

Tasks and commitments arising from Skookum board meeting of November 14, 2013

	Task/commitment	Who	When
*****	Write a summary of key points made at special board meeting	Jan	2014
****	Format the cider press waiver	David	Jan. 2, 2014
***	Follow up with Dan Dyble about a quote for liability insurance and directors' and officers' insurance	Laura	Jan. 2, 2014
*	Follow up with the BCCA to find out how many shares the Association holds and how many more it will need to purchase	Laura	Jan. 2, 2014
	Ask Melissa Leigh to move the \$50 filing fee for the Association's Annual Report into the "Accounting & Legal" account	Laura	Jan. 2, 2014
	Remind Tara Chernoff at First Credit Union about her offer to see if she can get First Insurance to provide the Association with a quote for liability and directors' & officers' insurance	Pete	Jan. 2, 2014
	Review the contract with Melissa Call at Sunshine Organics/Ecosentials	Pete	Jan. 2, 2014
	Apply for inclusion in Townsite Brewing's growler program	Laura	Dec. 1, 2013
	Get back to Tara to suggest December 17 as a date to address a staff luncheon at First Credit Union	Pete	ASAP
	Talk to Nicholas Simons to see if he has any insight into how organizations like the Association might intervene in the review of the ALC/ALR	Jan	Jan. 2, 2014
	Look for potential films for the Powell River Film Festival that the Association might sponsor	Board	ASAP

Resolutions brought forward at the Skookum board meeting of November 14, 2013

Motion	Outcome
That the board accept the minutes of the board meetings of October 10, 2013 as circulated.	Passed.
That the board accept the Treasurer's Report as presented.	Passed.

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of November 14, 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 October 10, 2013 (accept or revise & accept)

There was a resolution to accept the minutes of the board meeting of October 10, 2013 as circulated. The resolution passed by consensus.

1.3. Review of tasks/commitments from board meeting of October 10, 2013

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of October 10, 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 addition of item 6.8 ("Kyoto Twist").

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

Treasurer Laura Berezan presented the monthly balance sheet and statement of profit and loss. The Association had \$4030.90 in its First Credit Union chequing account as of October 31, 2013.

Laura walked the board through some of the changes that she and bookkeeper Melissa Leigh have made to the general ledger, meaning that some expenses and revenues have been reassigned from one account to another. Laura reported that the Association currently holds \$110 worth of shares in the BC Co-operative Association. She also noted that the current inventory of unsold Tattler lids is now considered an asset. Sales of Cafe Justicia fair-trade coffee is now included in revenue for The Abundant Pantry since July 2013.

Among the items reorganized from one account to another was printing costs, which are now pulled out of AGM expenses and office supplies and placed into the "Printing, Copying, Publicity" account. The \$50 filing fee for the Association's Annual Report was still filed in the "Office Supplies" account, and after some discussion the board directed Laura to ask Melissa Leigh to move it into the "Accounting & Legal" account.

The grant from First Credit Union is filed under miscellaneous income, which Laura was not happy with and might ask Melissa to change. Income so far in the current fiscal year is on track, at approximately \$14,676.00. Income and expenses for The Abundant Pantry are on track also.

The board discussed the desirability and feasibility of breaking out the coordinator fees for each individual project into an account of its own, so that they could easily see how much of a project's revenue is going to pay a coordinator, rather than have that fee or honorarium hidden in a miscellaneous expense account. The board did not reach a decision on this.

Laura also warned the board to be prepared for the time when the Association has net income in a given fiscal year of \$50,000 or more, at which point it will become obligated to report GST. This point might be a ways off yet, but its effects could be felt very strongly on The Abundant Pantry because of the already very thin profit margin.

A resolution was brought forward to accept the Treasurer's Report as presented. The resolution passed by consensus.

3.1. BCCA fees

Laura will look into the Association's current status with respect to its holdings of shares and its payment of membership dues in the BC Co-operative Association and report back at the next board meeting.

3.2. Remuneration for Giovanni & Jacqueline's expenses

Giovanni had requested an honorarium of \$50 and 50 Powell River Dollars for his work in organizing the Tom Shandel event. However, the board did not resolve to pay this honorarium before the event took place. Giovanni and David recused themselves from the ensuing discussion, during which the remaining board members resolved to pay 50 Powell River Dollars to Giovanni. The board also reaffirmed its policy (not yet formally adopted) that all such arrangements for honorariums and fees must be decided at the point at which it approves a project.

Laura and Jan noted that they will be paying considerable attention to the question of how projects are presented and approved and how members can be remunerated, when they continue meeting to create a policy manual.

4. Business arising from previous minutes

4.1. Ad in Waste Wise Guide

No update.

4.2. Quotes for insurance (liability and directors' & officers' coverage)

Laura will continue to try to find an insurer willing to offer a quote for liability and directors' & officers' insurance. Pete will remind Tara Chernoff at First Credit Union about her offer to see if she can get First Insurance to provide the Association with a quote.

