration workshops.

6.1.1.2. Tomato canning workshop

A workshop to process tomatoes into sauce is planned for mid September, with 7 members signed up. Fran Cudworth is taking the lead on this.

6.1.1.3. Tanning workshop update

Jacqueline reports via email that the 2nd workshop was poorly attended, noting summer is not a good time to do workshops. A 3rd class in the series is scheduled for the winter.

6.1.1.4. Dehydrator order

There has been a holdup somewhere in the process but the dehydrators are at the border and should be here soon. The overall costs are higher than anticipated so there will not be much of a return for Patricia or Skookum.

6.1.1.5. Almanac project

David will find the report he received and forward it to the board. There is no official board liaison associated with this project so Jan agreed to take on this role, with Giovanni as backup.

6.1.1.6. Canning lid project

Jacqueline will be bringing the lids back with her from Washington within the next few days. She will pay the duty but will be able to evade the brokerage fees.

In order to reduce costly brokerage fees, Ryan suggests SFPC explore the possibility of becoming a recognized Canadian dealer for such items as are of interest to the co-op. Another possibility is to use the services of a recognized agent to handle this aspect. David will ask the BCCA if they have any suggestions in this regard.

6.1.2. Event Planning Team

Jacqueline has announced her intention to withdraw from the event planning team at this time. Pete will ask Rosemary if she is interested in taking this on.

David will approach the team to see if they are interested in Fall Fair planning.

6.1.3. TAP team

David summarized the minutes of the team's most recent meeting.

He is working to develop the criteria scoring system for local producers. It was hoped locally produced garlic might be available in the next order cycle but the timing has made it unlikely for this year.

Wendy and Barry are trying to get the Left Coast Product line organized for inclusion in September's order.

Wendy would like to host a potluck picnic for those who participate in TAP, with a focus on increasing awareness, but scheduling such an event is challenging at this time of year.

As part of the ongoing public education project about food storage as a way to enhance food security, the team is hoping to contact Ryan Thoms of the Regional Emergency Preparedness Committee to see if that group is interested in supporting the initiative.

David is lead for TAP on coordinating an article with Powell River Living magazine about TAP and food storage/food security.

The MOUs between Wendy and SFPC and Melissa and SFPC have expired and need to be reviewed and renewed.

TAP deadline for the next order is Sept 9, 2012.

There was a discussion about how best to file minutes from TAP and other teams. They are not legally required to be available to the public but as a record of ongoing reports should be readily available as a resource for the board.

Jan will organize a filing system for these reports at Kingfisher Books.

We need to develop policy about retention of records, some of which will be directed by the law and some of which will be at our discretion.

6.1.4. Rancho Vignola order

David has sent out an email alerting people to the upcoming order. It will be organized the same as last year, with prepayment to Skookum required and a wire transfer sent to Rancho Vignola. Any differences in final costs will be adjusted when the order comes in. If the order is large, a sorting/pick-up time will be organized when it comes in.

6.2. Fundraising

Giovanni is planning to put out a call out for interest in a fundraising team in the form of a blog post when he returns in October.

He is also working on a video, condensing the mission statement, vision statement and purposes into a couple of sentences, which will then be animated and could be shown on our website or in front of a screening. He also intends to enter it in a co-op sponsored contest.

He has put out a blog on some fundraising ideas, which he will pursue in more depth with the team when the time comes.

Fundraising goals for this quarter: to encourage people to sponsor a specific acquisition (such as a Squeezo) or a workshop (such as a mushroom walk). Board members will email Giovanni with 4 ideas they would like to see happen, so that Giovanni can advertise these at the Fall Fair.

6.3. Other business

None.

7. Next meeting

6 p.m., Wednesday, October 3, 2012 at Pete's house, 8729 Craig Road.