

**Toronto Sustainable Food Co-operative Board of Directors Meeting:  
Friday December 13th 2013 at 2:30pm**

Facilitator: Jes

Minute Taker: Victoria

Present: Jes, Victoria, Nico, Ellie, Shari, Nicole

Absent:

Location: Harvest Noon

Meeting Start: 2:55pm

1. Approval of Agenda

1. Motion (First: Shari, Second: Nico) to approve the agenda.

Vote: All in Favour

2. Introductions

1. Name, year of study/program/life status, why we are interested in Harvest Noon:  
Did a go around. Everyone's cool.

3. Overview of Harvest Noon Operations and Organization:

1. Jes did an overview of staff and board roles, based off of "[Harvest Noon Cafe Roles & Responsibilities](#)" document

2. Jes provided overview of HN e-mail accounts; which are actually routed through gmail

a. [info@harvestnoon.ca](mailto:info@harvestnoon.ca) : Board

b. [volunteer@harvestnoon.ca](mailto:volunteer@harvestnoon.ca) : Staff (Xander) + Board  
Volunteer Liaison

c. [events@harvestnoon.ca](mailto:events@harvestnoon.ca): Staff + Board External/Events  
Liaison

d. [board@harvestnoon.ca](mailto:board@harvestnoon.ca) : Board only

3. Jes provided overview of various committees (both active and inactive)

a. Bread & Hummus Collective: Active

b. Grants & Funding: Active

c. Promo & Advertising: Active

d. Menu Planning: Active

e. Proposed/future: sustainability committee and food growing committee

f. As needed: Policy Committee, Election Committee, AGM Committee, Hiring Committee

a. Roles and responsibilities of Board, Staff, committees

i. Currently defined board roles and responsibilities

1. There are only 6 board members, so we will need to prioritize roles that need to be filled immediately (e.g. treasurer, staff liaison, secretary, external liaison, volunteer liaison, member/committee

liaison)

- ii. Identification of potential gaps in roles/responsibilities
  1. Current gaps:
    - a. Budgeting is not included in roles, should go under treasurer
    - b. Grant applications
- b. Important external groups/contacts

-there is a google doc with internal & external contacts (not linked to here for privacy reasons)

  - i. [GSU contacts](#)
    1. Internal Commissioner: Jessica Gallinger
    2. Civics and Environmental Commissioner: Susanne Waldorf
    3. GSU staff who we deal with:
      - a. Michelle St. Amour (GSU Digest, Communications person)
      - b. Carol Ramm (Finance person)
      - c. Heidi Kreiger (Executive Assistant, space booking & equipment borrowing)
      - d. Shain Dalla (Insurance related issues, building related issues)
  - ii. [GSU pub](#)
    1. Harry and Ed are the two staff people
  - iii. Insurance : We have both general insurance, and worker's safety insurance: Info in red cupboard.
  - iv. Julia Fenn : Bookkeeper
  - v. Alterna : Credit Union
- b. Financial responsibilities
  - i. See [financial policies and procedures document](#)
    1. Board members to read this policy on their own time, before next board meeting
- c. Cafe space
  - i. How booking work: Bookings are done through the GSU pub.
    1. We do not have cafe access on weekends, entire building is locked.
    2. [Kitchen use policy](#)
    3. [Space use policy](#)
  - ii. How repairs work
    1. We have inventory list of what is ours and what is GSU's
- d. Discussion of board meeting procedures
  - i. Frequency of meeting: Must be at least once a month, likely to be once every two weeks
  - ii. Meeting responsibilities, roles, and procedures (e.g. facilitator, minute taker): See [Roles and Responsibilities](#) document
  - iii. Decision making policies:

