

By the Bushel Community Food Co-op



Board of Directors Meeting Minutes
6:30pm, 654 Park St. West
Wednesday, April 22th, 2009

Present: Gisele Roy, Sue Prentice, Paula Anderson, Natalie Napier, Sarah Lawson

Regrets: Harry Stoddart, Linda Slavin

Chair: Paula Anderson

Proposed Agenda

- 1) Approval of Agenda
- 2) Updates from members
- 3) Adopt minutes from last meeting
- 4) Business arising from the minutes
- 5) New Business
 - a. Financial Statements
 - b. Membership approvals
- 6) Other Business
 - a. Marketing Plan (Sue)
 - b. Business Plan Grant - CFDC
 - c. Location for basket pick-up (Natalie)
 - d. Producers meeting (Paula)
 - e. Committees – Creation and Clarification
 - f. Producer & employee contracts (in camera)
- 7) Date and time of next meeting (Tuesday May 5th 6:30 PM - 542 Rogers St.)
- 8) Adjournment

1) Approval of Agenda

- Agreed to add a report on standards of production to agenda

Motion to approve agenda – m/s: SP, GR. Carried.

2) Updates from members

- none (our meetings have been too close together to need this)

3) Adopt minutes from last meeting

- issues with last meeting's minutes:
 - i. change roster for new board to reflect that SP was elected as Treasurer (minutes changed to reflect this)
 - ii. SP: listed as responsible for contacting all prospective members who have not signed but was only going to contact Beacon; Woolerdale can be contacted at Green Expo (minutes changed to reflect this)

Motion to approve minutes – m/s: SP, GR. Carried.

4) Business arising from the minutes

- for the incorporation to proceed, we need:
 - to write cheques for \$15 (to reserve our business name) and for \$335 (incorporation itself)
 - present Letter of Intent by SP (re: selling the business to the Co-op)
 - documents have been prepared for financial services commission (thanks SL & SP!)
- we will continue using the old BtB account (starting with \$0) and once we are incorporated the bank account can change into the hands of the new corporation
- Sue did meet with a lawyer (Linda Whetung) and received advice on SP's letter of intent
 - more on this next meeting
- launch debrief:
 - in general it was great
 - GR, SL: may have benefited from a 'hard sell' approach at some point
 - SP: could have used more people at sign up table

5) New Business

- **Financial Statements**
 - received a report, not an official statement
 - report included revenue to date

Current Financial Report April 22th, 2009

****Revenue only

	\$	#	\$
Cons Membership	25.00	37	925.00
	\$		\$
Work Membership	100.00	2	200.00
	\$		\$
Producer Membership	100.00	2	200.00
	\$		\$
Preferred Shares	100.00	30	3,000.00
Summer Basket		19	
	\$		\$
Paid in full	630.00	11	6,930.00
	\$		\$
Payment Plan S	100.00	9.3	930.00
Winter Basket		4	
	\$		\$
Payment Plan W	350.00	3.7	185.00
	\$		\$
Paid in Full	500.00	1	350.00
Donation			\$
			25.00
			<hr/>
			\$
			12,745.00
			<hr/> <hr/>

Motion to accept report - m/s: GR, NN. Carried.

- **Membership Approvals**

- approved four new membership applications and a fifth pending a signature on the application

6) Other Business

- **Marketing Plan (SP update)**

- finished newsletter with GR's story and will distribute to list of all those who have shown interest
- had 2000 flyers printed (which all BoD members will help to distribute around town)
- sent a press release around to the BoD and received comments
 - eg. should include a warning about limited baskets and urgency of signing up
 - Matt Higgs (Communications at PGU) will distribute
- SP will contact Jack Roe (CBC) to follow up
- PA will contact Teresa at Chex news and Stu Harrison at Chamber of Commerce to follow up
- Can use PA's stall at first Wednesday Farmers' market, May 6th (PA will let us know if she would like assistance)
- SL: after Green Expo on Saturday we should do follow-up phone calls to members who haven't bought anything yet
 - SL volunteered to do this, NN said she would help
- PA must send SL/SP sample baskets for the different seasons before Saturday Expo

- **Business Plan Grant**

- SP has begun filling out CFDC funding application due next week
 - must detail our 'leverage; get minimum of two quotes from different business consultants
 - funding source/application discussions deferred to next meeting's agenda

- **Location for Basket Pick-Up (NN update)**

- We have booked Mark Street United Church for 1-8pm the following days:
 - Thursdays, June 11- September 3, 2009
 - Wednesdays, September 9- October 28, 2009
 - 3rd Wednesday of every month, November 18, 2009- May 26, 2010
- Switch from Thursdays to Wednesdays reflects conflict with Scouts, which start in September
- We agreed to a rate of \$15/hour, plus \$20/day for the (mandatory) use of the kitchen
- Aprox. 12 5-6' tables will be made available with the space
- We are responsible for removing all garbage and recycling after our use
- NB. in the event of a large funeral, requiring the gymnasium, we would receive three days notice and be given the smaller hall to use
- Our contact is Heather (742-2682, in office Mon-Fri., 9am-12pm and 1-4pm)
- All agreed we should visit the location and sit down with Heather
- NN will set up time to meet with Heather and inform others so they can join in
- SL: maybe we can tap into Mark St. United's newsletter/bulletin board to advertise

- **Producers' Meeting**

- rescheduled to April 28th; report deferred to next mtg.
- SP: need to address question of differential payments for certified farmers – will contact the standards committee to see what they have so far and give info to PA to prepare for mtg.
- for the mtg: will need producer contracts, producer membership sales, pricing policy proposal, to begin organizing Super Thursdays
- SL: informed us of all required elements of a contract and shared a draft
- PA: opined that each producer should be presented with their own personal production schedule, tag-team producers info, and a price range for what they can expect to be paid with their contract
- SP, SL: producers should discuss how to host work bees/how employees can help facilitate them
- pre-producer meeting get-together: PA and SL will arrange a date

- **Committees**

Motion to move committee creation to next meeting – m/s: SP, GR. Carried.

- **Producer and Employee Contracts**

Motion to move employee contracts to next mtg. – m/s SP,SL: Carried.

7) Date and time of next meeting

- Already set for Tuesday May 5th 6:30 PM at PA's - 542 Rogers St.

8) Adjournment

Motion to adjourn meeting: m/s: SP, GR. Carried.