

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

	Task/commitment	Who	When
****	File the contract between the Association and Sunshine Organics/Ecosentials at Kingfisher Used Books	Jan, David	Oct. 21, 2014
*	Circulate an Excel spreadsheet of the financial report to the board	Chris	Oct. 21, 2014
*	Fill out the application form for Westview Insurance	Laura	Oct. 21, 2014
*	Fill out application form for Townsite Brewing's growler program for 2015	David	Dec. 1, 2014
*	Set up initial planning meeting for food storage project	Tara	ASAP
	Invite a member to attend the next board meeting	Tara	Oct. 14, 2014
	Ask Chris to produce a monthly report from now on that will allow the board to see where income & expenses are accruing from one month to the next through the fiscal year	Edward	ASAP
	Work on an annual budget for the Association	Edward	Oct. 14, 2014
	Research whether Square would be a suitable method for accepting payments from members	Tara	Oct. 14, 2014
	Invite the board to a lunchtime run-through of the presentation to be made to the Powell River Chamber of Commerce	Tara	Sep. 30, 2014
	Find the Association's banner; get it to the cider-pressing booth	Pete	Sep. 20, 2014
	Fill out and submit government survey about cooperatives, with assistance from other directors as needed	Edward	Sep. 20, 2014
	Report the Association's board membership to the Canada Revenue Agency	Laura	Sep. 20, 2014

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

Resolution	Outcome
That the board accept the minutes of the board meeting of August 26, 2014, with amendments to sections 4.1, 4.4, & 6.2 as suggested by Laura.	Passed.
That the Association pay \$50 to the Powell River & District Agricultural Association for the booth rental fee for the cider-pressing booth at the 2014 Fall Fair.	Passed.

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

Present

- Laura Berezan
- Tara Chernoff
- David Parkinson
- Edward Sanderson
- Pete Tebbutt

Absent

- Dan Glover
- Chris Matheson

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 4.5 ("Strategic planning"), 4.6 ("Chamber of Commerce presentation"), 6.2 ("Refunds"), & 6.3 ("Canada Revenue Agency").

1.3. Minutes of board meeting of August 26, 2014 (accept or revise & accept)

The board resolved to accept the minutes of the board meeting of August 26, 2014, with some amendments in sections 4.1, 4.4, & 6.2 as suggested by Laura. The resolution passed by consensus. David will incorporate these corrections into the draft minutes for August and recirculate them for the board's approval.

1.4. Review of tasks/commitments from board meeting of August 26, 2014

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of August 26, 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

There was no guest member. David will add a task to the regular task list to remind Tara to invite a member each month.

1.6. Policy review

There was no policy review.

2. Correspondence

There was no correspondence.

3. Treasurer's report

Edward reported that Chris had circulated various financial reports ahead of this board meeting and that Edward had numerous questions about the details of these reports. Edward will ask Chris to produce a monthly report from now on that will allow the board to see where income & expenses are accruing from one month to the next through the fiscal year.

Edward will also work on an annual budget for the Association.

3.1. E-transfers

Edward reported that one member who had tried to pay for peaches by using hyperWALLET (<http://www.hyperwallet.com/>; an online money transfer service) then tried to use e-transfer but couldn't make it work. Nonetheless, other members have been able to use e-transfer successfully and this looks like a good method for collecting payment from members.

This discussion led to a conversation about other methods of allowing members to pay for goods & services provided by the Association's projects, especially The Abundant Pantry. David mentioned that Square (<https://squareup.com/ca>) might be useful for these purposes, as it would allow the Association to accept payment by debit card without high service charges. Tara volunteered to do some research into how this might work.

4. Business arising from previous minutes

4.1. BCCA governance roundtable

The BC Co-operative Association (BCCA) is offering a governance roundtable on October 17 in Vancouver. Tara cannot attend as she had originally thought; but Laura may attend, depending on her schedule and whether or not the BCCA is able to subsidize travel and accommodation. Depending on the information which may be forthcoming from the BCCA, the board may put this out to the membership in case there are members interested in attending.

4.2. Emergency services

On September 17, Dan emailed the rest of the board to the effect that he had attended an emergency management meeting on that day and that the topic of food security came up as an issue to be discussed this fall. He stated that he would like to talk about the Association at a future emergency management meeting, and this met with assent by email.

