

## Tasks and commitments arising from Skookum board meeting of March 6, 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	July 2013
***	Follow-up with Rosemary re her part in drafting the terms of reference for the event planning team.	David	May, 2013
**	Talk to Gary Burnikell about the necessary repairs to the cider press.	David	April 3, 2013
*	Review the sections on policy currently submitted and provide feedback/comments via email.	All directors	April 3, 2013
*	Work out a design for the new shares and email to directors for approval at April 3, 2013 board meeting.	David, Giovanni	April 3, 2013
*	Address concerns related to TAP and local producers, with Wendy	Pete/David	April 3, 2013
	Notify the list of original participants in the Almanac project of the decision to put the project on hold, once the list has been received from Karen Kamon.	David	April 3, 2013
	Email sections one and two of proposed policy manual to all board members for "urgent review".	Jan	April 3, 2013
	Finalize the share certificates, print them out, and prepare them for mailing.	David/Giovanni	April 3, 2013
	Compile and give a report on the Membership Skills Survey.	Giovanni	April 3, 2013
	Take out \$200 in PR\$s to sell at Seedy Saturday.	Laura	March 9/13
	Confirm availability of United Church Hall for May 2/13 and ask for an invoice so that the rental fee can be paid promptly	David	April 3, 2013
	Contact identified people to confirm potential interest in becoming a director.	Laura, David, Jacqueline	April 3, 2013
	Ask Erin Innes if she is interested in doing a brief (one hour maximum) presentation on consensus building at the AGM	David	April 3, 2013
	Print 50 application forms for Seedy Saturday	David	March 9/13
	Write summary of key points made at special board meeting	Jan	April 3, 2013
	Send out an invitation for a volunteer from among Skookum membership to participate in the "Defining Diversity, Creating Community" course at VIU	David	March 12/13

**Tasks and commitments arising from Skookum board meeting of March 6, 2013 (cont'd)**

Organize the Tattler lids for sale, including setting limits for numbers and determining costs	Giovanni	April 3, 2013
Prepare a cider press materials fundraising campaign to obtain materials and/or funds to create an all-inclusive cider press kit	Giovanni	April 3, 2013
Annotate and give a report on grant writing workshop with Paul Schachter at the next board meeting.	Giovanni	April 3, 2013

**Resolutions brought forward at the Skookum board meeting of March 6, 2013**

Resolution	Outcome
That the minutes of the previous board meeting of February 6, 2013 be accepted as presented.	Passed.
That the financial statement for April 1, 2012 to January 31, 2013 be accepted as presented.	Passed.

## **Skookum Food Provisioners' Cooperative**

### **Minutes of the board meeting of March 6, 2013**

#### **Present**

- Laura Berezan
- Jan Burnikell
- Jacqueline Huddleston
- David Parkinson
- Giovanni Spezzacatena

#### **Guest Member**

- Karen Kamon

#### **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)**

Acceptance of minutes for Feb. 6, 2013 tabled to next board meeting.

##### **1.3. Review of tasks/commitments from previous meeting**

The list of tasks and commitments from the minutes of the previous board meeting of Feb. 6, 2013, 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 7.1.1.5. ("Skookum Resource Library").

##### **1.5. Guest member presentation**

Karen Kamon presented an update on the Almanac project, noting the initial planning group had very diverse perspectives on what the project could/should entail, with enthusiasm for both an actual almanac and a focus on the history of gardening and agriculture in this region. She notes the Garden Club already published a month-by-month "how-to" booklet which, while aimed at knowledgeable gardeners, is also a primary fundraiser for the group, making collaboration on another almanac unlikely. She feels that the void is in historical documentation, and sees the publication of such a document as an integration tool for newcomers to the community, helping them familiarize themselves with the infrastructure and functioning of the community. Partnering with the museum, which may have better access to grants, would be feasible.

In further discussion, Karen noted the project would be very labour intensive and time-consuming, also pointing out there would be a big overlap with other groups in the community, including the Garden Club, the mapping project and other related activities. She stated that she does not have the editorial skills, nor the time and energy, to manage a project of this scope. The board agreed that a paid coordinator who could also research and apply for grants would be essential to successfully complete a project of this magnitude. It was agreed that, based on feedback from other groups, producing a calendar would not generate much income for Skookum.

