

Tasks and commitments arising from Skookum board meeting of April 10, 2014

	Task/commitment	Who	When
***	Ask Seafirst Insurance if it would be possible to have a policy for liability coverage alone	Laura	ASAP
	Format sections 3-6 of the board policy manual and send them back to David & Laura for them to review	Jan	ASAP
	File the contract between the Association and Sunshine Organics/Ecosentials at Kingfisher Used Books	Jan	ASAP
	Contact Rancho Vignola to make sure they received the cheque for the spring 2014 order	David	ASAP
	Produce the year-end financial report	Laura, Melissa Leigh	ASAP
	Review the year-end financial report	Laura, Pete	Apr. 25, 2014
	Ask Melissa Leigh whether she would be willing to stay on as bookkeeper for some financial consideration	Laura	ASAP
	Talk to Dan Glover about whether he is willing to stand for election to the board of directors	Pete	ASAP
	Send out email to the membership letting them know that the Association is still seeking candidates for the board	Pete	Apr. 30, 2014
	Work on a draft of the Report from the Directors and circulate it among the board for comments, corrections, and additions	Pete	ASAP
	Withdraw 100 PR\$ from the Association's account (25, 25 & 50) for AGM	Laura	May 13, 2014
	Staff the Association's display table at the First Credit Union event on Wednesday April 23	Pete, Jan?	Apr. 23, 2014

Resolutions brought forward at the Skookum board meeting of April 10, 2014

Resolution	Outcome
That the board accept the minutes of the board meetings of March 13, 2014 as circulated.	Passed.
That the board accept sections three (3) through six (6) of the draft board policy manual, subject to the incorporation of the board's suggested changes.	Passed.
That the board support David's proposal to resuscitate the Skookum Gleaners project.	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of April 10, 2014

Present

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

Absent

- Julia Downs
- 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 March 13, 2014 (accept or revise & accept)

There was a resolution to accept the minutes of the board meeting of March 13, 2014 as circulated. The resolution passed by consensus.

1.3. Review of tasks/commitments from board meeting of March 13, 2014

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of March 13, 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, with the addition of item 6.2 ("Business cards").

1.5. Guest member presentation

Members Chris Matheson and Karen LaCombe were present to witness the board meeting. Chris has agreed to stand for election to the board at the upcoming Annual General Meeting.

1.6. Policy review

Jan & Laura led a discussion of sections 3 through 6 of the draft policy manual. The board went through these sections in order, asking questions and suggesting several changes.

There was a resolution to adopt these sections subject to the suggested changes. The resolution passed by consensus. Jan will format sections 3-6 and send them back to David & Laura for them to review once more before David formats them.

2. Correspondence

Laura reported that she had had Melissa Call of Sunshine Organics/Ecosentials (SO/E) sign the contract between the Association and SO/E with respect to services provided for The Abundant Pantry. Jan will file this contract at Kingfisher Used Books.

3. Treasurer's report

There was no Treasurer's Report to present, as Laura and Bookkeeper Melissa Leigh were busy resolving issues with the most recent Abundant Pantry order. However, Laura was able to report that the balance in the Association's chequing account stood at \$6490.11 and the savings account at \$990.95 as of the date of this meeting. The balance in the chequing account was high because the cheque to Rancho Vignola for the spring order had not yet been chased, and also because of problems with the invoice from Sunshine Organics/Ecosystems. David volunteered to contact Rancho Vignola to make sure they received the cheque.

Laura and Melissa Leigh will produce the year-end financial report with enough time for Laura and Pete to review it so that it can be mailed out no later than Friday April 25 to the two members who require notification of the Annual General Meeting by regular mail.

The board discussed the advantages of having a skilled and diligent bookkeeper to assist the Treasurer, especially in light of the fact that Laura will likely be stepping down as director at the upcoming Annual General Meeting. Laura will ask Melissa Leigh whether she would be willing to stay on for some financial consideration before the board starts to look for a replacement.

3.1. BCCA fees

This item was struck from the agenda as having been resolved.

