

By the Bushel Community Food Co-operative

Board of Directors Meeting Minutes

Tuesday, March 23, 2009

5:30-7:30pm at COIN, 251 Charlotte Street

Present: Linda Slavin, Sarah Lawson, Sue Prentice, Paula Anderson, Aimee Blyth (arrived late)

Chair: Natalie Napier

Secretary: Natalie Napier

Regrets: Peter Sorrill

Action Items summary

- NN to keep working on website content and pass off to Pete upon his return
- LS will check with Elaine Webster to see if we can still do a back-payment for staff overtime
- SP will check to see if she had any overtime at the end of last year
- SP will attend “Enhancing Local Food Initiatives and Opportunities” and report back on what she learns
- PA will send ON Co-op invitation around via email
- SP to look into common email endings for staff and Chair, make sure contact info for BoD is up-to-date
- NN to contact Carol Love and Kathy Neill about joining working groups
- NN to revise proposal for working groups
- Hiring Committee will finish job description and post
- NN & SL will call around to former BTBers who haven’t signed up yet
- NN to write press release (maybe using new hiring as angle)
- A// to do brainstorming of events for promotion
- PA to talk to Trent at Transition Town about getting an ad in Greenzine
- SP to call United Way re: facilitating role clarification

1) Updates from members

- Sue officially announced her intention to resign as co-manager
 - o expressed intention to remain an active Consumer Member
 - o will stay on as co-manager until a new general manager is hired and trained, as late as the end of August, if necessary
 - o BoD expressed that although they would miss her in the role of co-manager, they wished her luck with her other pursuits and were glad that she had given so much advance notice, and would stay involved

2) Approval of Agenda

-m/s: LS/PA

3) Adoption of minutes from last meeting

-m/s: LS/NN

4) Business arising from minutes

-PA tried to contact Harry Stoddart (unsuccessfully) for advice on insurance fund; other producers thought BtB should keep half of 2009 insurance fund for education programming, and split the other half among last year's producers according to the proportion of their participation

-PA didn't call Rural Routes about producers' bulk purchasing, instead our producers have piggybacked on a market gardeners (EFAO) group buy

-NN supposed to work on website content but hasn't achieved much. *AI: will keep working on this and pass content onto Pete for formatting upon his return*

-SL: only costs \$50 for "some space" at Green Expo and we're signed up.

-NN: our flyers were at the Better Baby Expo because our member, Ecomum, generously agreed to have them at her stall

5) New Business

a. Financial Statement (Profit and Loss)

-SL presented budget:

-sales projected to increase 14% based on: 100 summer baskets (at 20 wks.); 50 winter baskets; the average Super Thursday sales from the first six months; and a large drop in new member fees

-projected 30% increase in COGS will allow room for an increase in amount paid to farmers and an increase in quantity of produce in some cases

-small increases in insurance costs and marketing costs are projected

-there is a 229% increase in office expenses to reflect the new practice of not having employees bring their own supplies, equipment

-there's a 77% increase in ON Co-op fees because 2009 fees were prorated for a our mid-year start

-total payroll is expected to increase by at least 39% (wages remain the same but hours are increasing)

-2010 will be our first year filing taxes, hence the huge increase in legal and professional fees

-overall our expenses are projected to increase by 30% while our *net* income will decrease 97% but with the \$14K net income from 2009, we have a good cushion

-SL recommends BoD approve budget to provide direction to Sue and the new GM and so that they can work within the budget

-given last year's income, suggests new finance committee should work on dividends and investment policy, reserve fund

-in future, the Profit and Loss statement should show budgeted versus actual amounts

-net income for next year may only be \$500-600 in order to meet our other goals

-LS: when Aimee and Pete are here, would like to discuss possibility of back payment to staff who have worked overtime

-AI: LS will check with Elaine Webster to see if we can still do a back-payment for staff overtime

-NB. SL has 72 hours overtime from the past year; PA declines to be paid for her overtime, SP is not sure if she had any overtime by the end of the season

-AI: SP will check to see if she had any overtime at the end of last year

-m/s to accept budget: SL/NN

-PA amendment: \$250 each should be allocated to staff & volunteer appreciation, and education/workshops

-CARRIED unanimously

b. Membership Approvals

-m/s to approve new memberships of Wendy Davis, Margaret Wood, Marcus Elia, and Carolyn Bossi: NN/LS

c. Correspondence/requests

-Pat Learmonth invited us to an OMAFRA event on March 24: "Enhancing Local Food Initiatives and Opportunities".

