

**Toronto Sustainable Food Co-operative Board of Directors Meeting:
Thursday January 23rd 2014 at 11am**

Facilitator: Jes

Minute Taker: Nico

Present: Elie (until 1:10pm), Nico, Nicole, Jes

Absent: Vic Benjamin (regrets)

Location: GSU Pub

Meeting Start: 11:25 am

1. Approval of the Agenda

MOTION (Jes/Nicole)

All in Favour (5/5)

Passed

2. Approval of the Minutes

MOTION (Jes/Elie): the minutes from December 13th 2013 and January 6th 2014 be approved.

All in Favour (5/5)

Passed

3. Check-Ins

a) Last Meeting Tasks

-ACTION (Vic): to check in on completion status (of Safety Training by staff)

-ACTION (Elie): to check for current docs & find out steps for name changes for insurance

-ACTION (Nicole): identify herself to committees as the Member Liaison

-ACTION (Nico): to find a meeting time for visioning meeting for board

-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, at least one, but preferably volunteer for multiple different shifts to get a feeling of how the cafe operates/different volunteer roles work

b) Mail + Email

-pre-board meeting Jes took new members of the board on a field trip to our mail box downstairs in the GSU office

-Julia has requested that less people open the mail; she feels items get lost that she needs to see

ACTION (Vic): remind staff that board should open mail

MAIL:

-Annual Survey of Co-Ops

ACTION (Nico): fill out survey; may need Jes to assist re: past board years

-pamphlet for Julia from Mccoll Turner (auditor) about non profit corporation changes

- renew insurance from The Cooperators expires Jan 30 (Thursday), payment due Jan 29

ACTION (Nico): complete with Julia

-Kitchen Use Form submitted by Canadian Obesity Network

MOTION (Jes/Elie): Pending further information regarding baking being vegan, the Canadian Obesity Network kitchen space use request be approved for Feb 5th.

All in Favour (5/5)

ACTION: Jes to contact Canadian Obesity Network about baking; Shari & Nicole to volunteer time for kitchen supervision; reply ultimately be Feb 1st

EMAIL:

-March Break Reservation (Wednesday 12 March) by Aboriginal Student gathering for 25 people at 11:30

- looks doable depending on staff's assessment of their ability and HN's physical capacity to cope with a large extra group during lunch service

ACTIONS: Vic check with staff; Jes to get back to group with answer

-[Spring Northeast Student Cooperative Convergence](#) in Amherst, Massachusetts March 28-30

- Nicole may have sleeping arrangements near conference and would be interested in going

ACTION (Jes): forward email to Nicole

c) GSU Updates

i) Building Repairs

- more info still needed

ACTION (Jes): keep following up with Shain

ii) They were concerned that Toronto Food Handling Certification not met by staff

- this is unfounded

ACTION (Jes): confirm with GSU that our staff do already meet this Health & Safety regulation!

d) Financial

i) Audit

-GSU unhappy about that a Note to Reader instead of Audit was conducted for our 2012-2013 year due to Governing Council regulations for student society affiliates (aka levy groups)

-(a "Note to Reader" is a lower standard / type of audit which does not have external checks, as opposed to an Audit where other entities are asked to confirm amounts paid or owing etc).

-apparently first board had been told that in future a "Note to Reader" would not be good enough past the first year but last year's board was not aware of this (despite overlapping members).

-hopefully we will not have to also get an audit for 2012-2013 due to cost
-in future actual audits must occur, this may require research to achieve lowest cost

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

ii) Banking Signing Officers Changeover

- Signing officers have yet to be changed over from old board, as all new officers must visit Alterna to register in order to complete process

ACTIONS: Elie and Jes to go to Alterna at earliest possible convenience

iii) Undeposited Cheques

-Fall GSU levy cheque not deposited and missing due to misplacement by old board member. Old levy cheque stopped and new cheque issued at cost of administrative fee. Now deposited.

-catering cheque from GSU Fall Orientation also was never deposited; also reissued for admin fees

-catering money from Walk TO, MatSA event ... was that deposited?

