

Tasks and commitments arising from Skookum board meeting of November 18, 2014

	Task/commitment	Who	When
***	Fill out application form for Townsite Brewing's growler program for 2015	David	Dec. 1, 2014
**	Retrieve the Association's banner	Pete	Jan. 6, 2014
**	Fill out and submit government survey about cooperatives, with assistance from other directors as needed	Edward	Jan. 6, 2014
*	Provide the board with an annual schedule for review of the Board Policy Manual	Laura	Jan. 6, 2014
*	Write up a manual on how to run the Fall Fair cider-pressing	David	May 2015
*	Final report on Gleaners project for 2014	David	Jan. 2015
*	Follow up with Michelle Hignell about sponsorship of film "Just Eat It: A Food Waste Story" in the 2015 Powell River Film Festival	Pete	Jan. 6, 2014
	Make sure that all paperwork is properly organized and filed at Kingfisher Used Books	David	AGM
	Talk to Wendy Pelton to see what her initial thoughts are about using Square	Pete	Jan. 6, 2014
	Send First Credit Union a letter thanking them for their financial support for the board's strategic planning	Pete	ASAP
	Contact Tara Chernoff to see whether there are still funds at First Credit Union earmarked for the Association's projects	Pete	ASAP
	Talk with Tara to find out whether she requires to be formally removed from the board	Pete	ASAP
	Invite Kevin Wilson to attend January 2015 board meeting	Pete	ASAP

Resolutions brought forward at the Skookum board meeting of November 18, 2014

Resolution	Outcome
That the board accept the minutes of the board meeting of October 21, 2014 as circulated.	Passed.
That the board accept the Treasurer's Report as circulated.	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of November 18, 2014

Present

- Dan Glover
- Chris Matheson
- David Parkinson
- Edward Sanderson
- Pete Tebbutt

Absent

- Laura Berezan
- Tara Chernoff

Guest

- Alison Taplay

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 4.1.1 ("Board professional development"), 4.1.2 ("Survey"), 4.1.3 ("Fundraising/grant-writing for Gleaners"), & 4.1.4 ("Calendar"). Item 5.4.3 ("The Sausage Maker") was added during the course of the meeting.

1.3. Minutes of board meeting of October 21, 2014 (accept or revise & accept)

The board resolved to accept the minutes of the board meeting of October 21, 2014, as circulated. The resolution passed by consensus.

1.4. Review of tasks/commitments from board meeting of October 21, 2014

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of October 21, 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

Alison Taplay was present as a guest member in her capacity as the facilitator of the board's recent strategic planning session. The graphic facilitator Wayne Hanson sent his regrets. Alison had sent out a written report shortly after the strategic planning session, summarizing the results of the PATH process and the resulting artifact that graphically represents the board's goals and actions.

Members of the board reported that they found the process to be valuable and inspiring, and that the resulting artifact will make it easier to engage with members and communicate strategic goals and actions.

Alison reflected back to the board one finding that jumped out at her & Wayne: that the job of clarifying the identity of the Association was still left incomplete, and that this is something that the board will need to work on, possibly re-examining this question at a six-month or one-year checkpoint.

The board expressed its gratitude to Alison & Wayne for their work.

1.6. Policy review

There was no policy review.

Laura had sent more sections for review ahead of this meeting, but since she was unable to attend the board felt that it was better to wait until she could be present for the discussion.

2. Correspondence

There was no correspondence.

3. Treasurer's report

Edward presented the Treasurer's Report for the month ending on October 31, 2014. The balance in the Association's chequing account as of that date was \$6427.49, and the balance in its savings account was \$1123.24. There were \$180 in cider-press rentals in 2014.

The board resolved to accept the Treasurer's Report as circulated. The resolution passed by consensus.

3.1. Budget

There was no discussion of the budget.

4. Business arising from previous minutes

4.1. Strategic planning wrap-up

See item 1.5 above for general discussion of the strategic planning.

4.1.1. Board professional development

Pete had volunteered to work on professional development for the board in the two areas of board development & community engagement. Alison supplied Pete with a number of names in both areas of local people who might be willing to offer these skills.

