

Tasks and commitments arising from Skookum board meeting of July 16, 2014

	Task/commitment	Who	When
**	File the contract between the Association and Sunshine Organics/Ecosentials at Kingfisher Used Books	Jan, David	Aug. 26, 2014
*	Amend the minutes of the 2014 AGM to include precise figures for financial statement and change "Three members..." to "Four members..." on page 2	David	Aug. 26, 2014
*	Look for liability insurance rates	Tara	Aug. 26, 2014
	Sign paperwork at First Credit Union	Edward	ASAP
	Send thank-you card to Wendy & Barry	David	ASAP
	Send thank-you card to Caroline	David	ASAP
	Follow up with Lyn Adamson to see if Friday August 22 would work as a date for the summer members' social	Laura	ASAP
	Talk to Jonathan van Wiltenburg to see if he is interested in leading a workshop on how to pick fruit	David	Aug. 26, 2014
	Create the email address payment@skookumfood.ca	David	ASAP
	Write up a brief description of how e-transfers work	Tara	Aug. 26, 2014
	Ask Kevin Wilson to whether the Association will be able to use the banner that was created for a past Powell River Dollars display	Pete	Aug. 26, 2014
	Contact Laura Roddan at the PRRD to register as Skookum's representative to the Area A OCP process	Pete	ASAP
	Ask Ellen Gould to attend the next board meeting (Tue. Aug. 26) to talk about Powell River Dollars	Tara	ASAP

Resolutions brought forward at the Skookum board meeting of July 16, 2014

Resolution	Outcome
That the board accept the minutes of the board meeting of June 16, 2014 as circulated.	Passed.
That Chris be empowered to spend up to \$250 on the purchase of Simply Accounting.	Passed.

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of July 16, 2014

Present

- Laura Berezan
- Tara Chernoff
- Dan Glover
- Chris Matheson
- David Parkinson
- Edward Sanderson
- Pete Tebbutt

1. Opening business

1.1. Board member sign in

All board members present signed the attendance sheet.

1.2. Agenda (accept or revise & accept)

The board accepted the agenda as circulated with the addition of items 3.1 ("Bookkeeper's report"), 6.5 ("Presentation to the Chamber of Commerce"), 6.6 ("Strategic planning"), 6.7 ("Powell River Dollars"), & 6.8 ("Edible Garden Tour").

1.3. Minutes of board meeting of June 16, 2014 (accept or revise & accept)

The board resolved to accept the minutes of the board meeting of June 16, 2014, as circulated. The resolution passed by consensus.

1.4. Review of tasks/commitments from board meeting of June 16, 2014

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of June 16, 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.

1.5. Guest member(s)

There was no guest member present.

1.6. Policy review

There was no policy review.

2. Correspondence

The only correspondence of note was the invitation for the Association to participate in the creation of the Official Community Plan for Regional Area A. See item 6.4 below.

3. Treasurer's report

Edward reported that he had not yet had time to complete the handover from Laura, so there was no Treasurer's Report at this board meeting. Edward will sign the paperwork at First Credit Union as soon as possible.

3.1. Bookkeeper's report

Chris reported on his meeting with Melissa Leigh, former bookkeeper for the Association. In order for him to continue managing the Association's books, the Association will need to purchase

software: either Simply Accounting, at a cost of approximately \$189; or an online solution, which will likely entail an ongoing monthly payment.

The board resolved that Chris be empowered to spend up to \$250 on the purchase of Simply Accounting. The resolution passed by consensus.

Chris also reported that Melissa thought that the Association might need to issue T-4s for the payments it makes to project coordinators.

4. Business arising from previous minutes

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

Tara reported that she has been in touch with Seafirst Insurance for a quote on general liability insurance alone and is waiting for the response. She is also in the process of filling out an application for a quote from Westview Agencies and will need to follow up with Laura for some of the details.

Tara also reported on a conversation she had with Kevin Sigouin, Vice President of Insurance at First Insurance and Westview Agencies. According to him, general liability insurance will protect the Association from liability stemming from lawsuits by third parties. The Association's members or employees would not be able to sue the Association *per se* (as that would tantamount to suing themselves) and would instead have to sue the directors and officers as individuals. This is where directors' and officers' insurance would be required.

The board agreed to wait for the final quotes and then have an informed discussion of the potential risks and come to a decision as soon as possible.

4.2. Potato co-op

Tara reported that the potato co-op managed by Garrett Townsend at the Community Resource Centre (CRC) is proceeding. He does not seem to have had much response from Skookum members but has found volunteers and participants from among the CRC's clientele.

4.3. Anti-spam legislation

Laura reported that she spoke to someone at the BC Co-operative Association who informed her that they were not taking any special steps in light of the new anti-spam legislation, since their email mailouts are not commercial in nature. Also, the legislation is not completely clear, so Laura suggested that the Association would not need to worry so long as email communication between the board and members was not commercial. There would be more of a concern if the Association were communicating outside of the membership.

5. Recurring business

5.1. Acknowledgments & gratitude

David will send a thank-you card to Wendy Pelton & Barry Bookout to thank them for the work they did to get the new products into the Abundant Pantry catalogue, and another to Dan's partner Caroline for stepping in to help with the Evil Cherry Company order.

5.2. Events & member engagement

5.2.1. Summertime members' social

Laura reported that member Lyn Adamson is willing to host another members' social, but the only date available for her in July is July 27 and that might not be enough time to organize the event. Instead, Laura will find out if there is a date in August that would work for Lyn. The board suggested Friday August 22 as a possible date.

