

Tasks and commitments arising from Skookum board meeting of June 13, 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 18, 2013
***	Write a summary of key points made at special board meeting	Jan	July 18, 2013
	Check whether the cash reserve should include membership share payments for members who have withdrawn from membership	Laura	July 18, 2013
	Ask Melissa Leigh about the \$50 filing fee for the Annual Report	Laura	July 18, 2013
	Circulate a draft budget ahead of the July board meeting	Laura	July 18, 2013
	Research cost of insurance policy from Westview Insurance, First Credit Union, and The Co-operators	Laura	July 18, 2013
	Email Jan the revised waiver	Laura	July 18, 2013
	Format the cider press waiver so that it is ready for rentals this season	Jan	July 18, 2013
	Contact Jacqueline to see if she needs any support for the members' social	Gianni	July 18, 2013
	Follow up with Jacqueline to see how the board can support her with Cafe Justicia	Pete	July 18, 2013
	Email Sausage Maker to get a copy of their most up-to-date catalogue	Jan	July 18, 2013
	Ask Jacqueline if she is willing to be the chief wrangler for the Fall Fair cider-pressing	Pete	July 18, 2013
	Develop board orientation manual	Jan	Ongoing
	Send information about the VIU course to the board	Jan	July 18, 2013
	Compose a message to members to see if there are any interested in participating	Jan	July 18, 2013

Resolutions brought forward at the Skookum board meeting of June 13, 2013

Motion	Outcome
That the board accept the minutes of the board meetings of April 3, 2013 and May 2, 2013.	Passed.
That the board approve \$30 to migrate the TAP software or entire website, as appropriate, to Kevin Wilson's web hosting service.	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of June 13, 2013

Present

- Laura Berezan
- Jan Burnikell
- Julia Downs
- David Parkinson
- Giovanni Spezzacatena
- Pete Tebbutt

Absent

- Rosemary Bjorknas

1. Opening business

1.1. Board member sign in

All board members present signed the attendance sheet.

1.2. Minutes of board meeting of April 3, 2013 (accept or revise & accept) & minutes of Annual General Meeting of April 29, 2013 (revise if needed)

There was a resolution to accept both the minutes of the board meetings of April 3, 2013 and May 2, 2013 (an ad hoc board meeting after the Annual General Meeting). The resolution passed by consensus.

1.3. Review of tasks/commitments from board meeting of April 3, 2013

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of April 3, 2013, with the results as 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 board accepted the agenda as circulated with the removal of item 4.3 ("Member skill survey") and the addition of items 4.1.1 ("Board positions") and 6.3 ("Report on Congress for the Humanities"). Items 6.4 ("Defining Diversity: Creating Community course"), 6.5 ("Migration of website"), and 6.6 ("Edible Garden Tour") were added during the course of the meeting.

1.5. Guest member presentation

There was no guest member present.

1.6. Policy review

There was no policy review.

2. Correspondence

There was no correspondence.

3. Treasurer's report

Laura presented the Treasurer's report for April and May 2013, comprising an income statement and a balance sheet. Laura reviewed a comparative income statement for the three years ending on March 31, 2011, 2012, and 2013, as well as a comparative balance sheet for May 31, 2012 and May 31, 2013.

Laura will check whether the cash reserve should include membership share payments for members who have withdrawn from membership.

The Association's current assets as of May 31, 2013 are \$8007.96. There were no liabilities. Laura will ask Melissa Leigh about the \$50 filing fee for the Annual Report, which should have appeared in the May income statement.

Laura will circulate a draft budget ahead of the July board meeting, for discussion at that meeting.

There was a resolution to approve the Treasurer's report. The motion passed by consensus.

4. Business arising from previous minutes

4.1. Report from Annual General Meeting & follow-up

The consensus of the board was that the Annual General Meeting went well and that the format was good. The Association sold some Tattler lids, Cafe Justicia, & cover crop seeds.

4.1.1. Board positions

The board discussed the allocation of offices and roles within the board. For the time being, David will continue to act as Membership Coordinator, until such time as he can document this work and hand it off. Jan will continue to work on documenting policy and creating a policy manual. Gianni will continue on as Fundraising Coordinator and Communications Coordinator.

4.2. Report from Newcomers' Social

Pete & Gianni reported back from the Newcomers' Social. There were many tables and presenters present. The Association handed out about 20 membership application forms and spoke to a few people. The general feeling is that it was worth attending, but next time the Association should request a table in the outer hallway.

4.3. Quotes from The Co-operators Insurance

Laura reported that she had not heard back from The Co-operators, but she will continue to look into liability and directors' insurance.

4.4. Waiver for use of cider press

Laura presented the feedback she received from a lawyer who reviewed the waiver for use of the Association's cider press. She recommended that the board accept the revisions that the lawyer suggested, but noted that an insurance policy is the best defense against a claim. Laura will research the cost of an insurance policy from Westview Insurance, First Credit Union, and The Co-operators.

Laura will email Jan the revised waiver so that Jan can format it and have it ready for rentals this season.

5. Recurring business

5.1. Events & member engagement

The board discussed the upcoming members' social that Jacqueline Huddleston is organizing. Gianni will contact Jacqueline to see if she needs any support or if the board should contact the membership to encourage them to RSVP for this event.

5.2. Membership

David reported that he approved the following new memberships since the board meeting of April 3, 2013:

- Jillian Amatt
- Kelli Henderson & Cynthia Barnes
- Teedie Kagume
- Gayle Kier & Marcia Nahorney
- Kathy & Christine Maitland
- Don Mitchinson & Maggie Mondey
- Anne Parkinson
- Deanna Parsley
- Charlotte & Adrian Sparham
- Nikki Tebbutt

5.2.1. Distribution of share certificates

David noted that he, as Membership Coordinator, will regularly need to send out share certificates along with a welcome package to new members. He wondered whether he needs to present a resolution each time he needs to spend money on this or whether it can be part of the budget. The board agreed that these expenses are acceptable and will be in the budget that Laura is developing.

