

Toronto Sustainable Food Co-operative Board of Directors Meeting:

Date: March 28th, 2014

Location: Harvest Noon Cafe

Facilitator: Nicole

Minute Taker: Elie

Present: Elie, Jes, Vic, Nicole, Shari (left at 4:38pm)

Absent: Nico

Meeting Start: 3:25pm

1. Approval of the Agenda

All in favour.

1. Approval of Previous Meeting Minutes of March 20th 2014

Abstention: Jes

All in favour.

1. TABLE to next meeting (Nicole/Shari) - Approval of the Visioning Meeting Minutes March 9th 2014

-previously tabled on March 20th

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

******ACTION: Nico to report back about outstanding tasks.*****

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... still waiting

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 → had been checking about membership info, will purchase now

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: Jes to send survey out to member listserv + remain in contact w/ survey creator so we can access results ..will be adding to a longer mailout

ACTION: Shari to communicate the board's decision (say we lack resources at time) to Sabrina Rau, CSA researcher

ACTION: Vic to follow up w/ staff about external bookings drunk people incident

ACTION: Vic to laminate cafe sign

ACTION: (Shari) create doodle poll for menu committee meeting + send to all members (google group (Shari), facebook (jes), twitter(jes), website(jes))

- a. Mail & Email
 - i. workplace safety & insurance board
 - payment for period ending March 31st 2014, may have already been paid
 - ACTION: Elie email Julia about whether WSIB payment has been made**
 - ii. Ontario Natural Food Co-op AGM on April 26th, 2014
 - while we are members of the Local Organic Food Co-op Network (LOFC), a working group of the Ontario Natural Food Co-op (ONFC), we are not proper members of the ONFC itself
 - LOFC is growing more independent of ONFC
- a. GSU Updates
 - i. March GSU Council Meeting (Monday March 31st at 6pm in Earth Science Auditorium, Room B142)
 - [report to council](#) sent in to Heidi Kreiger on time
 - updated powerpoint slide for presentation
 - ACTION: Jes and Nicole to attend and report to GSU Council on March 31st our behalf.**

- i. Building Updates
 - sandwich board update: Xander put Vic in touch with Volunteer Melissa L
 - ACTION: Vic email Melissa back asking if she has sander and drill ; if so then we give her directions on the sign's look & timeline (branding review → Jes to brainstorm); if not, then Jes sends a broad callout asking for a volunteer with tools**

- i. Pub Signage Update
 - ACTION Vic check in with Shain about placement**
 - ACTION: Vic has the signs ready, will print, GSU has access to a laminator, so we could ask Shain if we could get it laminated**

a. Financial

- i. Web Hosting Payment Responsibilities: e-mail update from former board member 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.
 - ACTION: Elie to take on payments; will email Willie from Board email about transfer details**

- i. Gift Certificates: need to finalize protocol and begin training cash volunteers.
 - Vic has begun writing a policy document; board will develop policy doc before broadly advertising
 - Summary:
 - buying only 1 voucher traditional member/non-member prices apply; more than 1 voucher they are \$5 each;
 - will emphasize gift certificate nature of bumper crop vouchers
 - numeric code on gift certificates to facilitate tracking & validity

ACTION: Nicole to ring previously purchased vouchers through til on Monday; Nicole to look into programming a non-member price button on the cash register; Vic to finish gift certificate policy and create gift certificate tracking sheet

- i. Green Shift order (takeout containers + napkins etc)
 - We need napkins by mid next week
 - ACTION: Nicole to check with Nico if the green shift cheque was issued**
 - ACTION: Jes to follow up with UTERN for napkins so that we don't run out**

- i. Cash Register:
 - Nicole programmed cash register for member price gift certificates; need to add nonmember price certificates
 - Stef reports that when doing daily total reports the register often calculates subtotals wrong (i.e. 9 muffins at \$32). This happens about once per week. So far Stef has been manually correcting this on the print outs.
 - SOMETHING TO THINK ABOUT: buying a tablet & using a register app instead of the cash register**
 - ACTION: Nicole to program nonmember price certificates on cash register**

