

**Toronto Sustainable Food Co-operative Board of Directors Meeting:
Monday February 3rd 2014 at 11am**

Facilitator: Vic

Minute Taker: Jes

Present: Shari (until 12:15pm), Vic, Jes, Nico, Nicole, Elie (from 1:06 onwards)

Absent:

Location: Harvest Noon Cafe

Meeting Start: 11:54am

1. Approval of the Agenda

MOTION (Vic/Shari)

All in favour (4/4)

MOTION CARRIES

2. Approval of the Minutes of 23 January 2014

MOTION (Nico/ Jes)

Discussion:

Jes- they aren't currently a clear record of what happened at the last meeting, including in extremely important sections like about our business license which will be needed/useful for future, among other things. I would recommend fixing these before passing them.

-Discussion of the legal ramifications of approving minutes for co-op as a whole and individual directors.

MOTION FAILS

TABLE (Jes/Vic) the approval of the minutes from 23 Jan to next meeting by which time these minutes will be fixed.

ACTION (Nico): to fix the 23 Jan minutes

3. Check-Ins

a) Remaining Outstanding Last Meeting Tasks

-ACTION: Jes contact Brian Burch about co-op workshops as part of board training

-ACTION (Nicole): make board volunteer to do shifts at the cafe (Shari, Vic, Jes) by telling Xander availability

ACTION (Nico): still filling out survey by contacting Julia for financial report; may need Jes to assist re: past board years

ACTION (Nico): complete double checking whether Co-Operators insurance is paid

ACTION (Nico): tell Julia about our need for a real audit for next year

ACTION (Nico): find out whether catering from WalkTO and MatSA events

were paid and deposited & think on better process for cheques for future
ACTION (Nico): to investigate what past board members and staff have the key and access

ACTION (Jes): change ULife contacts on application to Nicole:

n.davis@mail.utoronto.ca and Vic: v.benjamin@mail.utoronto.ca . Now check with Student Life since form wouldn't let enter mail.utoronto addresses

b) Mail + Email

Mail:

- for Julia: Canadian Revenue Agency mailout re: Hiring credit for small businesses (HCSB) is extended until 2013 + tax bases source deductions
- Ontario Natural Food Co-op promotional mail (snack bars)

Email:

- LOFC - Local Organic Food Co-operatives Assembly (24-26 Feb) in Guelph
 - registration by 10 Feb
 - themed on Permaculture
 - is 100\$/person, including food & accommodation
 - looks useful (skills, networking with other co-ops) and these things are usually more expensive

MOTION (Vic/Nicole): pending scheduling etc, Jessica Denyer be approved to attend on behalf of Toronto Sustainable Food Co-operative and be reimbursed the \$100 registration fee.

All in favour (4/4)

MOTION CARRIES

ACTION (Jes): to fwd info to the group

ACTION (Jes): to register for LOFC & complete expense report

- Toronto Vegetarian Association Directory
 - we are members & are listed; they asked if we needed 2014 TVA directories; we should be getting 50 copies soon
- UofT "Eco-Leaders" can be nominated from the St George campus for the Green Ribbon Awards until Feb 7th
- New College catering request → received 6 days before event and impossible to complete; they have been advised to give more time in future
- Fwded to Board: Ontario Co-Op Association training resources on their website

c) GSU Updates

i) Building Repairs

ACTION (Jes): to inquire with Shain again about repair costs

d) Financial

i) Banking Signing Officers Changeover
-this is now done!

ii) TABLE (Nico/Jes): "Should Harvest Noon have a credit card" discussion to next meeting

ACTION (Nico): to investigate getting a credit card with Alterna

iv) Opt-Outs of TSFC levy report

ACTION (Nico): to find out how many people opted out of our levy & compile their details (name & student number) for our records

e) Administrative / Board

i) MOTION (Jes/Vic): Victoria Benjamin be reimbursed for expenses incurred renewing Harvest Noon's business license including processing of a police check (\$20.00) and parking (\$6.25) at the licensing office.

All in favour (4/4)

MOTION CARRIES

ACTION (Vic): to complete expense report (re: business license)

MOTION (Jes/Vic): Jessica Denyer be reimbursed \$64.50 for filing Notice of Change forms to update Toronto Sustainable Food Co-operative's board of directors list for the current board and past two boards as part of Ontario corporation requirements.

All in favour (4/4)

MOTION CARRIES

MOTION (Jes/Vic): Jessica Denyer be reimbursed \$45 for obtaining a certified Corporation Profile for Toronto Sustainable Food Co-operative, incurred as part of renewing Harvest Noon's business license.