It was decided that while this is an exciting and potentially valuable project, it is too complex, as well as time and energy consuming, for Skookum to take on alone and it will therefore be put on hold for now. Karen will email the list of original participants, who will be notified of this outcome, to the board.

## **1.6. Policy Review**

Laura notes all board members were asked to review sections one and two of the policy manual at the last meeting so that it could be approved today, but since this has not been done, it will be tabled to the April meeting. She will complete the section on "Board Operations" and all three sections will receive final approval at the next meeting.

Jan will again email sections one and two to all board members.

## **2. Correspondence**

No correspondence.

## **3. Treasurer's report**

Laura presented a financial statement for the current fiscal year, up to Jan. 31, 2013, noting that to that date Skookum has \$16,800 worth of income from events/projects.

Be it resolved that the financial statement be accepted as presented. Accepted by consensus.

An overdue invoice from BCCA for dues due in June 2012 was received and will be paid ASAP.

## **4. Membership report:**

Two new members were received: Melissa Call and Tanya Kuipery.

One member has moved away and requests a pay out of his share: Bryon Wheating.

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

### **5.1. Distribution of share certificates**

David and Giovanni will finalize the share certificates, print them out, and prepare them for mailing.

### **5.2. Member Skill Survey update**

Giovanni has sent out the unedited responses to the survey. He will compile and give a report on the survey.

### **5.3. Update on PR Dollars.**

Laura attended the workshop and states it was informative and useful in terms of setting up an accounting system to track PR\$s, which Melissa Leigh has done. She reports that the success of PR\$s will depend on the non-profits' ability to use and promote them and suggests members be encouraged to keep buying them, as well as asking businesses to use them.

Since Skookum can sell PR\$s for Canadian dollars and thus utilize them as a fundraiser for the coop, Laura will take out \$200 in PR\$s to sell at Seedy Saturday.

The information about PR\$s will be shared with members at the AGM.

### **5.4. Quotes from Cooperators' Insurance**

No further information available as yet.

### **5.5. Cider Press: review of waiver**

Laura notes that the effectiveness of the contract lies in the concept of Privity of Contract - a legal term indicating that the two parties agreeing to the terms of the contract become a party to it, so that the obligations outlined in it can be enforced. The lawyer notes some of the current language in the waiver does not offer protection and since she has left over time, will rewrite it, sending us a draft. We will be able to modify this to apply to any other equipment rentals.

## 5.6. AGM planning

Confirmed date: Thursday May 2, 2013.

Suggested location: Trinity Hall at the United Church. David will confirm availability and will ask for an invoice so that the rental fee can be paid promptly.

Paperwork pertaining to the AGM must be sent out to the membership by mid-April.

Laura, Rosemary and Jan have one more year to complete in their term of office. Jacqueline declines to stand for office again. Pete, David, and Giovanni are willing to let their names stand.

Recruitment strategy: The board is gender balanced. Someone with a strong community perspective, who is directly involved in agriculture and is also socially skilled, would be a strong addition to the board. Laura will contact Rob Hughes and Julia Adams; David will talk to Laura Wallace and Jacqueline will approach Marty Mitchinson to see if any of them are interested.

Refreshments: Jacqueline will be in charge of food and beverages.

Activities: PR\$S and Tattler lids will be offered for sale. David will ask Erin Innes if she is interested in doing a brief (one hour maximum) presentation on consensus building as a focus for the membership's decision on what is to be done with the money currently in the community fund.

## 5.7. Seedy Saturday

David will get 50 application forms printed in which TAP information flyers will be inserted. The Skookum table is located near the community map. David and Pete will be available most of the day. We will offer PR\$S for sale and encourage people to use these as well as join the co-op.

# 6. New business

## 6.1. Special board meeting wrap-up

General consensus: it was a productive meeting. It became clear that member socials are a priority and very useful. Guest speakers are also important.

A strong recommendation is that new boards schedule a special board meeting involving general discussion, orientation to Skookum's history etc. a few weeks after the AGM.

Jan will review the recording and summarize the main points made in the philosophical discussion as well as the 10-12 key points identified.

