

Tasks and commitments arising from Skookum board meeting of February 17, 2015

	Task/commitment	Who	When
***	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
**	Make sure that all paperwork is properly organized and filed at Kingfisher Used Books	David	AGM
*	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
*	Refine the budget so that it applies to the upcoming fiscal year (April 1, 2015 to March 31, 2016)	Edward	May 2015
*	Work with Kevin Wilson & Kevin Harding (BCCA) to investigate possibility of BCCA presence at May weekend of Urban Homesteading School	David	May 2015
	Write a blog post to celebrate the Association's having been nominated for a Horizon award	Chris	ASAP
	Check the BC website for information about PST requirements	Laura	Mar. 10, 2015
	Talk to the BCCA about PST requirements	Edward	Mar. 10, 2015
	Contact Stanley Darland, Nicole Narbonne, & Dyanne Zitko about the calendar of events	Pete	ASAP
	Send out a reminder email to encourage more members to fill out the survey	Dan	ASAP
	Tabulate the survey results and prepare a report	Chris	Mar. 10, 2015
	Book the Trinity Hall for May 5, 2015, for the AGM	David	ASAP
	Apply for First Credit Union's Community Impact Funds	David	March 6, 2015
	Send thank-you card to Giovanni Spezzacatena	David	ASAP
	Book the basement of the Church of St. David & St. Paul in Townsite for members' social	Laura	ASAP

**Tasks and commitments arising from Skookum board meeting of February 17, 2015
(continued)**

Task/commitment	Who	When
Prepare Treasurer's Report and any associated financial statements for review by one or more board members	Edward, Chris	April 15, 2015
Phone 'high-priority' potential board candidates to gauge willingness to stand for election to the board at the May AGM	Pete	ASAP
Contact other potential directors by email with a personalized message	David	April 1, 2015
Register the Association to participate in the emergency preparedness fair	Dan	ASAP
Look into making some kind of online application form connected to the Association's PayPal account	David	Mar. 10, 2015
Review the Association's finances to see what amount might be feasible as remuneration to Kevin Wilson for time spent dealing with hacking of the website	Edward, Chris	Mar. 10, 2015

Resolutions brought forward at the Skookum board meeting of February 17, 2015

Resolution	Outcome
That the board accept the minutes of the board meeting of January 6, 2015 as circulated.	Passed.
That the board accept the Treasurer's Report as circulated.	Passed.

Skookum Food Provisioners' Cooperative
Minutes of the board meeting of February 17, 2015

Present

- Laura Berezan
- 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 6.4. ("Online membership application"), 6.5 ("Money for web hosting"), 6.6 ("Seedy Saturday"), & 6.7 ("Chair for next two meetings").

1.3. Minutes of board meeting of January 6, 2015 (accept or revise & accept)

The board resolved to accept the minutes of the board meeting of January 6, 2015, as circulated. The resolution passed by consensus.

1.4. Review of tasks/commitments from board meeting of January 6, 2015

The board reviewed the list of tasks and commitments from the minutes of the previous board meeting of January 6, 2015, 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

There was no guest member present.

1.6. Policy review

There was no policy review. For the next meeting, Laura will re-email the four sections under review to the board with instructions.

2. Correspondence

David circulated a letter from the Powell River Chamber of Commerce notifying the Association that it was nominated for an award for "going above and beyond". Chris volunteered to write a blog post to celebrate this accomplishment.

3. Treasurer's report

Edward presented the Treasurer's report, noting that the Association had (as of Jan. 31, 2015) \$6,208.42 in its chequing account and \$1,133.39 in its savings account. Sales in The Abundant Pantry project for the January order cycle were \$2,837.57.

3.1. Provincial Sales Tax

Edward reported that, according to research he had done, the Association is indeed obliged to report and remit Provincial Sales Tax (PST). Laura was fairly sure that, when she had looked into this in the past, the Association would not be required to report and remit PST. She will go back to the BC provincial website to find the relevant information, and Edward will call the BC Co-operative Association to see if they have information on this issue.

3.2. Edward's status as signer on First CU account

Edward had informed the board by email ahead of this meeting that American tax laws require him to disclose the highest average monthly balance on all Canadian accounts on which he has signing authority; therefore he would have to disclose the Association's balances for 2014 and 2015 at least. After some discussion, the board felt that this was an annoyance but not a reason to ask Edward to step down as Treasurer or as a signer on the account.

4. Business arising from previous minutes

4.1. Square for taking payments

The board discussed the use of Square technology for taking payments via credit & debit cards, particularly but not solely for The Abundant Pantry (TAP). Wendy is interested in using this if participating members find it useful as a means of payment. The main roadblocks will be

- whether members are willing to pay a commission on top of their TAP invoice;
- whether Square's terms of use will allow the Association to charge a commission for payment by Square; and
- whether it will be possible to find a cellphone with a data plan for use on TAP pickup days.

David will go back to the Square website to find out about the second point above.

4.2. Insurance

Dan will go back to Seafirst Insurance with the board's authorization to spend up to \$650 for a year of general liability coverage. If the cost is equal to or less than that amount, he will take steps to purchase a policy; if not, he will report back to the board.

4.3. Board professional development

With Pete taking steps to leave the region, there has been no real progress here. Laura reported that she is willing to offer a one-and-a-half-hour session on board governance to the new board within six weeks of the upcoming Annual General Meeting in May.

