

Tasks and commitments arising from Skookum board meeting of January 6, 2015

	Task/commitment	Who	When
***	Retrieve the Association's banner	David	Feb. 17, 2015
***	Fill out and submit government survey about cooperatives, with assistance from other directors as needed	Edward	Feb. 17, 2015
**	Write up a manual on how to run the Fall Fair cider-pressing	David	May 2015
**	Final report on Gleaners project for 2014	David	Feb. 2015
**	Follow up with Michelle Hignell about sponsorship of film "Just Eat It: A Food Waste Story" in the 2015 Powell River Film Festival	David	ASAP
*	Make sure that all paperwork is properly organized and filed at Kingfisher Used Books	David	AGM
*	Talk to Wendy Pelton to see what her thoughts are about using Square to take payments for the Abundant Pantry	David, Edward	Feb. 17, 2015
	Email the four sections of the Policy Manual to the board with instructions	Laura	ASAP
	Let members know about the PR\$ subsidies for the March weekend of workshops, once information becomes available from the UHSPR	Edward	March 2015
	Find out whether or not the Association should be reporting Provincial Sales Tax and report to board	Edward	Feb. 17, 2015
	Refine the budget so that it applies to the upcoming fiscal year (April 1, 2015 to March 31, 2016)	Edward	May 2015
	File the Change in Directors form removing Tara Chernoff from the board of directors	David	ASAP
	Work with Kevin Wilson & Kevin Harding (BCCA) to investigate possibility of BCCA presence at May weekend of Urban Homesteading School	David	May 2015
	Send message out to membership to find (i) members with graphic design skills to work on the calendar; (ii) members interested in fundraising/grant-writing for Gleaners	Pete	ASAP
	Send link to skills/interests survey out to board for final review	Dan	ASAP

Tasks and commitments arising from Skookum board meeting of January 6, 2015 (continued)

	Task/commitment	Who	When
	Send skills/interests survey out to members	Dan, Chris	ASAP
	Write back to Zoe Ludski to decline CJMP's request for support and to invite her to extend a request for support to their individual members	Pete	ASAP
	Contact Christine Dudgeon to let her know that the Association will have an information table at Seedy Saturday, preferably with access to a power outlet	David	ASAP
	Circulate the membership register among the board	David	ASAP
	Ensure that there are copies of the membership register available at the next board meeting	David	Feb. 17, 2015

Resolutions brought forward at the Skookum board meeting of January 6, 2015

Resolution	Outcome
That the board accept the minutes of the board meeting of November 18, 2014 as circulated.	Passed.
That the board accept the Treasurer's Report as circulated.	Passed.
That Laura be authorized to spend up to \$650 on one year's general liability coverage from Seafirst Insurance.	Passed.

Skookum Food Provisioners' Cooperative

Minutes of the board meeting of January 6, 2015

Present

- Laura Berezan
- Dan Glover
- David Parkinson
- Edward Sanderson
- Pete Tebbutt

Absent

- Chris Matheson

Guest

- Kevin Wilson

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 5.4.4. ("Olive oil"), 6.3 ("Seedy Saturday"), & 6.4 ("Board recruitment").

1.3. Minutes of board meeting of November 18, 2014 (accept or revise & accept)

The board resolved to accept the minutes of the board meeting of November 18, 2014, as circulated. The resolution passed by consensus.

1.4. Review of tasks/commitments from board meeting of November 18, 2014

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of November 18, 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 forward.

1.5. Guest member

Kevin Wilson attended and gave the board a summary of past and planned future activities of his Urban Homesteading School of Powell River (UHSPR). There have been two events already: an Urban Homesteading Boot Camp weekend in October 2014, and a one-day intensive on building healthy soil facilitated by Erin Innes in November 2014. Kevin is planning a Fibre & Fabric daylong set of workshops in January 2015; another weekend boot camp on gardening topics on March 28 & 29, 2015; and a weekend event on community development in May 2015. Events so far have been well attended and there is a lot of enthusiasm and appetite for more workshops in the region, since Transition Town Powell River & the Powell River Food Security Project are no longer offering many workshops.

Kevin proposed two ways that the Association could partner with the UHSPR:

1. Since the Association still finds itself in possession of a lot of Powell River Dollars (PR\$) – 1159 of them, to be precise – one easy way to partner would be by offering subsidies to members of the Association who wish to participate in offerings of the UHSPR. Kevin accepts up to 20% of fees paid in the form of PR\$, so for a typical weekend fee of \$99 he will take 24 PR\$. The

Association could subsidize this amount, leaving the member to pay the remainder in Canadian dollars.

2. Skookum could work with the UHSPR to organize workshops that its members would like to participate in, turning over some portion of the organizational work and the publicity to the UHSPR. There would be an arrangement between the Association & the UHSPR as to how the profit from the workshop(s) would be divided between the two partners.

