

By the Bushel Community Food Co-operative

Steering Committee (Interim Board) Meeting Minutes

October 25th, 2009 12 – 5 pm, Linda Slavin's house

- 1) Lunch & Updates from members (30 minutes)
- 2) Approval of Agenda (5 minutes)
-m/s: NN, SP
- 3) Adopt minutes from last two meetings (5 minutes)
-m/s: GR, LS
- 4) Business arising from the minutes (10 minutes)
-primarily related to Producers' Meeting which we'll talk about later
-AI: Sue to send Curtis Bryan a thank you card for making the recipe wiki
- 5) New Business (20 minutes)
 - a. Financial Statement (Profit & Loss- see appended copy)
-Sue: March 1- Oct. 21, comparing actual revenue and expenses with expected *to this point* (and thus not including winter basket sales)
Highlights:
-sales are higher than expected b/c Super Thursdays did better than expected
-re: Cost of Goods Sold (haven't finished paying farmers yet but 'Pending columns' shows what we expect to have after that)
-bank fees higher than expected because we started our account before the projected start date
-didn't spend nearly as much on office supplies as expected
-our 'profit' at this mid-point in the year is \$14,242.07, which will likely be re-absorbed by expenses in the remainder of the year because winter baskets won't break even and Super Thursdays aren't as likely to do well when we can remind people in person the week before
AI: Sue to keep working on how to make accounts easily understandable in her presentation at the AGM
-Motion to accept financial statement - m/s: LS, NN
 - b. Membership approvals
-5 new members!
-m/s: NN, GR
 - c. Correspondence/Requests
-Linda presented two COIN projects with which BtB may be able to grow
 - a. healthy (organic, local) school lunch business
 - b. local green foods labels (eg. Chutneys, etc)
-Paula: need to grow capacity of producers, so that too few producers don't take on too much responsibility, before we can engage in new projects
-we tried to keep it small this year and it was taxing enough for producers
-Paula: we need to help our producers gain greater skills so we can expand capacity and our members can see what the co-op is doing for local agriculture

-We also need to think about how our admin staff will meet that growth

Sarah is pregnant: hurrah!

-hire and train new people? SP thinks 12hrs/wk is good, doesn't want her position to grow

-Linda/Paula: Is there some way we can help liaise between COIN projects and producers?

-Paula/Sue: this year we could people in touch and in subsequent years we can build-up direct involvement

-AI: Linda will bring us a letter of support for the green label project for us to sign

-AI: Gisele will call each producer and ask whether they are happy to have Linda (COIN) contact them about participation in the green local label business, and pass the contacts onto Linda

d. Insurance Policies are available for review

-BoD members should take a look at their leisure (Business policy and BoD policy)

6) Strategic Business (max 20 minutes each)

Topic	Items to discuss	Outcomes
Board of Directors	<p>Elections at AGM (5-9 members, no more than 4 from each category, min. 2 year term)</p> <p>Ideas for board member involvement</p>	<p>Plan for elections</p> <p>-invite members to apply</p> <p>Who will be running?</p> <p>-all of us with some reservations (NN may be away for part or most of the year)</p> <p><i>-AI: all BoD members should approach good candidates and encourage them to run</i></p> <p>Short list of ideas</p> <p>-in event of election, give all members a piece of paper (all the same colour) and ask them to write 5-9 names (available on a flip chart) for whose nomination they support.</p> <p>-in event of a run-off, have pieces of paper in a second colour available</p>
Consumers	<p>Customer survey results and discussion</p> <p>Options for next year: delivery, neighbourhood collectives, events,</p>	<p>Short list of ideas</p> <p><i>See appendix for survey results summary</i></p> <p>-ideas in response to survey:</p> <p>-give potted herbs in baskets early on, or as Super Thursday item</p> <p>-having baskets packed for the last half hour and sitting in the</p>

	social networking, volunteers	<p>kitchen may help us extend hours to 6:30pm</p> <p>-delivery: of those who responded, some would be interested in occasional delivery</p> <p><i>AI: Sarah to reproduce summary of survey results to present at AGM</i></p>
Producers	<p>Producer meeting (November 8th) agenda, time, key outcomes, new producers?</p> <p>Invoicing Policy proposal</p> <p>Visions and roles</p>	<p>Plan for meeting:</p> <p>-mtg. partly organised for Nov.8, with 'thank you potluck' right after</p> <p>-need to understand how producers would like to see their role in BtB's growth</p> <p><i>-AI: Paula & Sarah to discuss w/ producers the idea of providing a workshop on labeling</i></p> <p>New policy:</p> <p>-want an invoicing policy to make all producer invoicing uniform and consistent</p> <p><i>AI: Sue and Sarah will work on 'procedure' to present to producers, and BoD at next mtg. (If it works, it will become policy in future)</i></p> <p>Short list of ideas</p> <p>-discuss with producers whether they can provide canning produce so that we can allow members to use the church kitchen to do canning (and in response to requests for canning items on survey)</p>
Employees	<p>Sue away</p> <p>Internship</p> <p>Visions and roles</p>	<p>Short list of ideas</p> <p>-start casting around for candidates for staff next summer</p> <p><i>AI: Sarah to think about whether she's interested in coming back to her position after mat leave</i></p> <p><i>-AI: Sarah to look into YWCA internship funding</i></p> <p>-need to figure out how to pay actual hours to staff in future (which if we return to 100 baskets instead of 85, may not be a problem)</p> <p>-need to budget 33 staff hours a week for all basket weeks; and a</p>