4. Business arising from previous minutes

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

This item was tabled. Laura will advise the board of the response from SeaFirst Insurance as to the cost savings of purchasing liability insurance without directors' and officer's insurance.

4.2. AGM preparations & board recruiting

With Jan's retirement after serving four terms, Laura's & Rosemary's decisions not to stand for another term as directors, and Giovanni's & Julia's decisions to step down at the midpoint of their terms, the board is seeking five new directors. (David's & Pete's positions on the board are not up for election this year.)

The board discussed its prospects for finding another five directors. Members Tara Chernoff, Chris Matheson, & Edward Sanderson have expressed their willingness to stand for election. Pete will talk to Dan Glover, who sounded interested. Sometime before the Annual General Meeting, Pete will send out an email message to the membership letting the members know that the Association is still seeking candidates for the board.

Pete will work on a draft of the Report from the Directors and circulate it among the board for comments, corrections, and additions.

5. Recurring business

5.1. Acknowledgments & gratitude

The board discussed and agreed on presenting the following members (at the Annual General Meeting) with small recognitions of their exceptional ongoing contributions:

- Melissa Leigh: a \$100 gift certificate from Springtime Garden Centre plus \$25 Powell River Dollars (PR\$);
- Jacqueline Huddleston: a \$50 gift card from Sunshine Organics/Ecosystems and 25 PR\$;
- Barry Bookout & Wendy Pelton: a \$50 gift card from Sunshine Organics/Ecosystems and 50 PR\$.

Laura will withdraw these sums of PR\$ from the Association's account.

5.2. Events & member engagement

5.2.1. Earth Week (PR\$)

Pete & possibly Jan will staff the Association's display table at the First Credit Union event on Wednesday April 23.

5.3. Membership

David reported on the new memberships since the March board meeting:

- Maureen Mason;
- Karen LaCombe & Barry Hannah.

This brings the total number of memberships to 159, and the total number of members to 216.

5.4. Projects

5.4.1. Skookum Gleaners

David having previously circulated a project proposal to resuscitate the Skookum Gleaners, the board discussed this proposal. A resolution was put forward to support the project in principle. The resolution passed by consensus.

5.4.2. Abundant Pantry

Laura reported that the ongoing problems with The Abundant Pantry have been traced down to the fact that Barry was not updating the price lists for a number of months. Laura and Melissa Leigh have been working hard at reconciling the orders, and the May order might still have problems.

5.4.3. Cafe Justicia

The question of what to do about Cafe Justicia came up as part of the conversation about 32 Lakes Roasters (see item 6.1 below). The project might need a new champion, as it is not clear that Jacqueline Huddleston wants to continue working on this.

5.4.4. Rancho Vignola

David reported that the order is completed. Sales were down to \$1466.01 in 2014 from \$1830.68 in the spring order in 2013, and the number of members participating was 12 compared with 15 in 2013. Nonetheless, David reported that it is worth doing again. He has submitted a final report to Laura and Melissa Leigh for them to review.

5.5. Fundraising

There was no business to discuss under this heading.

6. New business

6.1. 32 Lakes Coffee Roasters

Pete reported on his meeting with Margot & Nathan, the owners of 32 Lakes Coffee Roasters, a new company in Powell River. They are interested in being able to sell their coffees through The Abundant Pantry and might join the Association. They will provide coffee for the Annual General Meeting in May 2014. This conversation will move to The Abundant Pantry Advisory Team to see how best to proceed.

6.2. Business cards

The board discussed whether or not to have Corey print off more business cards. In the end it was decided not to proceed at this time.

7. Next meetings: Special board meeting on Saturday April 12, 2014 & AGM on Tuesday May 13, 2014 at 6:00 PM (Trinity Hall, United Church)

The board will meet to work through project policy on Saturday April 12, 2014.

The next meeting after that will be the Association's Annual General Meeting on May 13, 2014. The new board will huddle briefly after the AGM to determine the time and place of the first board meeting.