

By the Bushel Community Food Co-op



Steering Committee (Interim Board) Meeting Minutes
6:30pm, 169 Hunter St. E.
Wednesday, April 8th, 2009

Present: Gisele Roy, Linda Slavin, Sue Prentice, Paula Anderson, Natalie Napier
Regrets: Harry Stoddart, Colleen Rennick
Chair: Sarah Lawson

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. Creation of Board of Directors & Incorporation Documents
 - b. Adoption of By-laws
 - c. Financial Report
 - d. Membership approvals
- 6) Other Business
 - a. Launch Debrief - how did we do?
 - b. Marketing Plan (Sue & Colleen)
 - c. Location for basket pick-up (Natalie)
 - d. Employees report (Sue) & discussion of paid vs. volunteer work
 - e. Fundraising
 - f. Committees – Creation and Clarification
 - g. Signing Authority
- 7) Date and time of next meeting
- 8) Adjournment

1) Approval of Agenda

- Decided to move “Employees report” to after “Creation of Board” on agenda

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

2) Updates from Members

- None
- Discussed that this would be a regular part of subsequent meetings.

3) Adopt minutes from last meeting

Accepted with no formal motion.

4) Business Arising from Minutes

- a) SP must still contact a lawyer
- b) SP and PA must still open a bank account

5) New Business

a) Creation of Board of Directors & Incorporation Documents

- Noted a change to the membership price breakdown:
 - 1 class of lifetime shares valued at \$1 each can must be purchased along with a non-refundable one-time fee of which there are 3 categories: consumer (\$24), producer (\$99), and worker (\$99)
 - A \$1 share can be refunded upon exiting the co-op; however the fee remains non-refundable
- Proposed Roster for the Interim Board:

Producer representatives	--	Paula Anderson (President)
	--	Gisele Roy (Member at Large)
Consumer representatives	--	Linda Slavin (Vice President)
	--	Natalie Napier (Secretary)
Employee representative	--	Sue Prentice (Member at Large)
Ex Officio	--	Sarah Lawson (General Manager)

- All positions were accepted
- Incorporation documents were signed by all new board members

b) Employees report (Sue) & discussion of paid vs. volunteer work

- SP and SL presented a proposal for paid work, division and nature of duties, weekly hours and reporting
- PA added that basic bookkeeping and money handling should be included among duties
- SP identified error in weekly hours calculation on document and agreed to fix it

Motion to accept the presented Employment Plan for this year – m/s: LS., GR.

Motion to hire SL as “Co-manager A” and SP as “Co-manager B” – m/s: NN., LS.

- The board agreed on its intention to begin paying employees in May
- PA would like to know whether we can do ‘sweat equity’ (eg. Preferred shares in return for her winter hours, rather than cash)
 - SP agreed to look into this

c) Adoption of By-laws

- Presented (SL) and approved with a minor change
 - Removed the definition of producer member so that we aren't restricted in the future

d) Financial Report

- Presented (SP) and received

Peterborough Community Food cooperative

Current Financial Report April 14th, 2009

	\$	#	\$
Cons Membership	\$ 25.00	32	700.00
Work Membership	\$ 100.00	2	200.00
Producer Membership	\$ 100.00	2	200.00
Preferred Shares	\$ 100.00	30	3,000.00
Summer Basket		13	
Paid in full	\$ 630.00	6	3,780.00
Payment Plan S	\$ 100.00	7	700.00
Winter Basket		3	
Payment Plan W	\$ 350.00	3	150.00
Paid in Full	\$ 500.00	1	350.00
Donation			25.00
			<hr/>
			\$
			9,105.00
			<hr/> <hr/>

e) Membership approvals

- All new membership applications accepted with the exception of three with missing signatures (Woolerdale Farm, Murray Kendrick/Marianne Beacon, and Richard Duff)
 - SP will follow-up and obtain signatures

Motion to accept membership applications *with* signatures – m/s: LS., GR.

6) Other Business

f) Launch Debrief - how did we do?

- All agreed that it went well: further discussion deferred due to the advancing hour

g) Marketing Plan (Sue & Colleen)

- Plan was presented (SP) and discussed
- Marketing committee will proceed with plan, pursuing least costly options first
- GR agreed to write an article from the producer perspective for the newsletter
- SP agreed to organize and generate content for the newsletter

- BtB will have a booth at the Peterborough Green Expo with the following members volunteering:

SL 10am-2pm

NN 1-4pm

GL 10am-1pm

PA 12-2pm (and possibly for shorter periods throughout the day)

- SP will tell the organizer who will be setting up our booth
- SP will print/cut flyers and get them to PA to put at PGU table at the For the Love of the Garden show
- PA offered her booth at the Wednesday market for all of May should BtB want to advertise there

h) Location for basket pick-up (Natalie)

- NN presented results of venue research and recommended an application to Mark St. United Church to use their gymnasium

Motion to support the venue recommendation pending the availability of tables and the negotiation of a lower hourly rate given to long-term nature of the rental – m/s: SP., GR.

i) Fundraising

- LS will see if there are funds available to hire Russ Christianson to create a budget plan.

j) Committees – Creation and Clarification

- No discussion.

k) Signing Authority

Motion to give signing authority to Sarah Lawson, Paula Anderson, and Sue Prentice – m/s: GR., NN.

7) Date and time of next meeting

- Set two future meeting dates:
 - Wednesday, April 22, 2009 at 6:30pm at Sue Prentice's home, 654 Park St. North, Peterborough
 - Tuesday, May 5, 2009 at Paula Anderson's home, 542 Rogers St., Peterborough

8) Adjournment

Motion to adjourn – m/s: NN., GR.