

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

	Task/commitment	Who	When
**	Research potential films on the subject of co-ops and discuss any possibilities with the Event Planning Team	Giovanni	Nov. 7, 2012
*	Circulate amended Terms of Reference document to all board members	David	Nov. 7, 2012
*	Follow-up with Rosemary re her part in drafting the terms of reference for the project team	David	Nov. 7, 2012
*	Forward the report from the Almanac Project to all board members	David	Nov. 7, 2012
*	Contact the BCCA for advice on how to best manage brokerage fees when shipping products across the border	David	Nov. 7, 2012
*	Send 4 ideas for “funding sponsorship” to Giovanni ASAP	All directors	Nov. 7, 2012
	Contact First Credit Union to see if they are interested in doing a joint presentation on cooperatives to the business class at Brooks	Pete and Laura	Nov. 7, 2012
	Ask Wendy to submit an invoice for coordinator services at the time of, or immediately after, each TAP order	Pete	Nov. 7, 2012
	Contact Maurice Shapiro re our difficulty in contacting anyone from B.C. Casa	Jacqueline	Nov. 7, 2012
	Update the “Fall Fair Cider Pressing Manual” at Kingfisher Books, including the latest version of documents required by Vancouver Coastal Health	Jan	Nov. 7, 2012
	Define the job description for the “membership coordinator” and bring the proposal back for further discussion	Laura and David	Nov. 7, 2012
	Thank Nola for bringing the BC Hydro Community Investment grant to the board’s attention	Pete	Nov. 7, 2012
	Write up a new MOU between Wendy Pelton and SFPC, and Melissa Call and SFPC, without reference to the time limitation noted on the first one, and bring it to the board for ratification at the next meeting, after first emailing it to directors for review and feedback	Pete	Nov. 7, 2012
	Get more detailed information as to how to obtain a P.O. box number in Point Roberts, USA, as a possible way to eliminate brokerage fees	Jan	Nov. 7, 2012

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

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of September 5, 2012 and be accepted as circulated.	Pete	Passed.
That the treasurer's report be accepted as presented.	Pete	Passed.
That the motion of August 1, 2012 ("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contact directors with Revenue Canada Services for purposes of accessing information under our business number") be rescinded.	Pete	Passed.
That the decision to purchase the ad in the 2013 Waste Wise Guide as discussed in the emails dated September 28, 2012, be approved.	Laura	Passed.

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of October 3, 2012

Present

- Laura Berezan
- Jan Burnikell
- Jacqueline Huddleston
- Pete Tebbutt

Absent

- Rosemary Bjorknas
- David Parkinson
- Giovanni Spezzacatena

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)

Pete presented a resolution that the minutes of the previous board meeting of September 5, 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 September 5, 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 addition of item 4.9. ("Working with First Credit Union and School District #47"); item 6.1.4. ("Rancho Vignola order"); item 6.3.1. ("Mid-week summer garden surplus market") and item 6.3.2. ("Managing cross border shopping costs")

1.5. Guest member presentation

None.

1.6. Policy Review

Pete submitted the proposed "Policy for Partnership" for review. After some discussion, it was agreed that Laura would review the document and bring it forward for final approval at the next meeting.

2. Correspondence

A letter received from Canada Revenue Agency, requesting director's information as this pertains to accessing the co-op's business number.

3. Treasurer's report

Laura reported there was a lot of activity in September. She stated that due to the difficulty of balancing the monthly statements under the current system of accounting, she has consulted with Melissa Leigh, who has volunteered to do the monthly bookkeeping for Skookum using a "Simply Accounting" format, and will provide a monthly report to the treasurer. Melissa is currently in the process of organizing and tidying things up, so there is no official report for September.

Laura requested Wendy Pelton, TAP coordinator, invoice Skookum for her share as coordinator at the time of the TAP order or immediately afterwards so as to avoid a delay in getting paid. Pete will pass this request on to Wendy.

Current Bank balances are:

- Chequing: \$7362.28
- Savings: \$ 642.35

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

Pete resolved the resolution of August 1, 2012 ("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") be rescinded. Laura notes that since all directors must submit the required information, which will therefore need to be updated after each AGM, it would be more practical to designate two people as key contacts at that time. All directors present agreed to this suggestion.

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

3.1. Acceptance of new members

Four new memberships were received: Amanda Yurich & Chad Yurich (joint); Danielle Pearson; Silvana Hernandez; and Velma Richmond.

4. Business arising from previous minutes

4.1. Member skill survey

Since Giovanni is away, this topic is tabled to the next meeting.

