

## Tasks and commitments arising from Skookum board meeting of August 26, 2014

	Task/commitment	Who	When
***	File the contract between the Association and Sunshine Organics/Ecosentials at Kingfisher Used Books	Jan, David	Sep. 16, 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	Sep. 16, 2014
*	Talk to Jonathan van Wiltenburg to see if he is interested in leading a workshop on how to pick fruit	David	Sep. 16, 2014
	Circulate the Treasurer's Report to the board	Chris	ASAP
	Get information onto the website to show members how to send payments by e-transfer	David	Sep. 16, 2014
	Fill out the application form for Seafirst	Laura	Sep. 16, 2014
	Fill out the pre-application form for Westview Insurance	Tara	Sep. 16, 2014
	Fill out application form for Townsite Brewing's growler program for 2015	David	Dec. 1, 2014
	Recirculate Alison Taplay's email in which she set out her proposal and a couple of links to PATH resources online	David	ASAP
	Confirm the amount of funds set aside at First Credit Union for use by the Association and report back	Tara	ASAP
	Work on a social for a Sunday afternoon in October	Laura	ASAP
	Relay board's comments about the shared TAP/Ecosentials poster to Wendy	Edward	ASAP
	Follow up by email with the members who participated in the cherry order and the peach order, to see if anyone has input	Dan	Sep. 16, 2014
	Set up initial planning meeting for food storage project	Tara	ASAP

**Resolutions brought forward at the Skookum board meeting of August 26, 2014**

<b>Resolution</b>	<b>Outcome</b>
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 August 26, 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 4.4 ("Strategic planning"), 4.5 ("Presentation to the Chamber of Commerce"), & 5.4.5 ("Fall Fair cider-pressing").

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

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

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

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of July 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)

Ellen Gould, Director of the Powell River Money Society, gave a short presentation on how Powell River Dollars are set up and how the Association can make good use of them for fundraising and to support the local economy. The board had some questions and there was a productive discussion.

#### 1.6. Policy review

There was no policy review.

### 2. Correspondence

The only significant piece of correspondence was the invitation from the BC Co-operative Association to their Co-op Governance Roundtable in October 2014 (see item 6.1 below).

### 3. Treasurer's report

Edward reported that the balance in the Association's chequing account as of the date of this meeting stood at \$6306.17; the balance in the savings account was \$1027.11. There was approximately \$2200 in outstanding payments for The Abundant Pantry, so the effective balance in the chequing account is closer to \$4100.

Edward reported that he had not yet received invoices from Ecosentials or Serendipity Rabbitry for the July Abundant Pantry order, so was unable to reconcile that order as of the date of this meeting.

Chris (Bookkeeper) will circulate the Treasurer's Report to the board.

### **3.1. E-transfers**

The board discussed the use of e-transfers for allowing members to send payments to the Association. A couple of members took advantage of this method for paying for their peaches from the Evil Cherry Company and it worked well.

David will get some information onto the Association's website to show members how to send payments by e-transfer.

### **3.2. Hyperwallet**

After some discussion, the board decided not to pursue registration with Hyperwallet, expecting that it would not be as popular as Interac e-transfers for paying the Association.

## **4. Business arising from previous minutes**

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

Tara reported that Seafirst Insurance has sent a quote of \$600 for \$2 million of liability insurance. After some discussion, the board decided in principle to go ahead and purchase a policy to cover any liabilities that might occur as a result of the Association's activities. Laura will help Tara fill out the pre-application form for Westview Insurance, in the interests of pursuing a competing quote.

### **4.2. Townsite Brewing growler program**

David committed to filling out the application form for the Association to be considered as a recipient of funds under Townsite Brewing's growler program for 2015. The deadline for submissions is December 1, 2014.

### **4.3. Stakeholder invitation for Area A OCP**

Pete reported that he had a phone interview with Laura Roddan, Manager of Planning at the Powell River Regional District and offered his input on the Area A Official Community Plan from the point of view of the Association and its members who live in Area A. Mainly this input consisted of recommendations to protect existing food-producing zones within Area A.

