

Tasks and commitments arising from Skookum board meeting of January 2, 2013

	Task/commitment	Who	When
**	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	Feb. 5, 2013
**	Follow-up with Rosemary re her part in drafting the terms of reference for the event planning team	David	Feb. 5, 2013
*	Rewrite the "Policy for Partnership" document and present it for review at the next board meeting.	Laura	Feb. 5, 2013
*	Get a quote re possible insurance coverage from The Cooperators.	Laura	Feb. 5, 2013
*	Procure and hand out receipt books: one to Kingfisher Books, one to the membership coordinator, and one to the events team.	David	Feb. 5, 2013
*	Discuss the legal quality of the cider press rental waiver and get a quote from an appropriate lawyer for a professional review	Laura	Feb. 5, 2013
*	Finalize the dehydrator report with Patricia and bring it for final wrap-up at the next meeting	David	Feb. 5, 2013
	Send out information on the consensus model for review by the board	Laura/David	Feb. 5, 2013
	Review the draft budget, with particular attention to accuracy, possible missing data/categories etc.	All board members	Feb. 5, 2013
	Put out a blog post to the membership with a reminder they can get PR\$s at CMJ Printing & encourage them to consider exchanging CND dollars against SFPC's PR\$s. Include acknowledgement of the support SFPC has received from various businesses and individuals who have contributed to the SFPC PR\$ account, as well as the recent donation made by Townsite Brewery. Mention also to be made of SFPC members who are connected to places where PR\$s can be spent. Once the "how to" has been clarified, add the information about the sub account allowing people to make a specific donation to the Permaculture scholarship fund in either PR or CND dollars.	Pete	Feb. 5, 2013
	Talk to Kevin Wilson about creating a sub-account allowing people to make a specific donation to the Permaculture scholarship fund (under SFPC) in either PR or CND dollars	Laura	Feb. 5, 2013
	Talk to Gary Burnikell about the necessary repairs to the cider press.	David	Feb. 5, 2013
	Follow-up on BC CASA with Jacqueline	Pete	Feb. 5, 2013

Check with Jacqueline re the suitability of the date for the planned potluck and confirm with the board.	David	ASAP
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Resolutions brought forward at the Skookum board meeting of January 2, 2013

Resolution	Proponent	Outcome
That the minutes of the previous board meeting of November 7, 2013 be accepted as presented.	David	Passed.
That the treasurer pay the \$112 invoice received for the WasteWise Guide advertisement	Rosemary	Passed.
That the treasurer's report be accepted as presented.	David	Passed.

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of January 2, 2013

Present

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

Guest Member

No guest attending

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 November 7, 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 November 7, 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 7.1 ("Sponsorship of a film at the Film Festival" and Item 7.2 ("Banff Mountain Film Festival").

1.5. Guest member presentation

None.

1.6. Policy Review

Tabled to next meeting.

2. Correspondence

No correspondence.

3. Treasurer's report

Rosemary resolved the treasurer pay the \$112 invoice received for the WasteWise Guide advertisement. Passed by consensus.

Brief discussion whether we should use the consensus model or the "move/second" model. Laura and David will send out some information on the consensus model for review by the board, with the discussion to be continued at the next board meeting.

Laura notes she presented a draft budget in November but since it is now too late in the year to work on the 2012/2013 budget, suggests we complete this year as best we can and start the process of adopting a formal budget for 2013/2014 at the February meeting, with official acceptance at the March meeting. She requests all board members review the draft budget, with particular attention to accuracy, possible missing categories/data etc.

Current Bank balances are not available at this time.

A new account in our ledger will be created to track PR\$S, with information on the monthly balance sheet showing all our transactions in PR\$S.

Laura reports there was a glitch in the TAP programme whereby if an item didn't come in, it ended up being double credited, which created a discrepancy in total income for TAP. The problem is not completely resolved as yet.

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

3.1. Acceptance of new members

One new membership was received: Jeffrey Renn.