4.4. Events calendar

Pete volunteered to touch base with Stanley Darland, Nicole Narbonne, & Dyanne Zitko to see what progress they're making on the design for a calendar of events. If he is unable to make contact with them, David will take this on.

4.5. Members' survey

Chris & Dan reported that an initial email about the survey went out to members a couple of weeks before this meeting. Dan will send out a reminder email to encourage more members to fill out the survey, and then Chris will tabulate the results and prepare a report.

4.6. Fundraising/grant-writing for Gleaners

David reported that he met with Don Mitchinson & Patricia Wilkinson, and that Jan Padgett is also interested in looking for grants to support the Gleaners project. David will continue to look for sources of funding support for this project and will prepare an application to First Credit Union's Community Impact Funds; deadline for applications is March 6, 2015.

5. Recurring business

5.1. Acknowledgments & gratitude

David will prepare a thank-you card for Giovanni to thank him for his contribution of \$65 in proceeds from the group purchase of olive oil for members (which was not an official Skookum project).

5.2. Events & member engagement

Laura apologized that her work schedule was keeping her too busy to organize a members' social in February. Instead, the board will create an opportunity to bring members together and do some recruiting for directors at the same time. The tentative date for this event is Tuesday March 24, 2015; Laura will book the basement of the Church of St. David & St. Paul in Townsite for this.

5.3. Membership (185/256; ±0)

David reported no change in membership since the January board meeting.

5.4. Projects

5.4.1. Abundant Pantry

Edward & David reported on recent work by the Abundant Pantry Advisory Team. As noted above in item 4.1, Wendy is willing to use Square for taking members' payments, assuming that technical details can be worked out and that there is interest on the part of members to pay this way. Kevin Wilson, who is now assisting Wendy with marketing and publicity, presented a list of potential activities to increase uptake among members and publicize this project outside of the Association, and the team has divided up some of the higher-priority items on this list and are working on those. It looks as though the Abundant Pantry team will be organizing a food-storage workshop in the fall, possibly in conjunction with Kevin's Urban Homesteading School of Powell River, having finally found someone at the local Church of Jesus Christ of Latter-Day Saints who has experience in this area.

Barry continues to work on issues related to billing and taxation, and hopes that taxes will be broken out on the invoices for the March order cycle.

5.4.2. Olive oil

Giovanni organized an ad-hoc bulk order of olive oil for members only and contributed \$65 to the Association as a donation.

5.4.3. Rancho Vignola Spring Clearance

David reported that the Rancho Vignola spring clearance sale will begin on March 1, so he will work on alerting members and will manage this project once again.

6. New business

6.1. AGM planning & restocking the board

The board set May 5, 2015, as a tentative date for the Annual General Meeting (AGM). David will look for conflicting events on that date and, assuming there are none, reserve the Trinity Hall at the Powell River United Church.

Edward & Chris will work to ensure that the year-end Treasurer's Report and any associated financial statements are ready in sufficient time for several board members to review them before the AGM.

With Pete's withdrawal from the board, the Association will be seeking five directors at the AGM, as David must step down due to term limits, and Laura & Chris have indicated that they do not intend to stay on for another term. The board decided on the following strategy to maximize its chances of finding a few potential candidates for the board:

- Identify about 30 members who would be a good fit for the board and contact them personally sometime during February to see if they would be willing & able to serve;
- Identify a number of additional potential candidates and contact them by email with a personalized message;
- Identify those members whom none of the directors know personally and target them for a meet-and-greet meeting (see item 5.2 above).

The board discussed ways of making this members' social more appealing to members, by including some presentations about ongoing work in the Association such as the events calendar, emergency preparedness & food storage, The Abundant Pantry, etc.

Pete volunteered to phone the first group of members identified above.

6.2. Communications strategy

This item was set aside.

6.3. Emergency preparedness

Dan reported that there will be an emergency preparedness fair at the Powell River Recreation Complex on Saturday May 2, 2015, from 10:00 AM to 5:00 PM. The board agreed that this would be a good opportunity for the Association to showcase The Abundant Pantry project, so David will ask Wendy whether she is available to help staff a table at the event. Dan will register the Association as a participant.

6.4. Online membership application

An issue that came out of the Abundant Pantry Advisory Team was that the membership application procedure could be improved by making it possible for prospective members to apply entirely online. David will look into making some kind of online application form connected to the Association's PayPal account.

6.5. Money for web hosting

David informed the board that recent hacking attacks on the Association's website meant that the web hosting provider Kevin Wilson had to spend a considerable amount of time restoring the website and protecting it against further attacks. David suggested that the Association contribute some additional funds to Kevin beyond the annual hosting fee, which is not sufficient to cover this type of extra expenditure of time. The board agreed in principle but deferred the decision until Edward & Chris could review the Association's finances and suggest an amount.

6.6. Seedy Saturday

David reported that Wendy & he will be available for the whole day to staff the Association's table at Seedy Saturday (March 14, 2015 from 9:30 AM to 2:30 PM).

6.7. Chair for next two meetings

With Pete taking off to Australia by the end of February 2015, the substitute Chairs for the last two meetings of this board will be Edward in March & Dan in April.

7. Next meeting

The next board meeting will take place on Tuesday March 10, 2015, at 6:30 PM, location to be determined.