All in favour (4/4)

MOTION CARRIES

ACTION (Jes): to complete expense report (re: business license)

ii) Co-operators Insurance Changeover

-Elie contacted our contact at the Co-operators; informed we need a doc naming our new contact person and all current board members (with their contact information) and policy number

MOTION (Nicole/Vic): Nico Meffe be approved as official contact on behalf of the board to the Co-operators

All in favour (4/4)

MOTION CARRIES

ACTION (Vic): to edit insurance changeover letter & send on our behalf

iii) Door Code Changeover

-this can happen now that financial transition has been completed

ACTIONS: Nicole to attempt to change door code, inform all present board when done; Vic to inform staff/missing board members; Nicole to inform bread collective. Please make an effort to tell the code in person!

iv) Board Meeting announcements/agenda

-meetings need to be announced in advance so members can attend if they want & agendas posted 24 hours in advance

-this hasn't been being done

ACTIONS: Jes/Shari to post about next board meetings on social media

v) Posting of Meeting Minutes on HN Websites / Member access

-unofficial minutes must be posted within 3 days of meeting

-minute taker of each meeting must make effort to finalize their version of the minutes within this time

ACTIONS: Jes to create section on website for posting next board meeting & agenda, & meeting minutes; Jes to post minutes from our term; Elie to review past years minutes (formatting, missing docs) so they can be pdf-ed and posted as well; in future Elie to pdf unapproved minutes after 3 day wait period & approved minutes from board meetings

-approved minutes and unapproved minutes should be watermarked as such

-unapproved minutes taken down and replaced with approved minutes as they occur

vi) Bylaw Updates from last AGM

ACTION (Jes): to update bylaws on website including past changes, also review policies online and ensure they are up to date

vii) Clarification of Board Member roles & responsibilities

-Meeting roles: Facilitators make agenda; minute taking roles rotate

-there are questions about board roles in general

ACTION (Jes): to talk to board members individually about roles, bringing in past board members to answer questions as necessary

f) Volunteers

- i) Volunteer appreciation event - this Friday Feb 7th at 6pm
- Nicole: needs more promo
- Jes: seems more anniversary event
- Vic: being birthday themed takes away from volunteer appreciation; maybe we need a time just for volunteers with a gift
- Jes: national volunteer week is April 6-12th, we can pre-plan for this

ACTION: plan a volunteer appreciation event for National Volunteer Week (April 6-12th)

Motion to go in camera at 1:33 (Jes/Nicole)

Motion to go out of camera at 1:50pm (Jes/Nicole)

Logistics for 7 Feb: Nicole to deal with setup; event to serve free tea

ACTIONS: ALL board members should invite friends via facebook; Jes to work on more promo by email list etc & then send to Nicole to send to volunteers; Nicole to ask Kat what she would like to do (volunteer?)

ACTION (Vic): to clarify with staff when they will be performing each others roles (example: event logistics)

g) Member Initiatives & Committees

i) Bread Collective

-would like to have a workshop soon to help interest in bread night

ii) Grants & Funding Committee

-Canada Summer Jobs Funding Application completed and submitted on 31 Jan (pre-deadline)

-asked for two positions for 16 weeks

-Nico is contact person on the grant

-notification of funding is in April, any clarifications/questions they have about our application will be before in the next month

ACTION (Jes): to fwd Summer Jobs application to the group

iii) Menu Planning

- Shari has contacted interested members to set up a meeting time for the committee

iv) Food Growing

-no update

v) Promotional & Advertising

-more notice for posters

vi) Sustainability

-no update

vii) Events Committee

-want to have a brainstorming meeting to outline events for rest of the term

-realistically we have 25 Feb, 4 March, 11 March planned → leaving 18 March, 25 March, 1 April open for events & then need to figure out summer plans

ACTIONS: Jes & Shari to find a meeting time & promote to members

h) Staff Update

i) Reading Week: too many staff have planned to be away; we will have to be closed

ACTIONS: Jes to add to promo / send out in GSU digest that we are closed for reading week + make signage; Vic to talk to staff about opening/closing assumptions

ii) Summer Plans: Xander away; other staff no firm plans yet

Vic: We should pay staff hours to write transitional reports for consistency

iii) Other Updates: all is well; a new Aeropress coffeemaker has been bought (we have not been using a commercial level & our wear and tear is too much); Xander is costing out gluten free baked goods (concerns about sustainable pricing for the future) & plans to do same with other foods too

i) External

i) UTSU Sustainability Committee - 29 Jan Report Back (Jes)

-new anti-Styrofoam take out container campaign both at Food Trucks and elsewhere on campus (Action: giving out tupperware at Food Truck Fridays & giving Tim Horton's cards to those already using reusable)

-also talk about UTERN's Environment Week, Line 9 actions & 350.org divestment campaign

ii) UTERN Environmental Working Group - 29 Jan Report Back (Jes)

-a review of upcoming projects of other groups; UofT's Energy Fair (former UofT Sustainable Energy Fair) may want to work out a catering deal with us for their event in March

-discussion on Environment Week plans, deadline informally extended to Feb 7th & updates to proposed events can be made after submission

iii) Healthy Campus Challenge Workshop Series Meeting - 29 Jan Report Back (Shari)