1. TSFC uses Consensus Based Decision Making Model
2. Decision on board roles and responsibilities
  - a. Official vote on who will act as which role: Due to time restrictions, we will vote on Secretary, Treasurer and Staff Liaison today, and table the other roles for next board meeting.
    - i. Secretary Elie Xu: Motion: Shari, Second: Jes, Vote: All in Favour
    - ii. Treasurer Nicolas Meffe: Motion: Shari, Second: Jes, Vote: All in Favour
    - iii. Staff Liaison Victoria Benjamin: Motion: Shari, Second: Jes, Vote: All in Favour
    - iv. External/Events/Outreach: Tabled for vote at next meeting
    - v. Volunteer/Member: Tabled for vote at next meeting
    - vi. "Media": Tabled for vote at next meeting
      1. Motion to table the vote (Jes/Shari) on three other positions (Tentatively: External, Volunteer and Media liaisons) next week as well as committee contact people **Vote: All in favour**
  - b. Contact person for each committee?
3. Decision on cheque signers
  - a. Suggest minimum 4 people become cheque signers
  - b. Motion (Jes/Shari) to approve Shari Li, Nicole Davis, Victoria Benjamin, Nicolas Meffe, Jessica Denyer, and Elie Xu as the official Toronto Sustainable Food Cooperative, Inc. (Harvest Noon) cheque signers **Vote: All in Favour**  
Action: **Nico** to follow up with old board members for transfer.
1. Levy refunds
  - a. Info & Decisions:
    - i. Must be offered within 3 weeks of start of classes (i.e. by late January)  
Motion (Jes/Vic) to offer refunds on January 13, 20, 27th during Cafe hours i.e. 9AM-3:30PM and evenings hours of 3:30PM-9:00PM **Vote: All in Favour**
    - ii. Must advertise 2 weeks before start (our website/social media + GSU website listserv)  
Action Item: **Jes** will post on website/social media about dates/times
    - iii. Notify GSU of date, times, location >1mo before start of term (i.e. NOW)  
Action Item: **Elie** will notify GSU of dates/times  
Action Item: **Victoria** will notify staff of dates/times, process
2. Passwords and Doorcode
  - a. Overview of our email accounts (Jes)
    - i. Action Item: **Jes** will change the password for [info@harvestnoon.com](mailto:info@harvestnoon.com) ([harvestnooninfo@gmail.com](mailto:harvestnooninfo@gmail.com))
    - ii. Action Item: **Jes** will change the password for [board@harvestnoon.com](mailto:board@harvestnoon.com) ([harvestnoonboard@gmail.com](mailto:harvestnoonboard@gmail.com))
    - iii. We will change the passwords for [events@harvestnoon.com](mailto:events@harvestnoon.com) and [volunteer@harvestnoon.com](mailto:volunteer@harvestnoon.com) at a later date
    - iv. We will change the social media account passwords at a later date.

- b. Passwords for email accounts to be shared
- a. Agree on new door code  
We will wait to change the door code until after the signing authorities have officially been changed.
- 1. Hiring
  - a. Summary of hiring meeting
  - b. Decision on whether to offer Kat Rendek position of cafe staff at the rate of \$12/hour for 10-15 hours per week.  
-Jes: was absent for meeting and will accept the decision of the group due to the sheer newness of the board and the holidays but still feels uncomfortable about not having an open hiring process and/or using the resumes from those interviewed in the last hiring round (an already weeded down/formerly open hiring process).
    - i. Motion (Shari/Nico) to offer position as cafe staff to Kat Rendek  
**Vote: All in Favour**
    - ii. Action Item: Victoria to e-mail Kat Rendek from the board e-mail account with offer of employment for 10-15 hours/week for Winter Semester starting January 8th 2014
  - b. Motion (Jes/Nico) to table review of 2014 Contracts to next board meeting, January 6th 2013 **Vote: All in Favour**
    - i. Any issues with 2014 contracts?
    - ii. Board members to read over contracts in preparation for next meeting
- 2. Issues & decisions identified by previous board (Jes facilitate/explain)
  - a. Time, location, and budget for board training:  
Action Item: Everyone to report back at next board meeting (Jan 6) as to what trainings they feel would be beneficial to them as TSFC Board Members
  - b. Participation in winter bazaar (selling of canned and baked goods)
    - i. No longer relevant: this event has passed
  - c. GSU Winter Orientation RSVP
    - i. Wednesday January 8th 8:30AM-11:30AM targeting incoming graduate students. Need to RSVP by January 6th 2013
    - ii. Action Item: Jes to RSVP to Susanne as a yes for three Harvest Noon Reps to attend the GSU Winter Orientation

Motion to table the following items to next board meeting on January 6th 2014 (Vic/Jes)

- 1. Future discussions
  - a. Staff recommendations:
    - i. More professional/branding/promotion beyond U of T
    - ii. Consistency in customer service + food, health + safety guidelines, etc.
    - iii. Better response to external inquiries, e.g. auto-response saying we'll get back to you within three days, two weeks, etc.

- iv. Set official/unofficial political position? (food justice/social justice?)
- b. Ideas from new board members
  - i. Nutritional integration
  - ii. Events and partnerships with other organizations
  - iii. Semi-annual elections

1. Important tasks to be delegated

- a. Fill in business license renewal form with contact information. Put in envelope /w other materials and mail to the city.

Action Item: **Jes** to get personal details from board members and fill out renewal form.

17. Adjournment (Vic/Jes)

Meeting adjourned at 5:50pm