

## Tasks and commitments arising from Skookum board meeting of April 3, 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
**	Email sections one and two of proposed policy manual to all board members for "urgent review".	Jan	April 3, 2013
**	Write a summary of key points made at special board meeting	Jan	ASAP
	Send out an email notification prior to the mail out to alert members to the change in share certificates	David	April 15, 2013
	Organize the feedback from the survey into a visual for presentation at the AGM	Giovanni	May 2, 2013
	Meet with Laura to review the past year's financial statements.	David and Pete	April 15, 2013
	Print 50 application forms for the AGM	David	May2, 2013
	Put together a "Save the Date" notice which, after approval by the board, will be sent out to the membership and include a request to consider becoming a board member	Giovanni	April 15, 2013
	Facilitate a "mix and mingle" activity after the formal part of the AGM, focused on getting to know each other	Laura	May 2, 2013
	Attend the Newcomers' Social (April 23/13) on Skookum's behalf	Giovanni and Pete	April 23, 2013
	Organize Skookum's involvement with the Chamber of Commoners Party, May 10/13	David	May 10, 2013

## Resolutions brought forward at the Skookum board meeting of April 3, 2013

Resolution	Outcome
That the minutes of the previous board meeting of March 6, 2013 and those of February 6, 2013 be accepted as presented.	Passed.
That we discontinue the community fund and fold existing funds into general revenue.	Passed.
That Giovanni be paid his 5% share as coordinator of the Tattler lid project up front.	Passed.
That the next meeting date and time be determined after the AGM and the election of the new board.	Passed.



**Skookum Food Provisioners' Cooperative**  
**Minutes of the board meeting of April 3, 2013**

**Present**

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

**Guest Member**

No guest member present.

**1. Opening business**

**1.1. Board member sign in**

All board members present signed an attendance sheet. (Note: Due to other commitments, Laura was able to attend only the first part of the meeting.)

**1.2. Minutes of previous meeting (accept or revise & accept)**

Be it resolved that the minutes of March 6, 2013 and of Feb. 6, 2013 board meetings be accepted with editorial changes as noted. Passed.

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

The list of tasks and commitments from the minutes of the previous board meeting of March 6/13, 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 agreement to move Item 5.6. ("AGM") to the top of the agenda.

**1.5. Guest member presentation**

None.

**1.6. Policy Review**

Tabled for discussion to next board meeting.

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

**2. Correspondence**

Email correspondence received from BC Cooperatives' Association. David completed the attached survey, requesting feedback on how members feel the BCCA can best meet needs for workshops, training, etc., on Skookum's behalf.

**3. Treasurer's report**

No treasurer's report available this month.

#### **4. Membership report:**

Six new members were received: Shann Carmichael; Claire MacPherson & Scotty deVries (joint); Amanda Zaikow; Ashley Virtue; Aisha Magrath; and Paula Sampson.

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

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

This process is well underway and the shares will be included with the mailed out material for the AGM. David will send out an email notification prior to the mail out to alert members to the change in share certificates.

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

32 members responded to the survey, which is a little less than one third of the total membership.

Two couples have indicated an interest in managing the cider press. Lyn Adamson has offered to host a summer event at her home in Southview.

Interest in gardening (21/32) received the most points, followed by preserving (16/32). 11 people expressed a willingness to get involved in facilitating events and/or in public speaking while 8 are interesting in presenting workshops.

Giovanni will organize the feedback from the survey into a visual for presentation at the AGM.

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

PR Dollars are an excellent fundraiser. The board agrees it is important to continue to raise awareness as to how to procure and use this local resource.

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

Tabled to the next board meeting.

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

Tabled to the next board meeting.

##### **5.6. AGM planning**

Laura reports she and Melissa Leigh are meeting to put the financial statements in order. She requests 2 board members meet with them to approve the statements prior to sending them out to the membership (10 days ahead of the AGM). David and Pete volunteered and a meeting will be held some time before April 15, 2013.

Laura will present the financial statements at the AGM along with a brief presentation on PR Dollars.

Several potential candidates for director have been approached but there have been no firm commitments. Time constraints are problematic for several people.

Giovanni will put together a "Save the Date" notice which, after approval by the board, will be sent out to the membership and include a request to consider becoming a board member.

Several door prizes will be offered. David will organize this.

Tattler lids, PR Dollars and cover-crop sample packs will be offered for sale.

After some discussion, it was agreed that the AGM is not the appropriate venue for a presentation on the consensus building. The topic is important, however, and Rin will be approached to do a workshop in a more suitable context at some time in the future.