4.3. Board manual

No update.

4.4. Connection with Brooks Secondary School

No update.

4.5. Report from Fall Fair cider-pressing

No update.

5. Recurring business

5.1. Acknowledgments & gratitude

5.1.1. Fall Fair cider-pressing

David reported that he sent out thank-you cards to the main volunteers at the cider-pressing event. One member replied that the Association does not need to send thank-you cards in future, so David will add a column to the membership list to indicate this information.

5.2. Events & member engagement

5.2.1. Tom Shandel post-mortem & lessons learned

Giovanni reported that the Tom Shandel event that the Association co-presented with First Credit Union on October 17, 2013, came together very well and was well attended. There was valuable support from members, particularly Aaron Mazurek & Simona Taronna, who billeted Tom and his partner; and Jacqueline Huddleston, who prepared the food and refreshments. In all, the board considered it an event worth repeating next year as part of Co-op Week, as it brought a lot of good publicity to the Association and to cooperatives in general.

The DVD of Tom Shandel's films was sent to Kingfisher Used Books to become part of the Association's library. People at the event contributed money to buy another one of Shandel's DVDs, which will also be kept at Kingfisher Used Books.

5.3. Membership

David reported that membership stood at 148 memberships and 200 members, as of this board meeting. The new members/memberships since the last board meeting were:

- Tara Chernoff;
- Dolores de la Torre;
- Vickie Pierobon;
- Inger-Lise Burns & Brian Drezet; and
- Nancy & Dan Madsen.

5.4. Projects

5.4.1. The Abundant Pantry & Cafe Justicia

There was no real report, as the pickup day was the day following this board meeting. However, David reported that the order was larger than usual, with more members participating and some first-time users.

Pete undertook to review the contract with Melissa Call at Sunshine Organics/Ecosentials.

5.4.2. Rancho Vignola

No update. The order is expected to arrive by the end of November.

5.4.3. Tattler lids

No update.

5.4.4. Cider press rentals

No rentals in November so far.

5.5. Fundraising

The board discussed fundraising and policy about whether and how a member raising funds should be remunerated.

6. New business

6.1. Townsite Brewing

The board discussed applying for inclusion in Townsite Brewing's growler program, which donates part of the sales of growlers to non-profit organizations in the region. Laura will apply by the December 1 deadline.

6.2. Switch from Netfirms to Kevin Wilson

David reported that the migration of the Association's website and The Abundant Pantry's online shopping software was successful. Everything is now on Kevin Wilson's server and the Association has paid \$50 for the first year of web hosting.

6.3. Report back from meeting with Tara Chernoff at First Credit Union

Pete reported on the meeting that he and Giovanni had with Tara Chernoff, Marketing & Communications Specialist at First Credit Union. The meeting was positive and it was clear that First Credit Union is looking to establish a closer relationship with the Association. One outcome of this meeting was that Tara will try to include a budget line item for events in collaboration with the Association in the upcoming fiscal year. Another was Tara's request for the Association to address a staff luncheon at First Credit Union. Pete and Laura volunteered to do this and determined that December 17 would be a good date for this. Pete undertook to get back to Tara with this date.

6.4. ALR petition or letter of support

Giovanni introduced the idea of the Association writing a letter on behalf of the membership concerning the threatened changes to the Agricultural Land Commission and the Agricultural Land Reserve. Jan volunteered to talk to Nicholas Simons, Member of the Legislative Assembly for the Sunshine Coast, to see if he had any insight into how organizations like the Association might intervene in the process.

6.5. Participation in Film Festival (February 12-16, 2014)

Giovanni reminded the board that the Powell River Film Festival is coming up in February 2014. The members of the board will look for films that the Association might sponsor.

6.6. Sponsoring for Seedy Saturday

Giovanni introduced the idea of the Association sponsoring a workshop or other activity at Seedy Saturday. David noted that so far there have not been organizations doing this, and it might introduce extra complexity into the event planning. However, since David sits on the committee of the Farmers' Institute which plans Seedy Saturday, if opportunities arise he will report back to the board.

6.7. David's plans

David announced that he had resigned from his position as Coordinator of the Powell River Food Security Project, and that among the things he is thinking about doing, once he is out of that

position, is to revive the gleaning project, with an eye to generating revenue for the Association. However, he will be considering many other options as well.

6.8. Kyoto Twist

Pete passed around a letter from the Kyoto Twist Solar Cooking Society based in Lund, BC. It has been operating for about 35 years and has introduced solar cooking technology into numerous developing countries.

7. Next meeting: Thursday January 2, 2014 at 6:00 PM (6916 Invermere Ct.)

The board agreed to skip the December meeting unless a strong need arose to meet in person. Also, to accommodate Pete's travel plans, the January 2014 meeting was moved forward a week to the first Thursday in January.