-Hart House indicated that we can have longer than just this term to complete the 6 workshops & go into next academic year; we also don't have to have 6 events to use up the \$1000 (can have more smaller events or go bigger on an event)

-reimbursement is from receipts (we should also have time sheets for facilitators included)

-suggested perhaps partnering with Food Services in order to have bigger event infrastructure / portable kitchens for an event

-Hart House will help promote events through poster, tabling, social media etc (-> need to clarify sponsorship/grant info on posters)

-they mentioned they liked our proposal because it was so detailed

-Masters of Public Health will be evaluating the project as part of their program

-Hart House would like overall updates but will be relatively hands off, more of a resource

-there is a need for us to talk to Veg Club about next steps and to schedule our first event!

iv) GSU Environmental Justice Sustainability Committee - Feb 5th 1PM

Meeting

ACTIONS: Jes & Nicole to Attend GSU EJS Meeting

v) MEDIA - anniversary interview request from *the newspaper*

ACTION (Jes): to conduct interview with *the newspaper*

j) Past Events - none

k) Upcoming Events

i) Canadian Obesity Network kitchen space use proposal

-cafe booked when they would want to use it & when board are available for supervision

-Jes has asked if they are interested in other dates; they still haven't replied about being vegan or not

ii) UofT Veg Club Film Screening "Food Inc." (4 Feb)

iii) Harvest Noon Turns 2 Dessert Potluck (Feb 7)

iv) UTERN Environment Week March 7-16 (Deadline 31 Jan)

v) Healthy Campus Challenge Workshop Series

vi) **March Break (12 March) - Group RSVP for lunch (actions: remind staff re: extra food prep/ordering & likely +1 volunteer needs; they will have to eat in the pub; will be paying by invoice to dept)**

vii) Cinema Politica UofT (Spring 2014, post-March 27)

4. Internet Access At Harvest Noon

- UTORwin shut off by the university as of 1 Jan 2014 & was never that great; UofT wireless network also sketchy access in the cafe
- often hard for board to have meetings in the cafe and for staff to complete work without access
- staff also not UofT students so technically don't have access
- poor wireless access in this sector of campus has caused other orgs to set up their own local wireless networks (GSU for the downstairs lounge, APUS for their boardroom, Bike Chain for their space)
- may be possible to also set something up at Harvest Noon through talking to GSU (among other building issues)

ACTION (Jes): to ask Shain/Jessica Gallinger about Harvest Noon internet access

5. TABLE (Jes/Vic) "Board Member Appointments?" to next meeting

- Harvest Noon volunteer Maina Le Glatin has indicated interest; was out of the country prior to the AGM
- previous Hot Yam! volunteer Shana Kim has indicated interest, is looking to get more involved

6. Board Training

- consensus this process may take several hours
- Nicole suggests getting a room at [Centre for Social Innovation \(CSI\)](#)
- Jes suggests if we are looking for something like CSI, [Bento Miso](#) is also a possibility ... or looking for something free (depending on timing)

ACTION (Nico): to send out a doodle for a visioning meeting; to investigate meeting spaces

7. Policy

- a) Health & Safety

ACTION (Jes): is still working on Health & Safety policy

8. Proposals + Partnerships

- i) Event proposal from Culinary Arts Club for Feb 25th 2014
 - need two write ups / pitches → one for our members & for Culinary Arts Club focussing on different aspects of event

ACTIONS: Vic/Elie to reply via email about event

- ii) TABLE (Jes/Vic) "Trade City: Toronto beta Proposal" to next meeting

ACTION: Vic to inform Xander the item is tabled until next meeting

- iii) 9th Annual Strawberry Ceremony in Honour of Missing and Murdered Indigenous Women

-14 Feb every year there is a gathering outside of Toronto police headquarters (and other cities) to remember & honour and denounce racism & complicity of state institutions for not properly investigating the disappearances of indigenous women
-there is a community feast afterwards prepared by Na-Ma-Res at the 519 community centre
-we've ordered shopping "wishlist" food items before such as for donation to the Toronto Queer Zine Fair; makes sense since we get bulk prices

**MOTION (Jes/Vic) \$50 worth of raw food goods be donated to Na-Ma-Res to help prepare the community feast for the 9th Annual Strawberry Ceremony in Honour of Missing and Murdered Indigenous Women on February 14th 2014.
All in favour (3/3)
MOTION CARRIES**

ACTION (Jes): to contact Na-Ma-Res for a grocery list & convey to staff food ordering needs + deal with food delivery/pickup

9. Next Meeting

ACTION (Vic): to doodle for next meeting

ACTION (Elie): to facilitate next meeting

ACTION (Nico): to send out a doodle for a visioning meeting

10. Adjournment

MOTION (Vic/Elie)

All in favour (3/3)

Meeting adjourns at 2:24pm