Laura will facilitate a "mix and mingle" activity after the formal part of the AGM, focused on getting to know each other.

The question of what to do with the community fund was discussed at some length, with various options explored in detail. The board agreed that since the amount of money involved does not warrant the detailed bookkeeping required, Skookum should consider alternate ways to honour this principle.

For this reason, the board resolved that we discontinue the community fund and fold existing funds into general revenue. Passed.

### **5.7. Review of Seedy Saturday**

There was a lot of interest in/questions about Skookum and several new members signed up. It is suggested that next year we request a table in the main hall, and close to a power outlet.

### **5.8. Newcomers' Social April 23, 2013**

Sharon Deane, Wendy Pelton (TAP), Giovanni and Pete will attend for Skookum. David will get 50 more application forms printed and ensure there are sufficient TAP inserts available.

## **6. New business**

### **6.1. Chamber of Commoners Party May 10, 2013**

This is scheduled to occur at the Club Bon Accueil. Although there will be information tables available, in general this is slated to be an informal, fun interaction. David will take the lead in organizing Skookum's involvement, with assistance from Pete.

## **7. Recurring business**

### **7.1. Project Reports**

#### **7.1.1. Cover crop mini project**

Giovanni has purchased a 10 lb. mix of oats and peas. These will be packaged into 20 - ½ lb. packages and sold at the AGM for \$3 each, with people able to buy as many packets as they want.

#### **7.1.2. Dehydrator Order financial wrap up**

Tabled to next meeting.

#### **7.1.3. B.C. CASA Report**

The midday potluck was poorly attended but about 30 people came for the presentation. Coffee and bags for sale were sold out.

The procedures for selling the coffee locally have not yet been finalized. Jacqueline will order coffee for the AGM, doing a dry run of the ordering and delivery cycle. She notes that some problems related to meshing with TAP need to be resolved and suggests that once the ordering process is established, another system for coffee distribution can be set up as needed, depending on how things evolve.

There has been an interest expressed in roasting the coffee locally and green beans can be purchased to accommodate this.

#### **7.1.4. Tattler lids**

The 12% overall price increases reduces the benefit of the 25% discount but it is still a savings over the last order and considerably less than if they were to be purchased through Amazon.

The lids will be bundled in bags of 24 or 50 and sold in that quantity.

Giovanni requests he be paid out the 5% coordinator's portion upfront in order to simplify the accounting process and notes he is willing to accept this in PR Dollars.

Be it resolved that Giovanni be paid his 5% share as coordinator of the Tattler lid project up front. Passed.

#### **7.1.5. Rancho Vignola**

This project is completed and went well.

### **7.2. Event Planning Team**

Jacqueline reports that there has been no contact from other members of the team. She suggests changing the agenda heading to "Skookum Socials".

### **7.3. The Abundant Pantry bulk-buying project team**

David reports TAP team meeting was postponed at Wendy's request. Another meeting is scheduled for Thursday, April 11, 2013.

Contracts have been signed with both Melissa Call and Wendy Pelton. The final wording states the warehouse fee will be calculated at 2% of the total invoice, with the cost to be absorbed by Skookum (20%) and the coordinator (80%).

The last order cycle went well, with most of the logistical problems resolved.

### **7.4. Fundraising**

#### **7.4.1. Cider press repairs and update on cider press campaign**

Giovanni has received two responses to the blog post, with two offers to help fix the press and one offer (from TSM Moving and Storage) to donate equipment as this becomes available.

He has enhanced the PayPal option, making the Donate button more visible and the page appear more professional.

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

Giovanni notes that the work shop presenter emphasized the importance of being "very clear as to what the community needs and how you intend to bring a solution to that need." The second step is to find granters who are interested in what you want to do. It "must all be very specific or it won't go anywhere".

It would be difficult to impose the required specificity on Skookum in general but it may be possible to pursue such a grant in order to fund a project under the Skookum umbrella (e.g., Fruit Tree Project; dedicated community kitchen, etc.).

#### **7.4.3. Fundraising for improved publicity**

Although this is an item best addressed by the next board, Giovanni recommends that some money be put aside to make the display board more appealing, as well as for an attractive table cloth and a banner with our logo. He suggests an itemized budget of \$350 would be adequate.

### **7.5. Other business**

None.

## **8. Next meeting**

Be it resolved that the next meeting date and time be determined after the AGM and the election of a new board. Passed.