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

Tara & Laura completed the application form for Westview Insurance and are waiting for a quote on the cost of an insurance policy.

4.4. Townsite Brewing growler program

David has not yet filled out the application for the Townsite Brewing growler program, but will do so before the December 1 deadline.

4.5. Strategic planning

David will contact Alison Taplay to let her know that the board is interested in having her & Wayne Hanson facilitate and document a session of strategic planning sometime in the fall or early winter. David will contact Alison to confirm some dates that she & Wayne would be available. The location of the strategic planning is to be determined, but could be in the boardroom of First Credit Union.

4.6. Chamber of Commerce presentation

Tara & Chris had intended to use some time at this board meeting for a run-through of the Association's September 30 presentation to the Powell River Chamber of Commerce, but the presentation was not quite ready. Tara will follow up by inviting the board to a lunchtime run-through sometime before the date of the presentation.

5. Recurring business

5.1. Acknowledgments & gratitude

There were no members or others whose contributions needed special acknowledgment this month. David reminded the board that anyone can at any time let him know to send a card out to someone who has contributed significantly to the Association.

5.2. Events & member engagement

Laura reported that she is now planning for a members' social from 3:00 PM to 6:00 PM at Sycamore Commons (Church of St. David & St. Paul in Townsite) on October 19, 2014 (Pete's birthday). Ron Berezan will confirm whether the Association can have access to the church basement in case of rain. Jacqueline is willing to provide main dishes.

5.3. Membership

David reported that the Association had 170 memberships comprising 232 members as of the date of this meeting. New members since the August meeting were Abby McLennan & Marc Albert (joint); and Tina Crookshank.

5.4. Projects

5.4.1. Fall Fair

David reported that things were coming together for the Association's annual cider-pressing booth at the Powell River Fall Fair. He has been gathering apples, equipment, & volunteers and things are looking ready. Pete will find the Association's banner, currently with Kevin Wilson.

The board discussed the pricing of the cider and decided that \$2 for a cup of hot or cold cider and \$6 for a one-quart jar, were fair prices. The board also decided to offer customers the opportunity to pay more than \$6 and have their change returned to them in the form of Powell River Dollars.

The booth rental commission was set by the Powell River & District Agricultural Association to be 10% of all sales for any retail booths. In addition, there was a flat booth rental fee of some amount to be determined. The board resolved to pay \$50 for the booth rental fee. The resolution passed by consensus.

5.4.2. Rancho Vignola

David reported that several members have already sent in their orders for the annual Rancho Vignola fall sale. The deadline for members to submit orders is Monday September 22, 2014.

5.4.3. Skookum Gleaners

David reported that picks continue, with pickers, tree owners, and social service recipients all very happy with the service provided to the community. About 20 picks have taken place so far. David regretted that he has been too busy to organize group dehydrating activities at the Church of St. David & St. Paul in Townsite.

5.4.4. Abundant Pantry

David & Edward reported on The Abundant Pantry Bulk-Buying Club. The Advisory Team met earlier on the day of this board meeting. Most aspects of the project continue to tick over, with some of the ongoing tasks on the back burner for the next few weeks while Wendy Pelton & Barry Bookout go on vacation. The September order cycle closed on Sunday September 14 and the pickup date will be Thursday September 18.

6. New business

6.1. Government survey

The federal government sent a survey about cooperatives which Edward will fill out and submit, with assistance from other directors as needed.

6.2. Refunds

A member recently purchased Tattler lids and wished to return them. The board realized that it has not had a policy for returned items and discussed whether it was necessary to create such a policy. After some conversation, the board determined that no policy was needed, as in almost all cases the Association does not maintain a standing inventory of goods which might end up sold and returned. Instead, the board will make sure that, in all future projects that incur a risk of returned goods, participating members will be made aware of the return policy of whatever supplier has provided goods to the Association.

6.3. Canada Revenue Agency

Laura reported that she is required to report the Association's board membership to the Canada Revenue Agency (CRA). She will get the information from BC Online and submit it to the CRA.

7. Next meeting

The next meeting will be on the third Tuesday of October, October 21, at 6:00 PM, location to be determined.