4.2. Update on PR Dollars

Since no further information is available as yet, this it tabled to the next meeting.

4.3. Development of annual budget and related financial policy

Laura requested this be tabled to January and be removed from the agenda.

4.4. BC CASA follow-up

Pete has had no response to his emails and phone calls. Jacqueline will contact Maurice Shapiro re our difficulty in contacting anyone.

4.5. Proposal for retail co-op store

Jacqueline stated Mark will be unable to pursue any research at this time and requested the item be removed from the agenda.

4.6. Review amended terms of reference for the project team

Since David is away, this topic is tabled to the next meeting.

4.7. Streamlining new member approval/information

In discussion, directors concurred that the current system, which is spread between two people, is inefficient and frustrating and needs to be streamlined. It was acknowledged that David is already functioning as a "membership coordinator" and this should be an officially designated role on the board, carrying the authority to approve memberships.

Laura suggested she and David get together to define the job description and bring the proposal back for further discussion at the next meeting.

4.8. Fall Fair wrap up

This was a very successful event, in terms of participation, community outreach and fundraising.

Jacqueline sent the board the 2012 Fall Fair temporary food booth application, and stated it should be made a permanent part of the information package. She emphasized that the permits, site plans and other requirements from VCH need to be completed at least 15 days prior to the event, in order to avoid late fees. Jan will add these as blank documents to the hard copy on file at Kingfisher Books.

A full report will be tabled at the next meeting.

Pete noted that Skookum needs to consider procuring some the basic equipment it currently borrows to make this event possible, and added that consideration needs to be given to an appropriate storage area for this equipment.

4.9. Working with First Credit Union and School District #47

Pete reported he spoke with Ann Hutchings at Brooks, who felt it might be difficult to facilitate a presentation on co-ops within the current curriculum requirements. It may, however, be possible through a different avenue. He and Laura will continue to explore the options available.

5. New business

5.1. 2013 Waste Wise Guide

Laura resolved that the decision to purchase the ad in the 2013 Waste Wise Guide as discussed in the email dated September 28, 2012, be approved. Passed by consensus.

5.2. B.C. Hydro Community Investment Grant

The board agreed that we do not fit the criteria as outlined in the grant application and the amount of work required to create a possible fit is not likely to result in success.

Pete will thank Nola for bringing this to our attention.

6. Recurring business

6.1. Team Reports

6.1.1. Project Team

No report available.

6.1.1.1. Dehydrator Order wrap up

Laura requested that the project team ensure there will be a wrap-up report filed with the board, so that she can complete the book keeping aspects of it.

Directors noted all completed projects require a final report, both for board ratification and as part of a permanent file.

6.1.1.2. Almanac Project

No report available.

6.1.1.3. Canning lid project (profit allocation)

Tabled to next meeting.

6.1.2. Event Planning Team

Jacqueline stated she is willing to remain the board liaison on this team for the time being. She added that Rosemary is already on the team's email list.

Jacqueline noted she and 2 members of the team assisted at the fall fair cider pressing. The next planned event is a winter potluck.

6.1.3. TAP team

The September order was very successful, with a significant increase in participation and sales.

6.1.3.1. Renewing MOU with Wendy and Melissa

Pete reported that Wendy is satisfied with the current MOU. He will write up a new MOU without reference to the time limitation on the first one, and bring it to the board for ratification at the next meeting. He will also email it to directors for review and feedback prior to that.

Pete will also review and update the MOU with Melissa Call of Sunshine Organics.

6.1.4. Rancho Vignola order

The order has been sent. Participation is significantly increased over last year.

6.2. Fundraising

Fundraising has been very successful in September.

6.2.1. Sponsorship of project/workshops etc.

All directors present agreed to send Giovanni "sponsorship" ideas for further discussion at the next meeting.

6.3. Other business**6.4. Mid-week summer garden surplus market**

Jacqueline reports the mid-week market for garden surplus will be a possibility for next summer but the area where it was to take place this year was not yet suitable for the purpose.

6.5. Managing cross border shopping costs

Jacqueline reported there is no duty charged on food related items coming across the border. She stated that since she visits the US on a regular basis, she is able and willing to bring back whatever is ordered, thus enabling Skookum to avoid brokerage fees.

Jan noted that it is possible to get a PO box number in Point Roberts, which makes it easy for anyone visiting Vancouver to pick up an order by allowing them to evade the busier border crossings. She will get more detailed information as to how to go about doing this and report at the next meeting.

7. Next meeting

6 p.m., Wednesday, November 7, 2012 at David and Giovanni's: 6916 Invermere Place.