David notes it is unwieldy for Sharon at Kingfisher to issue receipts for memberships. A discussion ensued as to how best to receipt and record shares, noting that by law we are required to issue a share certificate to each member, signed by a director. Our obligation is to ensure that we have a very accurate membership registry through the implementation of proper processes.

It was agreed the discussion would be carried over to the next meeting.

Receipts will continue to be utilized to assist with accounting, with duplicates kept on file.

4. Business arising from previous minutes

4.1. Member skill survey

Tabled to next meeting. May be possible to add to a mail out.

4.2. Update on PR Dollars

Laura notes we continue to receive PR\$S through business donations and individuals. The co-op can use PR\$S at any business which accepts them but there has been no real planning yet as to how to best utilize this resource.

Pete will put out a blog post to the membership to remind members they can get PR\$S at CMJ Printing, and encourage them to consider exchanging Canadian dollars against SFPC's PR\$S. David suggests the blog post should also include some acknowledgement of the support SFPC has received from various businesses and individuals who have contributed to the SFPC PR\$S account, as well as the recent donation made by Townsite Brewery. Mention should also be made of SFPC members who are connected to places where PR\$S can be spent.

4.3. Approve amended terms of reference for the project team

Tabled to the next meeting.

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

Tabled to the next meeting.

4.5. Support for the Permaculture design course

Laura notes that because we have no official budgeting process or strategic plan in place as yet re SFPC projects, careful thought should first be given to where we want to invest PR\$S, although there is no question that the Permaculture design project is an excellent project. Following some discussion, directors agreed we can accept PR\$S specifically donated for the Permaculture

scholarship course but should wait until we have a clear strategic plan in place before we make an actual donation to the Permaculture Project from SFPC's account.

Laura will talk to Kevin Wilson about creating a sub account that allows people to make a specific donation to the Permaculture scholarship fund in either PR or CND dollars and once this is clarified, Pete will add this information to the blog post.

4.6. Managing cross border shopping costs

Jan presented an information sheet showing the costs involved in cross border shipping using TSB Shipping Plus in Point Roberts, Washington. This will be kept on file so that the service may be utilized when appropriate.

4.7. Quotes from Cooperators' Insurance

Tabled to next meeting.

4.8. Cider Press: review of waiver

Tabled to next meeting.

4.9. Farm to School event review

David reports it was a fun and popular event enjoyed by the students and has made some recommendations for next year. He suggests the school should schedule the event earlier in the year and take the project on themselves in terms of setup and cleanup, with support from SFPC membership. He is willing to spearhead the event again next year but notes it was a long day and a lot of work for a few people.

The board recommends we communicate our constraints concisely to the school and also seek out additional support from the membership.

5. New business

5.1. Distribution of share certificates

Discussed under item 3.1 ("New members")

5.2. Cider Press maintenance

There are several problems occurring with the press that need to be addressed before the next season. David will discuss this with Gary Burnikell and see what can be done.

5.3. Strategic planning session with budget and goals

Directors participated in a conversation about long term planning in terms of what to do with PRs, fundraising, the community fund, our mandate to give back to the community, encouraging member involvement etc. Laura notes that from an accounting point of view, keeping track of the community fund is problematic, due partly to the fact that it is not assessed with any consistency. Pete suggests an effective way for SFPC to make a community contribution is to invite members to participate in specific community events (e.g. Farm to School, Fall fair cider pressing, Permaculture work bees) or even events involving, and in support of, other community organizations.

Since this topic is too big to deal with properly at a regular board meeting, a 4-hour strategic planning session is scheduled for 9-1 PM, Saturday, February 16, location to be determined at next board meeting.

6. Recurring business

6.1. Team Reports

6.1.1. Project Team

David reports that Pat van Schaik has resigned from the project team, so his first priority is to reconstitute the team. It was suggested that personalized contact would be the most effective way to recruit new members.

6.1.1.1. Dehydrator Order wrap up

David anticipates this will be wrapped up soon because the project may happen again this year. Laura notes there is a surplus attached to this project but David states Patricia has mentioned there are some tax consequences that have not been dealt with as yet which may account for extra money.