5.3. Projects

5.3.1. The Abundant Pantry

David reported that the Abundant Pantry Advisory Team met recently and continues to work on issues in the software.

David reported that the May order was larger than normal (about \$3000).

5.3.1.1. BC CASA (Cafe Justicia)

Pete reported that Jacqueline did not want to act as distributor for Cafe Justicia and that Wendy Pelton expressed concerns about the timing of the coffee orders and how to integrate them into The Abundant Pantry. Pete will follow up with Jacqueline to see how the board can support her.

5.3.2. Tattler lids

Gianni reported that sales are ongoing. He hoped to sell more of them at the members' social.

5.3.3. Sausage Maker

David noted that the Association is a distributor of the products in Sausage Maker's catalogue, which includes dehydrators and all other sorts of supplies for food preparation and preservation. Member Patricia Wilkinson managed a bulk order of dehydrators in the summer of 2012, and the board might consider putting together a group purchase from this catalogue. This project needs a leader. Jan will email the company to get a copy of their most up-to-date catalogue.

5.3.4. Cover crop seeds

Giovanni paid the Association \$11.10, its share of the sales of cover crops. There are five half-pound packages left, and he will continue to sell them at the members' social and elsewhere.

5.3.5. Group dehydrating

David reported that he continue to look into a new location for the large dehydrator and that he hopes to organize some group dehydrating activities again this summer. The Four Square Church was interested in hosting the dehydrator, but their insurer advised them

that the Association would need to have liability insurance. David will contact the Baptist Church, since they had previously expressed their willingness to support Skookum Gleaners when that project was in operation. If he finds no new location, David will talk to Michelle LaBoucane, Manager of the Community Resource Centre, to find a mutually agreeable arrangement.

5.4. Fundraising

5.4.1. Cider press repairs and related equipment

New members Scotty DeVries and Claire MacPherson have the cider press and will overhaul it and see if repairs or parts are needed. David will stay in touch with them.

The board discussed the cider press in general, the need to purchase or find some of the equipment needed to support the cider-pressing at the Fall Fair and elsewhere. In particular, the board agreed that a new gas burner would be a useful piece of equipment for the Association to own. The board discussed the idea of a donation campaign in local stores or at the Fall Fair to raise funds for equipment but took no specific action. Jan noted that the board can borrow some of the equipment.

Pete will ask Jacqueline if she is willing to be the chief wrangler for the Fall Fair cider-pressing later in 2013.

6. New business

6.1. Board manual

Jan discussed the board manual from the Powell River Child Youth and Family Services Society and pointed out that it could serve as a good model for a similar board manual for the Association.

The board talked about the existing board manual, which might and might not live on the Association's website. Jan will work on developing this manual.

6.2. Car-share cooperative

David mentioned that a group which spun off out of Transition Town Powell River (including himself) is working to develop a car-sharing cooperative and there might be future opportunities for the Association to work with this other cooperative.

6.3. Report on Congress for the Humanities

Laura reported back from the recent Congress 2013 of the Humanities and Social Sciences at the University of Victoria. Laura attended a few sessions on cooperatives as part of the meeting of the Canadian Association for Studies in Cooperation and mentioned some of the thoughts she took away from this event:

- Sometimes the Association does not act like a cooperative: there are many distinct types of cooperatives (e.g. worker cooperatives, consumer cooperatives, etc.), but it's not clear where the Association fits;
- Cooperatives are traditionally designed to produce economic benefits to members, in a way somewhere between a for-profit corporation and a non-profit society; where does the Association fit into this continuum, in terms of the economic benefits it provides?
- What was the purpose of the legislation which defined Community Service Cooperatives in the Cooperative Association Act? To date, there are only 13 of these (of which the Association is one), so why the slow adoption? What was the original intent?
- There is a general lack of education about cooperatives throughout the education system, from elementary school up through business school and beyond. Laura will get in touch with Kathy Rothwell, Principal at Brooks Secondary School to see what opportunities there might be for a partnership.

6.4. Defining Diversity: Creating Community course at Vancouver Island University

Jan reported that the Defining Diversity: Creating Community course which member Alison Taplay has been organizing at Vancouver Island University will run in the fall of 2013. The Association will have two free dedicated spaces in recognition of its support for the course. Jan will send the information to the board and will compose a message to members to see if there are any interested in participating.

6.5. Migration of website

David reported that the website migration is underway but not complete, since the new web host Netfirms might not have the right kind of software to support the software for The Abundant Pantry. It might be possible to host TAP with Kevin Wilson for \$30 per year, but that represents another expense for TAP. David will work with Barry Bookout to find out whether Netfirms absolutely cannot support the software.

Giovanni will investigate to see if it will be possible to migrate the website away from Netfirms and get a refund.

The board considered a resolution to approve \$30 to migrate the TAP software or entire website, as appropriate, to Kevin Wilson's web hosting service. Passed.

6.6. Edible Garden Tour

David mentioned that the Edible Garden Tour will be happening on Sunday August 4 and that it would be a good membership recruitment tool to have the cider press on display in one of the gardens. The board recognized that this could be a good way to raise funds for the needed cider press equipment.

7. Next meeting: Thursday July 18, 2013 at 6:00 PM (6916 Invermere Ct.)

The board decided to meet recurrently on the second Thursday of each month. Because July 11 is not convenient for Rosemary and Jan, the next board meeting will be on Thursday July 18 at 6:00 PM.