

Tasks and commitments arising from Skookum board meeting of March 13, 2014

	Task/commitment	Who	When
**	Ask Seafirst Insurance if it would be possible to have a policy for liability coverage alone	Laura	Apr. 10, 2014
	Format sections one (1) and two (2) of the draft policy manual.	David	Apr. 10, 2014
	Re-send sections three through six (3-6) to the board with a request to send all comments back to her	Jan	Apr. 10, 2014
	Adjust the value of the unsold Tattler lids to \$844.03 from \$700.00	Laura, Melissa	Apr. 10, 2014
	Produce a sample director's manual	David	Apr. 10, 2014
	Ask Jacqueline Huddleston if she is willing and able to provide two main dishes for the AGM	David	ASAP
	Send out a save-the-date email to the membership for the AGM	Pete	ASAP

Resolutions brought forward at the Skookum board meeting of March 13, 2014

Resolution	Outcome
That the board accept the minutes of the board meetings of February 1, 2014 as circulated.	Passed.
That the board accept sections one (1) and two (2) of the draft policy manual as circulated.	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of March 13, 2014

Present

- Laura Berezan
- Jan Burnikell
- David Parkinson
- Giovanni Spezzacatena
- Julia Downs
- 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 February 1, 2014 (accept or revise & accept)

There was a resolution to accept the minutes of the board meeting of February 1, 2014 as circulated. The resolution passed by consensus.

1.3. Review of tasks/commitments from board meeting of February 1, 2014

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of February 1, 2014, 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.

1.5. Guest member presentation

No guest member was present for this meeting.

1.6. Policy review

Jan & Laura led a discussion of the recently completed draft sections of the policy manual. The current draft document is in six sections and also includes a Directors' Code of Conduct.

There was a resolution to adopt sections one (1) and two (2). The resolution passed by consensus. David will format these two sections for circulation, and also so that they can form the beginning of a board manual to be given to all directors. (See item 4.3 for more discussion of the board manual.)

Jan will re-send sections three through six (3-6) to the board with a request to send all comments back to her, in order that the directors can review these sections for future adoption.

2. Correspondence

There was no correspondence.

3. Treasurer's report

Laura presented the Treasurer's report as of the end of January. The board reviewed the statement of expenses & revenues as well as the income statement current to the end of January. Laura noted that, with respect to the former, the Association was on track to meet its budget targets, with The Abundant Pantry project exceeding both expenses & revenues. The Rancho Vignola order of fall 2013 was higher than budgeted, and Laura pointed out that this project is a good fundraiser for the Association. Net income for the year to date was approximately \$672. There was not much financial activity in the month of February 2014.

Laura reported that she & Melissa Leigh managed to resolve the issue of how to report Powell River Dollars in the ledger.

Current balances as of the date of this meeting were \$4234.37 in the chequing account and \$906.91 in the savings account (cash reserve of 30% of membership shares).

Giovanni noted that the value of the unsold Tattler lids should be adjusted to \$844.03 from \$700.00.

3.1. BCCA fees

Laura reported that the Association is fully up to date in terms of its membership shares in the BC Co-operative Association (BCCA). Annual membership dues are \$204. She recommended that one of the directors track the activities of the BCCA more closely and keep the board and membership informed of its goings-on. However, no action was taken.

4. Business arising from previous minutes

4.1. New project proposal

The board discussed Giovanni's proposed revisions to the project policy & procedures. Laura suggested that the document be formatted to match the main policy manual; Jan suggested a clearer distinction between policy & procedure. After some discussion, the board agreed that it would not be possible to discuss the document in the detail required without setting aside time specifically for that. The board therefore decided to hold a special session for discussion of project policy & procedures on Saturday April 12 at 9:00 AM at a location to be determined.

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

Laura will forward to the board the answer to her query to Seafirst Insurance about the possibility of purchasing liability insurance separately from directors' & officers' insurance.

4.3. Board manual

The board agreed that it would be a good idea to have a set of director's manuals, one for each director, containing

- the Memorandum of Association,
- the Rules,
- the Code of Conduct,
- a contact list,
- the board policy & other policies as appropriate,
- directors' bios, and
- any other appropriate documents.

The manual will be in a three-ring binder, with dividers to distinguish the different sections and a place for the directors to keep minutes. The manuals will be reused from one board to the next. David will produce a sample manual for the next board meeting.

4.4. Laura's & David's meeting at First CU

Laura & David reported back on their February 4 visit to First Credit Union to address the staff there about cooperatives in general and Skookum's history & activities. There were two groups

during the lunchtime sessions: one of about eight people and the other of about 10. Laura & David felt that it was a valuable event that helped to strengthen the relationship between the Association and First Credit Union.