After some discussion, the board decided to test out the first partnering approach on the March weekend boot camp.

Edward volunteered to be responsible for letting members know about the PR\$ subsidies for the March weekend of workshops, once information becomes available from the UHSPR.

1.6. Policy review

Laura reviewed the content of the four sections of policy that she sent out ahead of the board meeting of November 18, 2014:

1. project guidelines, including criteria for accepting or refusing proposed projects;
2. partnership criteria;
3. member/board relations, including communication by email & other means; &
4. project policy, including information about the role of the Project Director and that person's discretionary ability to provide up to \$250 seed money to projects.

For the next board meeting, Laura suggested that the board cover the two sections bearing on projects (sections [1] & [4] above). If the board has time, it could also cover the other two sections at its next meeting.

Laura will email the four sections to the board with instructions.

2. Correspondence

There was no correspondence.

3. Treasurer's report

Edward presented the Treasurer's Report, opening by noting that December was a slow month (no surprise). There are still unresolved issues in The Abundant Pantry's bookkeeping system, notably with taxable items. Barry & Wendy are investigating discrepancies in the November order between the Association's expenses and the invoice provided by Sunshine Organics/Ecosentials.

The board also discussed whether or not the Association should be reporting Provincial Sales Tax (PST). The threshold above which an organization is required to report PST is \$10,000/year in gross sales, and the Association clearly exceeds that threshold. Edward will investigate and report back to the board.

The Association's balances stood as follows as of December 31, 2014: \$5772.88 in the First Credit Union chequing account; \$1123.34 in the savings account; & 1159 Powell River Dollars.

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

3.1. Budget

Edward will refine the budget he had begun to prepare, so that it applies to the upcoming fiscal year (April 1, 2015 to March 31, 2016) and is ready for the new board starting in May 2015.

4. Business arising from previous minutes

4.1. Change in board

As there was some confusion after the board meeting of November 18, 2014 as to whether or not Tara Chernoff wished to be formally removed from the list of directors of the Association, David had not yet filed the appropriate paperwork with the provincial government. Pete had

communicated with Tara in the meantime, and she does indeed wish to withdraw as director, so David will file the Change in Directors form as soon as possible.

This filing will acknowledge that Tara's withdrawal as director took effect as of October 26, 2014.

4.2. Square for taking payments

This item was tabled until Edward & David have a chance to discuss it with Wendy at the next meeting of the Abundant Pantry Advisory Team.

4.3. Insurance

Laura presented a quote from Gore Mutual Insurance Company for a \$2M general liability policy with a \$1000 deductible for a cost to the Association of \$850 per year. They stipulated as a condition of providing liability insurance that the Association provide its members with a release form when participating in any potential risky activities.

Having recalled that the quote from Seafirst Insurance last year for similar liability coverage would cost only \$600 per year, the board resolved to authorize Laura to spend up to \$650 on one year's general liability coverage from Seafirst Insurance. The resolution passed by consensus.

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

As Pete was about to leave for Australia for a few weeks, David volunteered to pursue this. He will contact Michelle to see what opportunities there might be for the Association to participate in the upcoming film festival.

4.5. Board professional development

Pete reported on his efforts, following on from the recent strategic planning session, to arrange for professional development in the areas of board governance & community development. For board governance, he contacted Malerie Meeker, who was a good contact suggested by Alison Taplay, but she is no longer doing this sort of work; and she suggested Sandra McDowell (likewise not doing this work). For community development facilitation, Malerie suggested Alison Taplay & Sandra McDowell. Pete brought this back to the board for direction.

Laura suggested that the community development portion of the Association's commitment to professional development for the board and members might be covered by partnering with The Urban Homesteading School of Powell River (UHSPR) and its planned weekend of activities in May 2015. Kevin noted that he had already been considering the involvement of Kevin Harding, Director of Co-operative Development at the BC Co-operative Association (BCCA), and David volunteered to work with the UHSPR and the BCCA to make this happen.

The board made no decision about how to advance with board governance.

4.6. Events calendar

Pete reported that he & Dan met to discuss the yearly calendar of events. David found an online template for a circular calendar, passed this on to Pete, who contacted the designer for more information. Pete passed his original version around for the board to look at, along with the online template. The cost to customize the template by adding events and dates of interest to it would be 50 Euros. After some discussion, the board decided to proceed by putting a call out to the membership for members with graphic design skills who might be interested in producing something similar based on this template, something that could be edited on an ongoing basis without too much difficulty or expense, and something that could be made available in electronic and printed form as needed.

Pete volunteered to send a message out to the membership to find members interested in working on this project.

4.7. Members' survey

Dan reported that he & Chris worked on a survey to go out to members asking them about their interests and skills, as a followup to the strategic planning session. Chris had sent a link to the survey to the board, but most of the board seemed uncertain what they were meant to do with the link. Dan was to send the link out again with some clear directions to the board for a final review before it goes out to the membership. Once the board has had a chance to make final comments, the survey will go out as soon as possible.

