

Toronto Sustainable Food Co-operative Board of Directors Meeting:

Date: March 20th, 2014

Location: Second Cup, College and McCaul

Facilitator: Shari

Minute Taker: Nicole

Present: Vic, Shari, Nicole

Absent: Nico, Jes, Elie

Meeting Start: 6:32 pm

1. Approval of the Agenda: (Vic/Shari) All in favour

2. Approval of Previous Meeting Minutes: (Vic/Shari) All in favour

3. Motion to table approval of Visioning Meeting minutes to next week:

(Vic/Shari) All in favour

ACTION: (Everyone) Revisit Visioning Meeting minutes before next meeting

1. Check-Ins

a. Remaining Outstanding Last Meeting Tasks

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

- Survey is almost done; Nico needs to volunteer info and past board info

Action: Nicole to send Nico volunteer info for survey; Nico to ask Jes for info on past board members

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

ACTION (Nico): find out whether catering from WalkTO event paid and deposited

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

n.davis@mail.utoronto.ca and Vic: v.benjamin@mail.utoronto.ca . Now

checking with Student Life since form wouldn't let enter mail.utoronto addresses → office has been unhelpful, now have emailed

ACTION (Jes): to continue to talk to remaining board members individually

about roles, bringing in past board members to answer questions as necessary → will be taking this up next week

Action (Vic): to buy *Guide to the Co-operative Corporations Act in Ontario* book for board use

Action: Nico to find out if there were any TSFC opt-outs

Action (Vic) to continue to follow up with Xander re: costing out of baked goods & ask for rough work so we can see the actual breakdown of costs (labour, ingredients, etc)

Action: Elie to email Julia to pay outstanding amount to WSIB. She may have already paid this without seeing the statement of account. We should also look into setting up pre-authorized payments.

ACTION: Jes and Nicole to attend and report to GSU Council on our behalf on March 31st. Jes to send in report and update slide to Heidi, GSU Exec Assistant with input from Nicole. → rough draft sent to Nicole

ACTION (Jes): To follow up with Dig In about food growing for summer. → Bonnie their coordinator is leaving & she is mostly wrapping things up right now. She will be making new coordinator talk to us about this as part of her transition process.

Action (Jes) to create outreach materials to members asking what events they would like to see in future/summer → the box i made was spilled on by an external booking. (see below in building updates). Will be replacing with clipboard on Friday AM (this is probably a better method anyway).

ACTION (Jes): Ask advertise fixing the Sandwich Board on social media. → Xander did this on the current scheduled volunteer list (which I didn't know was going to happen), am uncertain whether someone has been found now? / still needs doing?

- Vic had asked Xander to forward Jes' call-out on social media to his member listserv. Obviously there was some miscommunication there. **Action: Vic to follow up with Xander and find out if he's had any responses.**

a. Mail & Email

- i. Kitchen space use request: Xander Gopen requesting kitchen space use on Friday March 28th for private event (going-away party for a former) as discussed over email.

MOTION (Vic/Shari): the kitchen space use request for March 28th 2014 be approved with Xander Gopen designated as kitchen supervisor on the board's behalf.

APPROVED

- i. Harvest Noon Gift Cards: Bumper Crop Vouchers
(Jes -- > see email, existing vouchers need to remain valid)
Approved by email--concerns over photocopying/forging vouchers;
Proposed system of numbers, but some vouchers have already been given w/o numbers; Continue to accept already-made vouchers but implement new number system for future vouchers.

ACTION: Vic to print new vouchers for pick-up Friday + email staff so they know what's happening + create list to keep track of vouchers made for future use

- i. Info on grant from the Co-operators
 - special project funding for youth/students; could apply to us
 - ACTION: Jes to forward to board + Clara (on grants/funding committee)**

[Link](#)

- iv. Ontario Student Co-ops Survey
 - request from researchers for us to disseminate a survey to members regarding their experience being coop members; research will be presented at the Canadian Association for Studies in Co-operation conference at Brock U in May
 - survey link: <https://www.surveymonkey.com/s/7H7C83P>
 - Jes: survey looks ok, recommend that we do so if they will grant us access to their final research results
 - ACTION: Jes to send survey out to member listserv + remain in contact w/ survey creator so we can access results**

v. Interview Request: Sabrina Rau doing research on the feasibility of expanding community supported agriculture (CSAs) on campus. Requesting a 30 minute interview in person or over e-mail/telephone.