4.5. AGM preparations

The board discussed the Association's upcoming Annual General Meeting, to be held on Tuesday May 13 at the Trinity Hall of the Powell River United Church. David has reserved the use of the space and will ask Jacqueline Huddleston if she is willing and able to provide two main dishes, with members encouraged to bring salads, sides, or sweets. The budget for food was set at \$150. Pete volunteered to send out a save-the-date email to the membership soon after this meeting.

The board discussed recruitment. Laura, Rosemary, & Jan are all approaching the end of their two-year terms; Laura & Rosemary have indicated that they do not intend to stand for election to another term, and Jan must retire from the board until the 2016 AGM at the earliest, due to the term limits imposed by the Association's Rules. Giovanni has indicated that he intends to step down at the midway mark of his term. So the board needs to recruit four new directors to complete the roster of seven.

Various directors undertook to ask various members whether they would be willing to seek election to the board at the 2014 AGM.

5. Recurring business

5.1. Acknowledgments & gratitude

There was no need to recognize any member's contributions for the past month.

5.2. Events & member engagement

5.2.1. Seedy Saturday

Giovanni, David, & Wendy Pelton staffed the Association's table at Seedy Saturday, handing out many membership application forms and taking in several applications. It was a busy day overall, and Giovanni reported selling \$136 worth of Tattler lids.

5.2.2. Members' social

No update. The next members' social will be the AGM on May 13, and the board discussed the possibility of re-energizing the members' social planning process once the new board is in place.

5.2.3. Earth Week (PR\$)

David & Giovanni will be away for this week. No other director could commit to planning an event during this time, but the Association will be represented at First Credit Union's event on Saturday April 26. Pete volunteered to be there with the display board and application forms if needed.

5.3. Membership (160/217)

David reported that the Association's membership now stands at 160 memberships and 217 individual members, with the recent addition of

- Gary R. Burnikell,
- Bruce Finlay,
- Darcie & Jeff MacFronton,
- Deb Lesuk & Glen Roscovich,
- Lawrence Nazar,
- Lora Reid, &
- Kaila Shepherd & Jesse Keays.

(Subsequent to this meeting, David realized that once again he forgot to subtract out the canceled memberships, so these numbers actually stand at 157 & 213 respectively.)

5.4. Projects

5.4.1. The Abundant Pantry & Cafe Justicia

Pete & Abundant Pantry Coordinator Wendy Pelton met on March 6, 2014. Barry's work is somewhat on hold, due to a series of personal setbacks. Wendy's contract with the Association still needs to be signed. Otherwise all is well with the Abundant Pantry project: Wendy is working on a roster of participating members, with an eye to assigning some members to the sorting chores. And she is finding more time to work on the Stocking-Up Roadshow, particularly in light of having made a connection with someone at Seedy Saturday who has just moved to Powell River and is part of the Church of Jesus Christ of the Latter Day Saints, thus knows a good deal about food storage.

Laura will continue to work with Wendy to make sure that all invoices and packing slips are turned in to the Treasurer promptly after each bimonthly order.

The board discussed the challenges of fitting the Cafe Justicia orders into the Abundant Pantry timetable, and agreed that it needs to become a stand-alone project. Recognizing that Jacqueline Huddleston might not want to continue being responsible for the connection to BC CASA for Cafe Justicia orders, the board will look for a member keen to take this on, either at the AGM or afterwards.

5.4.2. Rancho Vignola

Laura reported that David's final report from the fall 2013 Rancho Vignola order was accurate to within one penny. This project netted \$479.89 for the Association, compared with \$288.57 in 2012 & \$166.40 in 2011. (The income to the Association in 2011 & 2012 was split between general funds and the Community Fund; but now that there is no such distinction, all profits go to general funds.)

David reported that the spring order was complete and should arrive in the week following this board meeting. The total amount ordered was \$1318.95.

5.5. Fundraising

This item was tabled.

6. New business

6.1. Co-ops 101

Laura reported that the BC Co-operative Association (BCCA) has developed a "Co-ops 101" course, which they will be offering on a regular basis. Apparently the BCCA is also willing to send someone to Powell River to deliver this course, so Laura now has something tangible to talk about to Kathy Rothwell, Principal of Brooks Secondary School. Although Laura will be stepping down from the Association's board of directors in May, she is willing to continue working on developing this relationship with School District 47. She thought that fall 2014 might be a good target to aim for here.

7. Next meeting: Thursday April 10, 2014 at 6:00 PM (6916 Invermere Ct.)

The next regularly scheduled meeting of the board will be on the second Thursday as usual. Also, the board will meet on Saturday April 12 to discuss Giovanni's draft project policy & procedures document.