4.1.2. Survey

Chris & Dan reported on progress with the survey, whose purpose is to gauge members' interests in potential activities & programming, and also to find out which members have which skills to support these activities or also to serve the Association in other capacities (e.g., facilitation of board development; see 4.1.1 above). The board discussed whether to send out the new survey only to those members who have joined since the previous survey went out in early 2014, or whether to send it out to all members, with a proviso that members who already responded to the previous one did not need to respond to this one. The decision was to do the latter.

Chris mentioned that he intended to convert the skills inventory from the previous survey into a form which is easier to store and use than the existing format (PDF). David suggested that it might be added to the existing membership register.

Chris & Dan were thinking of offering an incentive for members to respond to the survey, such as a prize drawn at random. No decision was made with respect to this question, though.

4.1.3. Fundraising/grant-writing for Gleaners

David had not started on this yet.

4.1.4. Calendar

Pete reported on his progress towards a calendar of events & activities throughout the year, possibly including events & activities belonging to other organizations (e.g., Seedy Saturday, Fall Fair) as well as events or seasons in the natural calendar. The Association's

recurring events (e.g., Rancho Vignola & Abundant Pantry orders) will be on the calendar, as well as the Association's Annual General Meeting, members' socials, etc. As the project evolves, Pete will be looking to work with a graphic designer who can make it look good.

4.2. Square for taking payments

Chris reported on the results of his research into Square as a method of taking payments from members, especially for The Abundant Pantry. Square takes a commission of 2.75% off the top of each transaction and Chris did not know whether the Association would be permitted to mark transactions up to cover the loss of the commission.

Pete will talk to Wendy Pelton (Coordinator of The Abundant Pantry bulk-buying club) to see what her initial thoughts are about using Square before the board proceeds further.

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

As Laura was not present for this conversation, the board decided to table it to the next board meeting.

4.4. Powell River Film Festival sponsorship ("Just Eat It: A Food Waste Story")

Pete will follow up with Michelle Hignell about the possibility of the Association sponsoring the film "Just Eat It: A Food Waste Story" in the 2015 Powell River Film Festival.

5. Recurring business

5.1. Acknowledgments & gratitude

David will send thank-you cards to

- Alison Taplay: for her work facilitating the strategic planning session; and
- Wayne Hanson: for his work co-facilitating the strategic planning session.

Dan had applied for funding from First Credit Union to defray the cost of the strategic planning session, so Pete will send them a letter thanking them for their support. He will also contact Tara Chernoff to see whether there are still funds at First Credit Union earmarked for the Association's projects.

5.2. Events & member engagement

Laura was unable to attend this meeting, so this item was tabled.

5.3. Membership

David reported that the Association, as of this board meeting, had 183 memberships comprising 253 members. The following are new members since the last board meeting:

- Mike & Myfanwy Cawley (joint);
- Jocelyne Esterer.

5.4. Projects

5.4.1. Abundant Pantry

Edward & David reported back on the meeting of the Abundant Pantry Advisory Team held earlier on the same day as this board meeting. Wendy will be looking for an assistant to help her with social media and marketing of the project. There is an ongoing conversation about whether it might be possible to increase the Association's markup to better remunerate the Coordinator.

Edward & David will pursue the question of whether taxable items are being passed along to members without tax being added onto the invoices.

5.4.2. Rancho Vignola

No update.

5.4.3. The Sausage Maker

David reported that Jacqueline Huddleston broke a fermentation crock at Ecosystems, so she will replace it from The Sausage Maker via the Association's wholesaler account. The Association will sell the crock to her at the Manufacturer's Suggested Retail Price, as per the wholesaler agreement.

6. New business

6.1. Change in board

With Laura missing from this meeting, the board felt that it was difficult to have a proper conversation about the gap opened up on the board by Tara's decision to withdraw for family reasons. Pete will talk with Tara to find out whether she requires to be formally removed from the board, or whether she is willing to have her name remain on the board of directors until such time as the board decides whether to appoint a new director to serve out her term or to wait until the 2015 Annual General Meeting.

7. Next meeting

The next meeting will take place at 6:00 PM on Tuesday January 6, 2015, location to be determined.

The board discussed the possibility of exploring a closer relationship or potential partnership with Kevin Wilson's Urban Homesteading School of Powell River. Pete will invite Kevin to attend the January meeting.