## 6.2. "Buy local" support

It was resolved at the special board meeting that Skookum will support Melissa Call in the "buy local" enterprise she has proposed. Pete has sent a letter of support to her, along with the information Skookum compiled re SunCoast Grown, which may prove useful and relevant.

## 6.3. VIU: "defining diversity, creating community" sponsorship and volunteers

Alison Taplay at VIU has sent notification that the course will be offered March 14-15 and May 9-10, 2013 and is requesting we notify the membership and recruit a volunteer to attend.

The board wants to support this programme but requests some clarification re whether the volunteer participation is free or requires Skookum to provide financial support. As well, we need to know if the invitation is to be worded in a specific way.

Jan will contact Alison for further details and convey this information to David, who will put out an invitation to the membership. Applications for volunteer participation will be entered into a draw, which will close on Tuesday, March 12, 2013.

## 6.4. Newcomer's social April 23, 2013

Giovanni has reserved a table on Skookum's behalf. Both David and Laura will be out of town that day.

## **7. Recurring business**

### **7.1. Dehydrator Order wrap up**

Patricia Wilkinson has submitted a final report. The board expressed appreciation for her professional and efficient work on this project. Skookum is now an official distributor for The Sausage Maker, Inc.

Patricia expresses some concern about possible tax consequences related to the project and Laura will ask Melissa Leigh to discuss these with her. Laura will also review the finances.

### **7.2. B.C. CASA Report**

Jacqueline reports the CCDA tour wants to come to Powell River on Sunday, March 24/13 for a noon meeting. Pete will be able to attend though she will be out of town. She will arrange to rent the CRC and charge by donation with a minimum of \$2. Coffee beans will be offered for sale.

Jacqueline will send out an email to the membership after the board has reviewed it.

David will try to get the information into the Powell River Peak, as well as publicize the meeting in the community.

Re. ordering coffee: Orders are placed biweekly and shipped out in approximately 10 days. Timing will have to be coordinated with the TAP order closing. Shipping costs remain to be determined since the product is no longer shipped up by bus.

### **7.3. Tattler lids**

The Tattler lids were picked up from TSM shipping in Point Roberts, WA, and are now in Powell River.

Giovanni will organize the lids for sale, including setting limits for numbers and determining costs.

### **7.4. Rancho Vignola**

About \$2000 worth of orders has been received so far. Once the orders have been confirmed, payment must be made within 15 days to receive the 25% discount.

### **7.5. Skookum resource library**

The board agrees to give Sharon Deane authority to organize and operate the Skookum resource library at Kingfisher Used Books.

### **7.6. Event Planning Team**

Jacqueline agrees to take on the role of social planner.

Upcoming events include a social in early April, the AGM in May and an outdoor picnic planned for July.

### **7.7. Abundant Pantry Bulk-Buying project team**

David reported on the team meeting held last week. He reports TAP is working well though the problem of double refunding is still being worked on. Discussion as to how to integrate BC CASA coffee into the system continues.

He states there is ongoing discussion as to how to incorporate the warehouse fees (not less than \$25 or more than \$50 per order) recently imposed by Sunshine Organics. The board expressed concern that the burden of this additional cost be distributed equitably between Skookum, members and the coordinator.

Laura notes Melissa Call has not yet responded to the new contract. She will delegate contract contact with Melissa to Pete.

The current order cycle closes Sunday March 10, 2012. There was some discussion about ways to increase member participation in TAP.

## **7.8. Fundraising**

### **7.8.1. Cider press repairs and related equipment**

Giovanni will prepare a cider press materials fundraising campaign to obtain materials and/or funds to create an all-inclusive cider press kit. Members will be asked if they have any equipment to donate. Some of the funds required could be raised through selling PR\$\$.

### **7.8.2. Report on grant writing workshop**

Giovanni attended the workshop given by Paul Schachter and will annotate and give a report at the next board meeting.

The board is reminded that Stacey Fitzgerald offered to help with fundraising.

## **8. Other business**

None.

## **9. Next meeting**

6 p.m., Wednesday, April 3, 2013 at David and Giovanni's: 6916 Invermere Place.