		total of 60 hours for production planning over the winter
Potluck	November 8 th following producer meeting. Ideas and helpers?	<p>Plan for potluck and one or two volunteers</p> <p><i>AI: Natalie will be lead volunteer</i></p> <p>Ideas: cut up a map of Peterborough and get people to sit in neighbourhoods</p> <p><i>AI: Sue will send Natalie info, plans, and any prospective volunteers for potluck so she can take over</i></p> <p>-each table will be asked to present their own thank you to the growers</p> <p>-growers will eat first</p> <p><i>AI: Sue and Sarah will promote the event at next 2 Thurs. pick-ups</i></p>
AGM	Agenda, who will do what, auditor, fun & interactive aspects (neighbourhood seating, sub. \$ vote...), producer displays	<p><i>AI: Linda to contact possible auditor (Stephen Bark or CollinsBarrow)</i></p> <p>Draft Plan for AGM</p> <p>7pm, Nov. 23, Ptbo library</p> <p>-have handout (electronic or otherwise) of annual report (delivered by staff)</p> <p>-maybe a slideshow</p> <p>-producer report (Montana)</p> <p><i>AI: Sue and Sarah to find a consumer to give a report</i></p> <p>-accept by-laws</p> <p>-Motion: If the by-laws do not already proscribe a staggering of BoD term lengths, they should be amended to do so.</p> <p>-m/s: LS, NN</p> <p>Clear roles for AGM</p> <p><i>-AI: NN to get an outside person to come in and run the elections (someone from United Way, GreenUp or OPIRG?)</i></p>

		<p><i>AI: SP to generate a members list (will need 2 others-NN and someone else) to check members present at the door</i></p> <p><i>AI: NN to organize election process and materials (Flip chart, small pieces of coloured paper in 2 colours)</i></p> <p><i>AI: NN and LS to explain basket subsidy policy and money, and choose a method for selecting a destination for the subsidy; report \$ value already donated to Women's shelter</i></p> <p><i>-AI: Linda to prepare and present 'lifeboats' as icebreaker</i></p>
21 Week Baskets	Debrief, ideas, issues	<p>Short list of ideas for next year</p> <p>Deferred to next meeting</p>
Winter Baskets	<p>Issues with veggies</p> <p>Waiting list</p>	<p>Plan for this year</p> <p><i>AI: Paula, Sarah & Gisele to meet first week of Nov. and figure out what produce is still needed and who can supply it</i></p> <p>Short list of ideas for next year</p> <p>Deferred to next meeting</p>
Super Thursday	Policy on payments to producers	<p>New policy adopted</p> <p>Motion: Starting in November, we will make a change to the terms of payment such that Super Thursday producers will be issued a check dated 14 days after delivery.</p> <p>-m/s: NN, GR</p> <p><i>-AI: Paula, Sarah & Gisele to discuss above motion at Producers' Mtg.</i></p>
Business Planning	Working with Russ, vision for future years, tasks	<p>Review of ideas, list of tasks</p> <p>-focus on the co-op as a site of learning, capacity building, and community instead of aiming for organic certification</p> <p>-sustainability score card as a way to evaluate growth and learning among producers</p> <p><i>-AI: Sarah will send us all info about planning AGMs and</i></p>

		<p><i>sustainability scorecard</i></p> <p>-Russ says we should focus on financial forecasting (for this we have to discuss capacity with producers)</p> <p><i>AI: Paula, Sarah & Sue to write out a list of financial, social, and ecological commitments to share at AGM (members can add to them)</i></p> <p>-what do we need in our business plan to be useful to us?</p> <p>Rest of discussion deferred to next meeting</p>
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AI: Sarah to talk with Russ about possible times for an early Dec. mtg. with him. Finalise at AGM.

AI: Linda to get cider (and pot) for AGM

AI: Paula to bring Green Up cups

- 7) Date and time of next meeting - AGM Monday November 23rd
- 8) Adjournment- m: NN (5:15pm)