4.8. Fundraising/grant-writing for Gleaners

David reported that he did some investigation in December of potential sources of funding for the Gleaners project, using the Powell River Public Library's GrantConnect database, but did not find much that looked very promising, many of the grants being available only to organizations with charitable status or being provided by sources that the Association might feel uncomfortable tapping into.

David will produce the year-end report for the Gleaners project and while doing this will work on the case for funding, a project plan, & budget. Pete will add to his email to members (see item 4.6 above) a call for members with skills & interest in fundraising & grant-writing, referring these interested members to David

4.9. Growler program

David reported that the Association was one of the community partners chosen to participate in Townsite Brewing's growler program; the month during which the Association will receive \$1 for each growler sold at the brewery will be September 2015.

5. Recurring business

5.1. Acknowledgments & gratitude

There was no person or organization needing special recognition this month.

5.2. Events & member engagement

Laura reported on plans for a members' social, possibly for sometime during the weekend of February 20 & 21, 2015. She is interested in any ideas, but failing that she & Jacqueline Huddleston will work together to provide a venue & food. Towards the end of the meeting, it was suggested that it might be good for this members' social to make a concerted effort to invite the many new members who are not personally known to the board, as a kind of 'newcomers' social'.

The board also decided to set the date of its next Annual General Meeting to May 12, 2015.

5.3. Membership

David reported that the Association has 185 memberships comprising 256 members, as of the date of this meeting. New members since the last board meeting are Kaeli Stanfield; & Fraser & Venus Ross (joint).

5.4. Projects

5.4.1. Abundant Pantry

David & Edward reported that most of the business of the Abundant Pantry Advisory Team is ongoing, with some issues (e.g., taxable items, discrepancies in invoices) being dealt with slowly but surely. Kevin reminded them that he has recently stepped onto the Advisory Team in the capacity of Marketing Director, and he will be supporting Wendy by communicating with members and managing social media, as well as investigating barriers to participation and finding out how this project can become more successful.

At the next meeting of the Advisory Team, David & Edward will ask Wendy about using Square as a method of accepting payments from members.

5.4.2. Rancho Vignola

David reported only that he submitted the final report for the order to Edward and has received his share of the profit. The order was about half the size of the 2013 order. There is one back-ordered item yet to be shipped, and if this item is not supplied David will need to rework the final report, since there will need to be another reimbursement from Rancho Vignola to pass along to the member in question.

5.4.3. The Sausage Maker

David reported that the fermentation crock he ordered from The Sausage maker for Jacqueline Huddleton has arrived. This was not ordered as a Skookum project, but more as a favour to a member who needed to replace a broken item quickly and at a low cost.

5.4.4. Olive oil

David reported that Giovanni Spezzacatena will be donating \$2 from every bottle of olive oil that he sells to members. This is not an official Skookum project, but an ad hoc project similar to Don Mitchinson's group order of fruit trees.

6. New business

6.1. Communications strategy

As Chris was not present, this item was tabled.

6.2. Request for support from CJMP

The board considered and discussed a request from the Powell River Community Radio Society (PRCRS, the organization which manages CJMP FM) for financial support to help them with the cost of professional development for their board. After some deliberation, the board decided to decline to support the PRCRS. Pete will write back to Program Director Zoe Ludski to let her know and to invite her to extend a request for support to the PRCRS' individual members.

6.3. Seedy Saturday

The board decided to participate once again in Seedy Saturday (March 14, 2015). David will contact Christine Dudgeon, the person organizing the information tables, to let her know this and to request that the Association be given a table with access to a power outlet.

6.4. Board recruitment

With the Association's Annual General Meeting planned for May 2015, the board agreed that it is time to start thinking about recruiting new directors. David must leave the board, as his four terms will be coming to an end. Laura wishes to resign at the end of her single year filling out the second year of the term left vacant by the early departure of Julia Downs or Giovanni Spezzacatena; Chris Matheson is the other director in this position.

Pete, Edward, & Dan indicated their intention to continue serving as directors through the remainder of their terms (ending in 2016). And of course Tara Chernoff's position on the board needs to be filled with someone willing to serve a one-year term.

Consequently, the Association will be seeing at least three new directors (to replace David, Laura, & Tara), and possibly four if Chris should decide to step down after completing the term of office he is currently completing.

David will circulate the membership register among the board for them to start thinking about potential candidates for director. He will also ensure that there are copies of the register available at the next board meeting so that the board can follow up on this conversation.

7. Next meeting

The board determined that the next board meeting would take place as regularly scheduled, on the third Tuesday of the next month: Tuesday February 17 at 6:00 PM, location to be determined.