AI: SP will attend "Enhancing Local Food Initiatives and Opportunities" and report back on what she learns

-PA: ON Co-op is trying to get co-ops together for a meeting and would like BtB represented

AI: PA will send ON Co-op invitation around via email

-NN: SL sent us her letter of maternity leave, which will extend to the end of her contract (letter appended)

-BoD presents SL with card and gift certificate to EcoMum for a maternity leave gift and express that we will miss her and are excited to meet her baby!

-PA brings up item related to correspondence: confusing email addresses of BoD members

AI: SP to look into common email endings for staff and Chair, make sure contact info for BoD is up-to-date

d. Production Schedule Update

-slow getting confirmation from producers but very close to being done (w/in a week)

-list of growers who want to join basket production is growing, but we will only accept more if we have space

e. Working Group Proposal

-discussion revolved around which were the most important committees to have: probably finance, hr, governance, and strategic planning

-PA would like to be in strategic planning group

AI: NN to contact Carol Love and Kathy Neill about joining working groups

AI: NN to revise proposal for working groups

f. Hiring

-SP: hire a general manager plus an intern to share with Sunroot Organics

-intern would take on task with less associated responsibility (eg. running depot/ pick-up day, helping PA with weekly production schedule)

-during summer basket weeks: 20 hours/wk. for GM, 10 hrs/wk. for intern (hiring plan appended)

-m/s to accept hiring plan: NN, AB

-NB. LS requests that BoD members receive reports from staff/working groups before meetings so we may study them more thoroughly before approving them

AI: Hiring Committee will finish job description and post

-plan is to hire intern by early April

6) AOB

a. Marketing

AI: NN and SL will call around to former BTBers who haven't signed up yet

AI: NN to write press release (maybe using new hiring as angle)

AI: All to do brainstorming of events for promotion

AI: PA to talk to Trent at Transition Town about getting an ad in Greenzine

b. Board Training

AI: SP to call United Way re: facilitating role clarification

Appendix

March 12th, 2010

By the Bushel Board of Directors
654 Park St. N.
Peterborough, ON K9H 4S3

Regarding Pregnancy/Parental Leave:

I am writing to let you know that I will be starting pregnancy leave on Friday March 26th, 2010 for the duration of my pregnancy. If applicable I will then take parental leave for the remainder of my contract (which ends May 31st, 2010).

It is not my intention to return as an employee member. I will continue to be a consumer member and intend to make myself available as a volunteer.

Thanks for the opportunity to help out during the formative year of our co-op.

Sincerely,

Sarah Lawson
6 Bruce St.
Peterborough, ON K9H 1A7

BTB Community Food Cooperative - 2010**Staffing Plan****General Manager – Sustainable Growth of the Coop into the future.**

- Board and member relations
- Financial management
- Marketing Coordination
- Operations
- Supervision/coordination of staff and volunteers
- Planning and leadership

23 hours per week for 22 weeks @ \$18 / hour plus 10% benefits = \$10,018.00

30 hours per month for 7 months (November – May) @18 / hour plus 10% benefits = \$4158.00

Production Coordinator -

Coordinate the production schedule and oversee the implementation of production schedule and changes through out the growing season, in conjunction with the coop manager and joint intern.

60 hours during the winter months @\$18 / hour plus 10% benefits = \$1188.00

2 hours per week for 22 weeks @ 18 / hour plus 10% benefits = \$870.00

Joint Intern (BTB Coop and Sun Root Organics)

- Facilitate BTB coop depot days
- Coordinate producer drops offs, transactions and consumer pickups
- Coordinate volunteers (helpers, food preparers etc.) and working share helper for drop off days
- Assist with the weekly changes and updates of production schedule.
- Coordinate with coop manager for Super Thursdays.

6 months – (2nd week of May through first week of November)

12 hours per week for 22 weeks @ \$12 /hour plus 10% benefits = \$3385.00

Working share – (3 hours in exchange for food basket not picked up) for helping on Thursdays

Working share – (3 hours in exchange for food basket not picked up) per week helping with updating website, recipes, newsletters, producer stories etc.

John Howard Summer Student – possible extra help, don't know what our contribution might need to be and how this person could be shared out on farms as well?!?

Volunteers Jobs

- Weekly/monthly taste tests of ways available produce can be made into yummy food with recipes.
- Canning/food preservation demonstration in certified kitchen on Thursdays.

Total costs: \$19,619.00

Plus some additional time for staff overlap and training as well as volunteer appreciation (\$1000.00)