5.3. Membership (168/229)

David reported that membership was now up to 168 memberships comprising 229 members. The new members joining since the last board meeting were Doug & Kate Cooper; Margot Jantz; Natalie Kreter & Jerry Reghelin; Kelly McClinchey; & Chris DeCap. Most of these appear to have joined in order to participate in the Skookum Gleaners.

5.4. Projects

5.4.1. Skookum Gleaners

David reported on progress with Skookum Gleaners since the last board meeting. He led three cherry picks in the week of July 7, of which one was in a garden with a massive fruit-fly infestation. The other two picks were much better, although the Skookum share in both cases went to the pickers and tree owners because the infrastructure was not yet in place for processing.

David has got a pickers' list in place and is continuing to work on publicity and preparing the kitchen at the Church of St. David & St. Paul in Townsite for food-processing activities. The large dehydrator is ready to be moved there and David will be working with Ron Berezan on an application to Vancouver Coastal Health to have the kitchen approved for preparation of food for retail sale. David & Ron have worked on a Memorandum of Association between the Association and the Church and this remains to be signed by both parties.

The board came up with a couple of suggestions: take photos at upcoming picks and use those to publicize the project, and talk to Jonathan van Wiltenburg to see if he is interested in leading a workshop on how to pick fruit.

5.4.2. Abundant Pantry

David reported that Wendy & Barry had spent time getting new products into The Abundant Pantry (TAP) catalogue in time for the July order. Otherwise there was nothing to report, as the TAP Advisory Team had not met for some time and the pickup day for the July order was the day following this board meeting.

Chris had reported earlier that a member had expressed concerns that TAP was not fulfilling its mandate of providing members with the best prices on bulk items. The board agreed to defer discussion of this matter to the TAP Advisory Team at its next meeting. David will make sure that this matter is relayed to the TAP Team for its consideration.

5.4.3. Cafe Justicia

The board discussed the situation with Cafe Justicia, having exhausted all avenues for finding someone to take it on as a project and agreeing that the roasting & delivery schedule does not mesh with the Abundant Pantry order cycle. David agreed to contact Steve Stewart at BC CASA to let him know about this.

5.4.4. Sausage Maker order

David reported that he was close to sending in the order from The Sausage Maker. The order will not be particularly large one, but there are two members ordering dehydrators and a couple of others ordering items such as pickling crocks.

5.4.5. Evil Cherry Co.

Dan reported that the cherry order went well, although there were complications in the timing of the delivery and the payments. Nonetheless, the project made some money for the Association (a final tally of \$123 was Dan's estimate), with 23 boxes of cherries purchased by members along with some dried cherries. More to the point, it was generally agreed that the cherries were of very high quality and that this would be a

project worth repeating next year. The Evil Cherry Co. will contact the Association when their peaches are ready for delivery.

Dan turned over the paperwork and invoices to Edward.

6. New business

6.1. Townsite Brewing growler program

Chris reported that the application deadline for participation in Townsite Brewing's growler program would be later in the year. The board agreed that it would be worth submitting an application at that time.

6.2. E-transfers etc.

Tara reported that setting up electronic transfers of funds as a payee would incur a setup fee of some \$750. E-transfers would be much less expensive to the Association, as there would only be a minimal fee charged to the sender; this option would require the Association to contact each person we are transferring to/from to agree upon a secret question and answer, and it would need to have a special email address for this purpose.

The third option is to perform a member transfer, a free option which is available only to members of First Credit Union.

After some discussion, the board agreed to set up e-transfers for its First Credit Union account. David will create the dedicated email address payment@skookumfood.ca and Tara will write up a brief description of how this works so that the Association can communicate this to members who might wish to pay by this method.

6.3. Seafair parade

The board decided not to participate in the Seafair parade as part of the Powell River Dollars contingent. Pete will follow up with Kevin Wilson to find out whether the Association will be able to use the banner that was created for a past Powell River Dollars display.

6.4. Stakeholder invitation for Area A OCP

The board discussed the recent invitation from the Powell River Regional District to participate as a stakeholder in the process of creating an Official Community Plan (OCP) for Area A of the PRRD. As Pete Tebbutt lives in Area A, he volunteered to act as the representative of the Association in this matter, and will contact Laura Roddan at the PRRD to let her know.

6.5. Presentation to the Chamber of Commerce

Tara reported that she had been approached by Kim Miller at the Powell River Chamber of Commerce to make a presentation on behalf of the Association at the Chamber's September meeting. She met with David & Chris on June 26 to start developing a 10-minute presentation, which Chris will create using Prezi (an online presentation tool) and which Tara will present to the Chamber. Tara will do a dry run at the August board meeting.

6.6. Strategic planning

The board discussed the merits and cost of strategic planning. No date was chosen, but the consensus was that sometime in October would be suitable. The board talked about some potential facilitators and Edward, David, & Laura were tasked with following up with them to learn more about availability and fees.

6.7. Powell River Dollars

The board agreed that it would be good to learn more about Powell River Dollars and how the Association might make this work better for its members. Tara will reply to Ellen Gould's email and ask her to attend the next board meeting.

6.8. Edible Garden Tour

David mentioned that Sharon Deane was willing to take the cider press to one of the gardens on the Edible Garden Tour on August 3. The board agreed that it would be good to publicize the press and Chris offered to transport Sharon and the press to one of the gardens. David will coordinate this and make sure that Sharon has some membership application forms and signage.

7. Next meeting

The regularly scheduled board meetings are on the third Tuesday of each month. However, due to scheduling conflicts, that day will not work well for August. So the board decided to meet at 6:00 PM on Tuesday August 26 at Chris' place in Townsite.