### **4.4. Strategic planning**

The board discussed the various possibilities for facilitation of a strategic planning session for the board sometime in the autumn. The board decided tentatively to offer the facilitation role to member Alison Taplay, although some directors wanted more time to investigate the PATH strategic planning format before making a firm decision. David will recirculate Alison's email in which she set out her proposal and a couple of links to PATH resources online. The board will confer by email and make a decision as to whether to pursue this or not. Tara will confirm the amount of funds set aside at First Credit Union for use by the Association and report back.

The board agreed that some preliminary work on its part will be useful in order to establish clearly what the board wants to see as the outcomes of this process.

### **4.5. Presentation to the Chamber of Commerce**

Chris & Tara reported that they had made good progress on developing a 10-minute presentation to the Chamber of Commerce in late September (date unknown as of this meeting). Chris has adapted Giovanni Spezzacatena's Prezi presentation for this purpose and he & Tara will do a run-through at the September board meeting.

## 5. Recurring business

### 5.1. Acknowledgments & gratitude

David reported that he sent out thank-you cards to Wendy Pelton & Barry Bookout for their ongoing work on The Abundant Pantry Project; to Caroline Lance for stepping to help Dan Glover with the Evil Cherry Company order in July; and to Sharon Deane for volunteering to take the cider press into one of the gardens on the Edible Garden Tour.

### 5.2. Events & member engagement

#### 5.2.1. Summertime members' social

Laura reported that the members' social did not come together in the summertime, and she recommends starting the planning earlier next year. She will work on a social for a Sunday afternoon in October, possibly at her & Ron's house in Townsite or at the Church of St. David & St. Paul & Sycamore Commons. Jacqueline is willing to prepare food.

### 5.3. Membership

David reported that as of this meeting the Association had 170 memberships comprising 232 members. New members since the July meeting were Debbie Joslin; and Carlos Williams & Lesa Calder (joint membership).

### 5.4. Projects

#### 5.4.1. Abundant Pantry

David & Edward reported back from the Abundant Pantry Advisory Team meeting that took place earlier on the day of this board meeting. Most of the usual issues are ongoing, with not much getting resolved during the busy summer months. David circulated a draft for a poster for The Abundant Pantry & Ecosentials, intended to publicize both simultaneously. The board made some comments which Edward will relay to Wendy.

#### 5.4.2. Skookum Gleaners

David reported that the Gleaners project had so far sent members out to about 13 picks. He has had to scale back his ambitious plans and has not been able to get out to each pick nor to organize group fruit-processing work parties at the Church of St. David & St. Paul in Townsite where his large dehydrator is now housed. However, members are benefiting from access to free fruit, and a good amount of the fruit picked has gone to people in need in the region.

David also reported that he had spoken to Lyn Adamson & Kate Cooper of Career Link on Thursday August 14 to discuss the possibility of incorporating the work of the Gleaners project into a provincial Job Creation Program. There not being enough time at this board meeting to get into the pros and cons and have a fuller discussion about this, the board agreed to set aside some time at the planned strategic planning session later in the autumn for this issue.

David will circulate the draft Memorandum of Understanding between the Association and the Parish Council of the Church of St. David & St. Paul for the board to review.

#### 5.4.3. The Sausage Maker order

David submitted the final report on The Sausage Maker order (see attached, p. 5) and noted that the order went well. Assuming his calculations were correct, this project netted a profit of \$308.88 for the Association. His main recommendation was that if this project is to be part of the Association's recurring roster of projects, it needs to get going

earlier in the season so that members will have their food-processing equipment no later than June.

#### **5.4.4. Evil Cherry Co. peach order**

Dan reported that the peach order was successful, with 21 cases sold to members, general satisfaction, and a profit of \$63 for the Association. Dan will follow up by email with the members who participated in the cherry order and the peach order, to see if anyone has input which might inform the decision about whether or not to offer this project again in 2015.