-Jes: you will find that we get many many more survey requests than we can answer; how applicable is this one to us? and can we benefit from it? (I like helping out others but we often need to prioritize)

-Board concerns over whether this would have any impact or benefit Harvest Noon, board is quite busy right now (hiring, summer planning etc) and has other priorities at the moment, although exploring CSAs could be something we look into in the future if/when we have more capacity for expansion

ACTION: Shari to communicate the board's decision (say we lack resources at time)

vi. Northeast Student Cooperative Convergence (March 28th-30th), Amherst MA

-[registration due](#) Friday March 21

-(Nicole had been interested previously)

-No one present at the meeting is able to attend

a. GSU Updates

- i. March GSU Council Meeting (March 31st at 6pm in Earth Science Auditorium, Room B142)
 - draft based on previous template written by Jes; Jes will send in after review (due 24 March)
 - ACTION: Jes and Nicole to attend and report to GSU Council on our behalf. Jes to send in report and update slide to Heidi, GSU Exec Assistant with input from Nicole.**

- i. Building Updates
 - on Friday March 14th there was an evening external event booking by the CUPE Queer Caucus / Canadian Federation of Students that got very messy: lots of spillage, food/plates left in weird places and the upstairs washroom left in a highly unusable state (vomit sprayed walls etc).
 - Harvest Noon staff were not impressed about the level of mess. Jes has talked to Harry at the Pub about their behaviour and he also found it to be unacceptable. An event like this has not happened related to the GSU Pub in close to 15 years.
 - Future external bookings from these groups will likely be refused or closely scrutinized
 - Jes: I believe the extent of the washroom mess was not discovered until after the booking party had left. Therefore, not sure about the security deposit. If it had been discovered earlier it would have been held or if things had been broken Harry would be seeking them out to get it back.
 - ACTION: Vic to follow up w/ staff about incident**
- i. Pub Signage Update
 - Vic made a sign, just needs to get it laminated + make a second one for summer w/ new cafe times**
 - we should also check in with Shain

- a. Financial
 - i. **Web Hosting Payment Responsibilities: e-mail update from willie requesting that a present board member take over paying the monthly bill for web hosting and the yearly bill for the harvestnoon.com domain name.**
 - We are tabling this until next board meeting so that Nico (Finance) and Jes (Web-related stuff) can contribute to discussion.

- a. Volunteers
 - i. Volunteer e-mail protocol :
 - Vic and Nicole to meet w/ Xander Monday 3/24 at 1:30PM**

a. Member Initiatives & Collectives

i. Bread Collective Update

- Bread Collective is interested in doing a bread baking workshop in the next month. Either on a Wednesday, Thursday or Friday. Kevin and Amy will be running the workshop, Willie would take care of ordering ingredients and equipment. A few other volunteers have offered to help out with cleaning and prepping a dinner for during the workshop. Would like the events staff and/or board to take care of sign up and promotion. Willie needs more info re next steps and setting a date.

-Jes has already been in touch trying to work out a date that works / isn't already booked (there are higher than normal external bookings this time of year)

i. Grants & Funding Committee

i. Menu Planning:

ACTION: (Shari) create doodle poll for committee meeting + send to all members

(google group (Shari), facebook (jes), twitter(jes), website(jes))

i. Food Growing:

i. Promotional & Advertising:

i. Sustainability:

i. Events Committee:

-Will be rolling out social media "ask" about what events members would like to see along with new feedback/ideas clipboard at cash

a. Staff Updates

i. Sandwich board updates: See "check-in" item re: sandwich board

ii. April Plans

- Stef is not renewing, she has a new, full time job beginning in April. She has agreed to write up a transition report about her responsibilities at the cafe.