6.1.1.2. Almanac Project

No report. Giovanni is following up with the coordinator to determine where things stand.

6.1.1.3. B.C. Casa Report

Pete will follow-up with Jacqueline.

6.1.1.4. Seed Project 2013

Giovanni put a call out through the blog post for a coordinator and while one person was interested, she was unable to take on a coordinating role.

He spoke with the owners of Eternal Seeds and they suggested they could do a workshop during the Kale Force meeting (open to the public) at which people could pick up packaged seed packets. SFPC would get a percentage of the sale of the seeds, with a possible discount for members.

This is planned for Feb. 13/13. Ellen may also be willing to do a bedding plant workshop under the same parameters.

Giovanni is exploring the possibility of doing a bulk buying order of cover crops through West Coast Seeds because the savings are dramatic. If it looks feasible, he will submit a project proposal.

Seedy Saturday occurs Saturday March 9 and SFPC is booked for a half table. The seed packing party occurs on Wed, Jan. 9/13.

6.1.2. Event Planning Team

This team is currently not active.

6.1.2.1. Winter member event

Jacqueline is happy to organize the food aspect of this event. We will provide the main courses and invite people to bring salads or desserts if they wish. No specific activities, beyond a few icebreakers, are planned. A tentative date is set for Thursday, January 24/13. David will check with Jacqueline re the suitability of the date and will confirm this with the board, as well as book the hall (at the United Church) when things are finalized.

Directors approved a tentative budget of \$150 to cover food costs, subject to Jacqueline's feedback.

6.1.3. Abundant Pantry Bulk food buying project team

There is some concern the carts will not be open by the deadline of Sunday, January 6, because of the double crediting and some other problems with the programme. There was concern expressed that missing an order risks breaking the momentum of the cycle.

Laura has learned that the programme is open source, developed by someone in the States, and all that is required in order to use it is to join in on the listserv. This means another interested person could run the programme if ever Barry and Wendy withdraw from TAP. It was noted that Barry has done a lot of work with the distributor's catalogues, converting them into a format that fits the programme.

6.1.3.1. Renewing contracts with Wendy and Melissa

Laura reports the 2 MOU's, with Melissa and Wendy, have been converted into contracts.

She sent one off to Melissa who has some concerns, so it is not yet finalized.

She understands that at a TAP committee meeting, Wendy's recommendation to the board was that the convenience of having materials arrive at the warehouse is worth the fee Melissa wants to charge, and she recommends we pay the \$25-\$50 it might cost us, adding it the contract. The exact amount is calculated on 2% of what we order.

The contract with Wendy is being finalized but is a little more difficult as some aspects need clarification.

Wendy recognizes the warehouse fee will likely have to come out of her portion of the profit, since SFPC doesn't make enough to cover that cost. Since the margin between TAP and Sunshine Organics is already very thin, it cannot be added to the cost of purchasing goods. It may be possible to utilize PR\$s as a way of supplementing any potential cut to the coordinator's portion. Laura will discuss this with Wendy.

No other TAP meeting has been scheduled as yet. David will contact Wendy to follow-up re this.

6.2. Fundraising

6.2.1. "Sponsorship" of project/workshops etc. follow-up -

This item is removed from the agenda.

7. Other business

7.1. Sponsorship of film at Film Festival

Giovanni reports there are currently three films related to food being offered at the Film Festival. Pete notes we have not been directly approached by the Film Festival to sponsor a film as was the case last year. After some discussion, it was apparent that all the films fit more accurately with organizations such as the Farmers' Institute, etc. Directors agreed we will not sponsor a film though we are interested in having an information table at the festival if possible. We will also utilize a blog post and Facebook to encourage our membership to attend films of interest at the film festival.

7.2. Banff Mountain film festival.

We are invited to have an information table at this festival, which will run January 11 and 12. It was noted that this event attracts a large crowd who might not attend other venues where we are visible. After some discussion, and given that no one is available that weekend, directors agreed it is best to decline the invitation.

8. Next meeting

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