

By the Bushel Community Food Co-op

Board Meeting Minutes for January 12, 2009, 7:00 – 9:30 pm
Held at 378 Aylmer Street, Peterborough Greenup Office, Peterborough, Ontario

Present: Linda Slavin, Peter Sorrill, Sarah Lawson, Paula Anderson, Gisele Roy, Natalie Napier (chair), Aimee Blyth (Secretary), Russ Christianson (invited)

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Board of Directors Meeting Minutes

- 1) Updates from members
- 2) Approval of Agenda (GR 1st; PA 2nd)
- 3) Adopt minutes from last meeting (LS 1st; PA 2nd)
- 4) Business arising from the minutes

AI - PA will call Russ and ask what he needs before he comes to the board with a plan, invite him to meet with board in January and ask him to send the plan before hand - Done

AI: PA will ask Russ about what he thinks about sharing feasibility study and to send along the final copy of the up to date report (with corrections made)

-Russ thinks it's our call (can take out names, even By the Bushel, but recommends that we keep the numbers or else it's meaningless). Corrections to report? Still some that need to be made it's a good idea to do this before we send it out. Recommends leaving the feasibility the way it is and put the history of BtB document on the website.

AI (new): Board members will send edits of the history document to SL who will incorporate them.

AI – Paula will talk to Russ about the history of BtB in the feasibility plan

AI – Paula will ask Russ about dates for board training

AI: SL will forward the report to AB and PS - Done

AI – SL will organize regular staff meetings

-SL and PA met on Friday, January 8th, 2010

5) New Business

a. Financial Statement (Profit & Loss)

-Our fiscal year-end December 31st.

-We will need the bookkeeper to do year-end financial statement for taxes (to bring to an accountant). Elaine from COIN has offered to help for free.

-Russ suggests asking Rural Routes for their accountant's contact information.

AI : PA will call Rural Routes.

AI: SL will call Elaine from COIN.

b. Correspondence/Requests

-Some inquiries about co-op and sharing our co-operative information (one from Kingston and one from Thunder Bay).

- One request for a membership withdrawal (because they moved away).
- Green expo group wants to do a table on local food (PA responded). To share table with other CSAs (table shared 8 ways would cost \$25).

c. Producers meeting debrief

- Not everyone showed up (about half showed, or 7 of 15). Since then PA has met with three others. PA would like to get the Stoddards' input. The general gist – yes producers are willing to grow. Cut off is 120 baskets (some vegetable deliveries will need to be split between two growers).
- Lots of questions about spring start-up money and insurance fund. Money from last year's insurance fund (which is about \$1150) - could use some of it for education (insuring our ability to grow in the future), returning some of it to growers. Interest in workshops on certification and the paperwork that is associated with it. Producers feel like these workshops need to happen this winter.
- Insurance fund – original idea was that it would come from the consumers, instead it seems like it came from the producers. PS suggests that consumers and producers each pay 2.5%.
- Can we do education without using the insurance fund?
- LS's suggestion - Need a more concrete plan for next year. Let the producers decide about what to do for next year.

AI: PA will talk to Harry Stoddard about the insurance fund and then touch base with producers.

- Spring seeding funds 20% instead of 25% is fine if it will help out the co-op.
- A few producer sub-committees were created about pricing, growing standards, collective purchasing and a few others that PA couldn't remember.

d. Cash Flow Scenarios for 2010/2011 baskets (*document sent in advance*)

- Suggests changing percentage of revenue distribution from 50/50 to 45(co-op)/55(growers); super Thursday still 20(co-op)/80(grower).
- Up staff hours to 33 hours/week (from 24). Next year BtB may get an intern to work one day a week at \$10/hour. Subsidized baskets (with labour) also an option.
- Main expense staffing – offering an internship (potentially partnered with PA's farm).
- SL thinks that a modest return is the most likely outcome.

M: Donations of unclaimed baskets count towards our %1 of gross profit for subsidized baskets.

e. 2010/2011 Basket Promotion (*document sent in advance*)

- Members get first dibs on baskets.
- Change baskets from 21 to 20 (so that we can offer bi-monthly baskets). This will mean changing the membership agreement.
- In general, people were fine with the time and location of the pickup.

AI : SL will send out the basket promotion to members this week.

- f. Hiring
 - Hiring sub-committee to hire someone to replace SL (PA, SP, NN).
 - g. Strategic Planning with Russ
 - Russ passed around pictures from a visioning process a number of years ago.
 - Four pillars of an organization/strategic planning...
 - Vision – where do we want to go?
 - Mission – how are we going to get there?
 - Purpose – raison d’être
 - Values – of the organization
 - SL thinks it would be valuable to have a purpose statement.
 - We did an exercise where we all brainstormed to answer: “Why does BtB exist?”
 - AI: SL will resend outline for business plan.*
 - Russ needs updated documents on the cash flow. Once he receives these he can start writing the business plan
 - AI: SL will send Russ the updated documents on the cash flow .*
 - What we need to do – think about where we want to go with BtB (3-5 year plan) and when/if should we move into other areas (food security, restaurant, etc....)?
 - h. Dates for board training
 - AI: Everyone to email SL what we want from board training. SL will compile the list and send it to Russ.*
 - Date for board training: March 2nd, 6-8:30. Possibly at LS’s place.
 - Some options: business planning, strategic planning, community relations, employee relations, cooperative corporations act, reading financial statements, clarifying our roles...
- 6) Date and time of next meeting
 BtB meeting Tuesday February 9th, tentatively at 468 Gilmour St. at 7pm
- 7) Adjournment {9:30}