ACTION (Nico): find out whether catering from WalkTO and MatSA events were paid and deposited & think on better process for cheques for future

iv) Safe key issue

- it is unknown who has key

ACTION (Nico): to investigate what past board members and staff have the key and access

v) TABLE (Jes/Nicole) "Should Harvest Noon have a credit card" discussion to next board meeting

e) Administrative / Board

i) Business license

- Corporation profile needed along with a police reference check for directors/a managing director

- corporation profile
- corporate records probably not up to date from past years
- uncertain if done correctly to begin with?
- change forms need to be done for new board to produce a certified report to be submitted

ACTION (Jes): to check corporate profile, investigate change forms and file or refile as necessary and get new certified corporation profile

persons

- Vic recently got a Police Reference Check for dealing with vulnerable
- she passed but original needed for placement; also is specific to that job
- Vulnerable Sector Checks take a long time but regular Police clearance letter programs take less time/are cheaper/valid for business license (7-10 days or day of in Richmond Hill/Brampton/Aurora etc police dept offices)
- easier to declare a managing director than have all directors go through this process (also a barrier to being a director since we don't require directors to have clean police background checks)

MOTION (Jes/Nico): Victoria Benjamin be declared managing director of the Toronto Sustainable Food Co-operative.

All in favour (5/5)

- we still may be able to get an extension like in previous times
- Elie had only called helpline, not "escalated her call" to a manager
- extension would allow Vic more time to get to police check

ACTION: Elie and Shari to speak to Toronto Licensing Office to try to get an extension

ii) WSIB (workers safety insurance board)

- now fees up to date!
- Reconciliation form for 2012 submitted; estimated \$225.77 for outstanding fees have been submitted
- 2013 costs will be \$559.29

iii) Insurance Changeover

ACTION (Elie): to check for current insurance docs (in google folder and also on paper) & find out steps for name changes

iv) ULife

- in Spring 2013 HN applied for ULife / official UofT student group recognition. However Student Life was unsure of what to do with us since we are a student society affiliate. This triggered a review of the recognition

process of all student society affiliate groups since we aren't "Clubs" and aren't "Student Societies". Some (OPIRG, SEC etc) are currently recognized and newer groups like us & Bike Chain are not.

-we had applied for this recognition primarily to allow us to independently book space on campus (workshops, AGM) instead of using the cafe.

Currently we have to book through the GSU which takes their time & coordination as well as they get hassled by the OSM (Office of Space Management) due to "booking on behalf of an unrecognized group".

-other benefits of official recognition include being listed in the ULife directory (we often receive the suggestion that we should be) which would be a way to gain volunteers & advertising of events, training opportunities, ability to use "University of Toronto" without being sued etc

-our application is in limbo in the meantime; GSU Internal Jessica is aware of the situation

ACTION (Jes): change contacts on application to Nicole: n.davis@mail.utoronto.ca and Vic: v.benjamin@mail.utoronto.ca .

v) TABLE (Shari/Nicole) Door Code changing to after cheque signing changeover

-previously TABLED from 6 Jan

f) Volunteers

i) Volunteer appreciation event

Proposed event (Nicole): Harvest Noon Anniversary on Feb 7th - Dessert Potluck at 6pm

ACTIONS: Nicole as main organizer and book space in pub asap, Jes to contact Promo committee, Vic to contact staff about event

g) Member Initiatives & Committees

i) Bread Collective

-need for more people during the mixing (2:30pm to 4pm); might level out

-Toronto Media Co-operative space use planned for next Monday & bread will review their presence in the space after a trial run or two

ii) Grants & Funding Committee

-Canada Summer Jobs Funding Application

- to fill in for staff, and implement programs

- Due Jan 30

ACTION: Nico & Jes to meet with Clara to finalize the doc; Vic to inquire about staff summer plans

iii) Menu Planning

-no meeting have occurred;

ACTION (Shari): to email committee to start up a meeting

iv) Food Growing

-no update

v) Promotional & Advertising

-problems with poster for Cracker event

vi) Sustainability?