#### **5.4.5. Fall Fair cider-pressing**

David will organize the apples and equipment for the annual cider-pressing fundraiser at the Fall Fair on September 20 & 21, 2014.

### **6. New business**

#### **6.1. BCCA governance roundtable**

Laura & Tara expect to attend this event hosted by the BC Co-operative Association in Vancouver on October 17, 2014. David will continue to monitor incoming email for information about sponsorship opportunities to defray the cost of attending, in case other members are interested.

#### **6.2. Emergency services**

Tara expressed her interest in leading a subcommittee to work on emergency planning as it pertains to food security. This may or may not overlap with the Stocking-Up Roadshow that Wendy Pelton has been planning. Tara will send email out to the board and to Wendy Pelton to set up an initial planning meeting.

### **7. Next meeting**

The next board meeting will be on the third Tuesday of September, September 16, at 6:00 PM, at Chris' house as usual.

# Skookum Food Provisioners' Cooperative

## The Sausage Maker project 2014: Final Report

### 1. Purpose of the project

The purpose of this project was to enable Skookum members to pool money and make a single order of equipment from The Sausage Maker (TSM), since Skookum is a licensed wholesaler.

### 2. Structure of the project

The project coordinator (David Parkinson) waived his commission. Otherwise, the intention was to offer participating members equipment from TSM's catalogue at the manufacturer's suggested retail prices (MSRPs) without additional charges for shipping or brokerage. In the end, this is how it worked out, with a profit to Skookum of \$308.88 on total purchases of \$2413.92 (7.82% profit). Following a suggestion by the member who coordinated the previous TSM order in 2012, I did not charge GST.

### 3. Timeline

The timeline was tight: the project coordinator sent email out to all members on July 2, giving them a final order deadline of July 11.

### 4. Participation

6 members participated (including the coordinator), compared with 5 in 2012. Two bought dehydrators and accessories; three bought pickling crocks; a couple bought apple peeler/corers; and one bought a deluxe cherry pitter.

### 5. Financial outcome

Total catalogue value of orders, in USD:	2209.70	1
Total catalogue value of orders, in CAD (9.242% exchange rate as of the date of the order):	2413.92	2
Wholesale total cost (USD):	1738.10	3
Wholesale total cost (CAD) (1738.10 x 1.10864162):	1926.93	4
Brokerage (CAD):	178.11	5
Total expenses (4 + 5):	2105.04	6
Profit (2 - 6):	308.88	7

For each member who participated, I calculated the amount s/he would have paid if s/he had placed the order directly from TSM and paid retail prices and shipping costs. Even though in some cases the retail catalogue offered better prices than the MSRPs that we were compelled to charge, in all cases the member would have paid more money. If the entire order had been placed piecemeal through the retail catalogue, the total cost would have been \$2,690.29 not \$2413.92, an additional cost of \$276.37 or 8.73%.

### 6. Recommendations for next time

#### Start earlier

Even with a tight timeline for members to order, the goods did not arrive until August 12, which is a little late in the season. I recommend getting the order going as early as April, with lots of time to get members interested in the products that TSM offers.

**Do not pay charges in USD by credit card**

I discovered that my credit card charges an additional 2.5% exchange for converting USD to CAD. So there went another \$43 or so that we could have otherwise banked as profit.

**Keep a closer eye on City Transfer**

One of the reasons that this project took longer to wrap up than it might otherwise have done is that City Transfer ended up with a pallet with our order on it, but the previous shipper had not passed on my phone number (although they had my name and address). After a few days of not hearing anything about our order, I traced it to City Transfer, who had been holding it for about a week at that point. In future, the coordinator should be more vigilant about tracking the order once it leaves TSM.

**Find a way for Skookum to buy some of these products**

If Skookum were to buy dehydrators or other equipment to rent out to members, we would pay the wholesale price for them and could apply some or all of the profit from members' orders to these costs.