- Xander is open to renewing for April if we would like him to help train or anything of that nature

- Emily is interested in renewing; curious about scheduling (one staff

all day, or continue doing one staff opening, one staff closing)

- Kat is available to work in April

1. Unfortunately it is too late to hire new employees, we will offer contract renewal to all interested/available staff (Emily, Kat, Xander)
2. Ask Stef to teach Kat or Emily bookkeeping with board member present
3. Board interested in hiring Xander for April to train Kat and/or Emily for volunteer coordinating, would be fewer hours; sit down w/ K or E and train with a board member present (also doing regular cafe shifts as needed)
4. Serving one simple main in April (+salad?), continue serving bread, get creative with baked goods
5. Board debated if lunch service is feasible during exams, might be better to focus on baked goods, but had concerns over inconsistency-- we should aim to offer reduced service with one main and bread and 2-3 baked goods
6. We may want to keep 2 staff on per shift over safety concerns and possible lack of volunteer availability during the exam season, even though the cafe likely won't be too busy
7. We need to look over what times staff start/end shifts in order to determine how many hours will be needed in the summer
8. We are a levy group, must keep students' interest at forefront + remain consistent
9. We should approach Kat and Emily now about taking on new roles/training, in consideration of who is interested in/will be staying over summer

ACTION: (Vic) Talk to staff about April plans and ask Kat and Emily and xander what/how many hours they could do in April and draft contracts

- i. Cash: On Thursdays we are selling to more non-members than members; as a co-op we need to be selling predominantly to members (this is the case the rest of the week)

Jes: We need to be turning these people into members, show them the benefits of membership // that we are different than other cafes.

Recently Karma Co-op has allowed non-member shopping in order to encourage more traffic. (This goes into some of my branding discussion at the visioning meeting).

- i. Update Emergency Coverage List: On Tuesday xander was sick and no volunteers showed up for the 11:30-1:30 shift, Kat pointed out that the list of people you can call for short notice coverage (posted in the kitchen) is from summer 2013. We should update this.

-also many previous trained volunteers and board members are on the google group which was not emergency emailed (another argument in favour sending out via this method)

ACTION: (Vic) talk to Xander about updating emergency call volunteer list

a. External

- i. UTERN Environmental Working Group Meeting → likely will be Wednesday March 26th at 6pm

ACTION: Jes can attend

- i. GSU Environmental Justice & Sustainability Committee Meeting → Friday March 21st at 4pm in the GSU office downstairs

ACTION: Jes can attend

a. Past Events

- i. Chew on This! Student Food Justice Roundtable (Friday March 14th)

- Catering: Food was well recieved, some people asked for the recipes and suggested HN make a recipe zine to sell in cafe

Has invoice been sent?

ACTION: Jes to follow up on invoice sending to correct GSU individuals

- HN Board presence & reportback:

- Jes & Nicole attended, connected with lots of different groups

- see agenda item re: Caffeinds, re: Toronto Seed Library, re: grOCAD

- i. March Break Group Catering:

-Vic spoke with staff in person, apparently it went quite well. Will ask Xander to be a bit more thorough in weekly reports.

a. Upcoming Events

- i. **Healthy Campus Challenge Workshop Series**

-we were attempting to reschedule for April 1st from March 25th

-Veg Club fairly unresponsive & will not be going forward with

April 1st; series will have to be put off to the fall

Concern: we have been holding dates for the Veg Club and giving

them week reasonable deadlines to reply; these late reschedulings &

cancellations have meant we have not sought out other events for

these dates. Staff have lost hours and we have not been holding

events as a result. For the fall we need to make it clear to Veg Club

that these kind of things are not ok!

-We should think about continuing w/ events even if VegClub pulls out and host w/ our own people; We need to hold up on our responsibilities, regardless of VegClub, b/c it looks irresponsible. We should tell VegClub this. We should talk about this in greater detail w/ Jes to clarify terms of partnership and consider whether or not we want to continue partnership next year w/ VegClub.