- i. Audit Update
 - ACTION: Jes to poke Nico about getting audit quotes**
 - Most of the quotes that have received so far have been super expensive & would take up a ridiculous amount of our levy
 - Jes is investigating university student society policies re: exemptions
 - Doing an audit is part of our Memorandum of Agreement (MOA) with GSU for our levy but if we can make a case for exemption via university policy we probably can also make a case for being exempted from this requirement for GSU
 - Additionally any audit for a cash based business is issued with qualifications anyway; end result would not be much better than the notice to reader we already do (which costs a substantial amount already)
 - ACTION: Jes to report back on audit exemption research**

- i. Pre-authorized WSIB Payments
 - ACTION: Elie to email Julia about setting up pre-authorized payments**

- i. Budgeting
 - Julia will be pulling info reflecting our current budget the next time she comes in (2 weeks for now -> April 9th)
 - We could have several board members sit down with Julia to develop a new budget
 - ACTION: Jes to research how we should additionally compensate Julia for a budget planning meeting**
 - ACTION: Elie make a doodle of board members to sit down for a budget planning meeting with Julia; aiming for a time with at least 2 board members present → we will figure out board availability before approaching Julia**

a. Volunteers

i. Volunteer e-mail protocol update

- google group will be used for events / event volunteer opportunities, committees to involve broader volunteer members more
- Will not be used for regular scheduling or emergency coverage contact
- Will try to avoid repeat sending to the Google group and the other scheduled volunteer email list

ACTION: Nicole & Jes to add in scheduled volunteer emails to google group. Jes to send out an email about what the list is going to be used for & info on how to use the list / unsubscribe

ii. Emergency Coverage List Update:

ACTION: Nicole to email google group from Volunteer Coordinator email asking for Summer update on emergency availability; ask Jes for help

a. Members --> Initiatives & Collectives

i. Membership Sync

- overally TSFC Membership list hasn't been updated since December

ACTION: Nicole to update [membership list](#)

ii. Bread Collective Update

- consistent evening breadmakers Willie & Felix are unable to continue past April 4th due to schedule changes; are available to train new members

- consistent afternoon breadmaker Lea is available, was going to check in with other afternoon breadmaker Alex about is summer availability

- either staff will have to add bread to their tasks or new consistent members need to be found

- Willie also suggested the "no knead" bread recipe... other options discussed included corn bread

ACTION: Jes to try to set up a April Bread workshop to use as launch to get Summer involvement in the committee

ACTION: Vic to communicate to staff that cornbread can be made to replace bread committee bread after April 4th

iii. Grants & Funding Committee

- no update

iv. Menu Planning:

ACTION: (Shari) create doodle poll for menu committee meeting + send to all members (google group (Shari), facebook (jes), twitter(jes), website(jes))

- i. Food Growing:
 - awaiting new Dig In Coordinator
- i. Promotional & Advertising:
 - no updates
- i. Sustainability:
 - ACTION: Nicole to get the service learning volunteer made Prezi presentation; Jes to use in social media if its content seems member friendly**
- i. Events Committee:
 - Jes created summer [events survey](#); also clipboard in cafe
 - will continue to promote in cafe & via social media until May 15th
 - have included callout for events committee in survey & callouts
 - ACTION: everyone should promote the survey! Jes to send to googlegroup after current scheduled volunteers are added; will include in all members mailout**

a. Staff Updates

- i. Weekly Board Report - not yet released
- ii. April Plans
 - 3 staff members will be available to renew for the month of April
 - anticipated slow period during exams
 - staff availability will also be reduced

MOTION (Vic/Jes) Harvest Noon be closed Mondays in April beginning April 7th

-Mondays are already our slowest day

All in Favour

ACTION: Jes to notify GSU of Monday closures, update our & GSU website; add to digest & HN social media

-staff availability will also be reduced during the last week of April (April 28th-May 2nd)

-hiring and training of new staff can begin before this time

-April staff roles will also need to be redistributed

-Timeline: April staff contracts to be reviewed by board asap; will be officially approved at special board meeting on April 4th / pre-volunteer appreciation party & sent to staff for signing. Communication to be maintained with staff in advance of formal board approval of contracts.