-not occurring at this time

h) Staff Update

-Staff appreciated board taking a lead in dealing with flooding issues

-things got up and running smoothly once the flood was dealt with

-going well with new employee Kat

-Health Inspector came by on Wednesday January 15th, 2014, we passed the inspection (though he was concerned that the city had us listed as Harvest Moon)

-Xander will be away during Reading Week; at least one other staff too

-will be less traffic during reading week but with so many campus closures, study spaces needed

-last year, cafe closed for regular service during Reading Week but had workshops planned; year before was open

MOTION (Nico/Nicole): Harvest Noon Cafe be open for reduced service (beverages and baked goods) during the University of Toronto Reading week of Feb 18 to 21 2014 and closed for Family Day on Feb 17 2014.

All in favour 3/3

Passed

i) External

i) GSU Council Meeting (8 Jan) Reportback

-this was a special council meeting only to do with the CFS

-result: Council has empowered a litigation committee to take potential legal action against the CFS regarding delay tactics & unacceptable behaviour ("biased" CRO appointment) to ensure a referendum on continued membership occurs this Spring 2014

Jes suggests reading for further clarification of Council's viewpoint:

<http://news.nationalpost.com/2013/12/27/canadian-federation-of-students/>

ii) GSU EJSC Meeting (21 Jan) Reportback

- endorsed 350.org, will go to Council for further endorsement
- creating GSU Sustainability Policy
- FoodBox update -> turns out FoodShare may run one out of Grad House, if so, then GSU will see if that can be expanded rather than partnership with Harvest Noon
- farmers market idea still circulating, has business plan problems
- EJSC would like Veg Club movie nights info fwd-ed to them (done)
- UTERN Enviro Week proposal: large strategizing meeting for food justice groups on campus to develop overall campaign

Next meetings:

GSU Council: 27 Jan @ Earth Sci B142

-no need to attend

-of interest:

-Bike Chain's new MOA with the GSU

-all MOA's under review right now for standardization (which includes us)

UTERN Environmental Working Group: 29 Jan @ 6pm in ES1042

ACTION: Jes to attend

UTSU Sustainability Meeting: 29 Jan @?

ACTION: Jes to attend

GSU EJSC (Environmental Justice & Sustainability Committee): 5 Feb @ 1pm

@ GSU

ACTION: Jes & Nicole to attend

j) Past Events

i) GSU Winter Orientation Pancake Breakfast (8 Jan)

- Nicole & Jes served hummus & bread
- networked in the small but successful event

ii) UofT Veg Club Film Screening "Forks Over Knives" (14 Jan)

- new Veg Club organizer Victor is really good & knowledgeable facilitator
- turnout still 10ish people

iii) Cracker Making (21 Jan)

- only 2 no-shows; workshop well attended & well received
- easy and fast to cook
- event also promoted socializing

k) Upcoming Events

- i) UofT Veg Club Film Screening "Food Inc." (4 Feb)
- ii) UTERN Environment Week March 7-16 (deadline 31 Jan)
 - theme: "Looking at the Environment through Macro and Micro Lenses"
 - ACTION (Jes) to try to create proposal for event on March 11th on food justice and farming with a migrant farmworker justice organization.**
- ii) Healthy Campus Challenge Workshop Series
 - Shari & Jes in contact with Hart House
- iii) Cinema Politica UofT (spring- post March)

4. Board Member Appointments?

- 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
- Jes: I'd like a more open process to appoint new board members instead of just folks who have approached the board or board friends. Possibly a callout or application? We can also feel free to be selective, fill in the gaps we feel we have as a board.

TABLE (Jes/Nico) Board Member Appointments to next meeting

5. Board Training

- a) Board Social (21 Jan)
- b) Board Training needs
- TABLE (Jes/Nico) to next meeting

6. Policy

Health & Safety

- Jes is still working on policy
- [new section of Occupational Health and Safety Act](#) comes into force July 1, 2014

7. Proposals + Partnerships

- Event proposal from Culinary Arts Club for Feb 18/25
 - not advisable to be on Feb 18th (Reading Week)
 - conversation on this will continue via email

8. Next Meeting

- there is no time that works for everyone
- meeting is long because meeting every two weeks things pile up

-NEXT MEETING: Feb 3rd at 11am, facilitated by Nicole

9. Adjournment

Motion (Jes/Nicole): to adjourn

Meeting adjourned at 2:23pm