- Also maybe we need to formally communicate all of our concerns and to set a plan for next year with veg club

Handy link to the Veg Club/Harvest Noon HH [proposal](#)

- i. **Board & Staff Meet Up REMINDER March 24th at 4PM**
- i. Hart House 5 buck lunch (but 5+5 since it's fundraiser for UofT food bank) Lunch: Wednesday March 26th 11:45-2PM
-volunteers lined up?
ACTION: (Nicole) email volunteers to ask for help for event
- i. Trade City Toronto Beta (April 1-16th): event cancelled
Comments:
- i. April 4th Volunteer Pizza Party event
This is 2 weeks away -> we need to give a heads up to volunteers
ACTION: (Nicole) Email volunteers about event + Procrastibaking event & send details for Jes to promote on social media; (Jes) Create facebook event for volunteer appreciation event + Procrastibaking event
- i. Procrastibaking
-details need to be figured out for promo by Wed March 26
-(on a new April contract we could pay staff to facilitate events, suggestion that we do a series with one event April 8 & another April 22?- Vic suggests we also do one on the 15th as well.)
-Advertise as a "break" from studying + "de-stresser": Month long exam-series of "de-stress and eat yummy food/potlucks" aka "Procrastinate with Harvest Noon")
- ACTION: Vic to ask a staff to help out (3 hours)
-ACTION: Nicole to cancel booking for the 7th (moving event to 8th) write event description to check w/ Vic and email along w/ pizza party
-ACTION: Jes to put events on facebook and website and send out to google group
A note on cafe booking: The Pub has longterm reserved Monday and Tuesday evenings for us (Monday bread bakes + Toronto Media Coop

meetings and Tuesday for events) until further notice. Therefore we do not need to request space booking for events on those days. The pub staff become frustrated when we are reserving this space and not using it, so we should strive to have events every Tuesday.

- i. Totally non-traditional Kimchi workshop: Event proposal from xander gopen

April 15 or 22nd at 6PM, 2-3 hours (total event supply/ingredient cost: \$49.00)

Event Description: Participants will learn how to make kimchi using non-traditional ingredients and non-traditional (but much easier and faster!) techniques. As well as learning the specifics of kimchi, the facilitator will lead a discussion on the general principles of fermentation as well as the benefits of fermenting and eating fermented foods. Participants will each take home a jar of kimchi.

NOTE: no board members objected to this proposal within the allotted 3 business days, therefore this workshop was approved

- Action Item Vic: ask Xander to choose a date, ideally the 15th

- Need to know what the event fee will be, participant cap, who will create sign up sheet (board member)? DISCUSS VIA EMAIL

*** LOST QUORUM AT 8:18PM***

- i. Idea (Jes): Consensus Decision Making Workshop

-this was something we wanted to do as a board for training; would also be beneficial to members (esp those in committee work); we could find a date that works for all/most board members and also advertise free to members (& UTGSU students)

-Suggestion that we come up with a list of dates (including weekends) for Jessica to approach facilitator Leah Henderson about (early May? to allow for any new board participation)

1. Summer Hiring

2. Board Member Appointments

3. Board Training

4. Policy

a. Health & Safety Policy

b. "Diversity" Policy & Implementation

5. Proposals & Partnerships:

a. Caffiends is interested in consistently purchasing baked goods (esp. gluten-free) from us

b. Partnering with Jacob from Toronto seed library to grow herbs in Harvest Noon + set up seed library/exchange in HN; possibly partnering on workshops + other growing opportunities

- c. Partnering with grOCAD for structure building, discussion about starting a cafe on OCAD campus

1. Next Board Meeting:

- a. Date: March 28th, 2014
- b. Facilitator:
- c. Need to find a location

2. **Adjournment**

Motion (Shari/Vic).

All in favour.

Meeting adjourns at 7:36pm.