Action: Vic to finalize contracts, send out for feedback/input to board members.

i. Staff Observation: 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).

ACTION: Design additional flyer about membership as part of branding exercise

iv. Staff - Board Meet-up Reportback
-all contained in April / Summer plans; [meeting notes](#)

a. External

i. TABLE to next meeting (Jes/Vic): GSU Environmental Justice & Sustainability Committee Meeting (21 March) - Jes

i. TABLE to next meeting (Jes/Vic): UTERN Environmental Working Group Meeting (26 March) - Jes

i. TSFC Members Newsletter

-next mailout have content on April 8, 15, 22 events; summer planning survey; campus co-op survey; April/summer plans; committee updates; reminder how to make this email not go in the promo tab on gmail

-concerns about frequency of mailouts

-don't want to set up a schedule we cannot adhere to

-other co-ops often have newsletter committees; more substantial newsletters would have to be done by member committee, great opportunity for member engagement + workload would take over the board!

-previously members haven't been interested in such a committee

-currently there is interest from the menu planning committee about creating a recipe zine → this may spark interest in some form of zine/newsletter committee?

ACTION: Jes to compile newsletter content as it is made available; hard deadline April 4th but ideally earlier

a. Past Events

i. Help with a Fork, Lend with a Hand (26 March) - Nicole

-volunteer Alexandra Hummel helped out tabling at the event, was very engaged with people who stopped by the booth + helped set up and clean up and brought all the materials back to the cafe afterwards

**MOTION (Nicole/Vic): Alexandra Hummel be compensated for her assistance at the Help with a Fork, Lend with a Hand event with a Bumper Crop gift certificate
All in favour**

ACTION: Nicole to ensure Alexandra receives gift certificate

a. Upcoming Events

i. Healthy Campus Challenge Workshop Series

Handy link to the Veg Club/Harvest Noon HH proposal

-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

-Jes: 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. We have not been holding other events as a result. Staff have lost hours. For the fall we need to make it clear to Veg Club that these kind of things are not ok!

-Shari: 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.

-Vic: we need to formally communicate all of our concerns and to set a plan for next year with Veg Club

-we need to be setting the agenda next year!

ACTION: Jes to email Veg Club asking to be put in touch with new execs & that we will be in touch re:Fall planning in late Summer (cc: Shari & Anny)

i. April 4th Volunteer Appreciation Pizza Party event

-we should consider a second round of promo

Action: Jes to send an email to googlegroup re:volunteer appreciation + invite only fb event + help Nicole editing

-Jes created a [list of local co-ops, environmental stores & veg restaurants](#) to source volunteer appreciation gifts from

Action: Jes ask Shari about volunteer appreciation gifts

- i. Procrastination Series
 - ProcrastiBaking event April 8 : Kat working event
 - April 22 event tbd. Emily Wat will be working
 - Action: Jes to ask Emily about April 22nd event planning so information can be used in newsletter**

- i. Totally non-traditional Kimchi workshop: Event proposal from xander gopen (15 April)
 - 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.
 - Promo needs to go out _____
 - ACTION: Vic: Need to know what the event fee will be, participant cap, who will be doing behind the scenes event coordination**

- i. TABLE (Vic/Nicole) to next meeting: Idea (Jes): Consensus Decision Making Workshop
 - Tabled March 20th
 - 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 Plans

Motion (Jes/Nicole) to form a Hiring committee of Victoria Benjamin and Jessica Denyer tasked with making decisions relating to April / overall summer employment and carrying out duties relating to hiring such as creation of job descriptions, job posting, hiring criteria, interviews and recommendation of candidates to the board.

All in favour

- 1. Board Member Appointments
- 2. Board Training
- 3. Policy
 - a. Health & Safety Policy
 - b. "Diversity" Policy & Implementation
- 4. 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:

Special Board meeting April 4th pre-Volunteer Appreciation Party; Vic to doodle for further meeting the week of April 6th

1. **Adjournment**

Motion (Nicole/Vic).

All in favour.

Meeting adjourns at 6:46pm