



# Board Meeting Agenda/Notes October 10th, 2018

## **Attendance - 6:35 PM**

Present: Lucas, Tiger Lilly, Rashmi, Tanya

Regrets: Amy, Clint

## **Agenda**

<b>Agenda Items</b>
Group check-in, review agenda
Previous action items
<b>Staff updates</b> <ul style="list-style-type: none"><li>- Lucas<ul style="list-style-type: none"><li>- ~12 picks in September</li><li>- 3 picks in October so far</li><li>- Slowing down</li></ul></li><li>- Tiger Lilly<ul style="list-style-type: none"><li>- Pick bags working good (2 for each lock-up)</li><li>- First aid kits needed for each</li><li>- More of the silver poles would be good</li><li>- To continue working until the fruit is done</li><li>- Should we get bigger totes? (new pick bags are large and we need to put first aid kits in too)</li></ul></li></ul>
<b>Operations:</b>
<b>Website</b> <ul style="list-style-type: none"><li>- Tanya: Website redesign project<ul style="list-style-type: none"><li>- Input document and status</li><li>- Template: need to decide free version or 'pro' version (\$70)</li><li>- Potential template: Charity Care</li></ul></li></ul>
<b>Partners</b> <ul style="list-style-type: none"><li>- Todd (arborist) is moving! Search for new arborist</li><li>- Staying for the rest of 2018</li><li>- Found 2 potential arborists at a conference</li></ul>

- Going to try to develop a partnership to transition over for 2019
- Todd to lead the selection

### Software

- NationBuilder subscription likely lasts until early spring 2019
- Maddie to work on exploring if it's something we want to keep moving forward over winter

### Finances

- Monthly check-in
  - Only \$200 left in gaming account
  - In pretty good shape in other funds
  - Should start thinking about next gaming grant, typically done in October and November
- Cheques to sign, update on status

### Outreach

- Outreach - upcoming
  - UBC Apple Festival
  - Tanya then Clint (Sat.), Tanya then Rashmi (Sun.)
  - Need to figure out getting outreach kit to Tanya at end of Sat
  - Please take photos :)
- Frog Hollow Neighbourhood House - Pumpkin Patch in the City
  - Saturday October 20, 10am - 4pm
  - Tiger Lilly to table
  - Rashmi to hand off outreach kit to Lucas end of Sunday at Apple Fest to get to Tiger Lilly

### Workshops

- Canning workshop - October 27
  - Still no host for canning workshop
  - Al **Rashmi** to reach out to her contact to get in touch with canning workshop facilitator Caitlyn Dorward
  - Will see if it's feasible
- Zero waste kitchen and beeswax wrap - Wednesday, November 7
  - Family Activity Room at Britannia
  - 6-8 pm
  - \$10 tickets
  - Al **Maddie** to make Eventbrite by end of this week
  - Al **Tanya** to make promo photo(s), post on social media, and send to Rashmi
- Wrap-up party - late November (date tbd)
  - Bowling again at Grandview Lanes
    - \$45 per lane per hour
    - 2 lanes for 2 hours = ~\$200

- Tentative date: Tuesday, November 20, 6:30 pm
- To do's:
  - Al **Lucas** to call Grandview lanes to ask about lane rentals
  - Al **Maddie** to make eventbrite
  - Al **Tanya** to make promo photos
  - Al **Lucas** to get donations
  - Al **Maddie** to look into sourcing donated food
- Write thank you cards to sign at next board meeting
  - Al **Jenn** to bring cards to next board meeting
- Last year: 2 lanes, a lot of pop, bought their food and brought in our own (their food wasn't that fantastic)

#### **Governance**

- Transitioning to the new Societies Act - status
- Jenn filed it today! Completed.

#### **Meeting Adjourned: 8:15 PM**

#### **Previous Action Items**

- **Jenn** to look into getting more poles
- **Amy** to draft language around tree owners signing up - encouraging them to fill out a tree-owner form before emailing
- **Tanya** to send document around to gauge needs around objectives, etc.
- **Everyone** to contribute to document that's designed to gauge our needs for the website revamp
- **Amy** add to October agenda - plan to discuss the website revamp at the next board meeting
- **Tanya** to make a spreadsheet for pick leaders to track miles
- **Everyone/Amy** clean up the Google Drive during the winter
- **Maddie** to test out certain operations on Nationbuilder
- **Lucas** to think about/start the yearly report. Plan to complete by November
- **Amy** to let Lucas know if she's available for tabling at Renfrew Moon Fest
- **Amy** to ask Rashmi if she's still interested in giving the workshop
- **Lucas** to ask Greg who his contact was for the canning workshop when it was held at the Tool Library
- **Clint** to work on VFTP constitution and bylaws and get to Jenn in the next few days
- **Lucas** to send emails to all pick leaders when picks are confirmed to offer them to shadow or brush up on the process **ONGOING**
- **Maddie, Lucas and Tiger Lilly** to workshop Nationbuilder together
- **Clint** to review the constitution and bylaws and then will send to Jenn **ONGOING**
- **Jenn** to follow up with Fresh Roots to see if they received a thing **ONGOING**

## New Action Items

- ~~Tanya~~ to ask Jenn about reimbursement without gas receipt for Tiger Lilly
- **Jenn** to continue look into getting more poles
- **Tiger Lilly** to look into buying two first aid kits, one for each lock-up, bigger tote, and ratchet straps
- ~~Tanya~~ to send around website template to board for approval
- **Tanya** to make and print sign-up sheets for Apple Fest
- ~~Maddie~~ to create Eventbrite by end of this week for Zero Waste Workshop
- ~~Tanya~~ to create and post promo photo for Beeswax workshop as soon as Eventbrite is made
  - ~~And send to Rashmi to forward to Ian~~
- **Rashmi** to get in touch with contact for Caitlyn Dorward to host canning workshop
- **Jenn** to look into getting gas or grocery cards for pick leaders
- **Lucas** to try to get donations
- **Maddie** to make Eventbrite for End of Season Wrap Up Party
- **Lucas** to call Grandview Lanes to ask about date, about potentially getting a nonprofit discount
- **Tanya** to make promo photos for wrap-up party and post after Eventbrite is made
- **Jenn** to bring thank you cards for signing at next board meeting
- **Maddie** to contact Pure Bread about donated food for wrap-up party

## Previous Notes:

### Operations & Events

- Ladders and poles
  - We probably don't need orchard ladders for the rest of this year
  - Some of the picker poles may be stuck -
  - Al **Jenn** to look into getting more poles
- Coordinator update - Lucas
  - July - 17 picks - 1000 lbs
  - August - 25 picks - 1800 lbs
  - September so far - 8 picks - 700 lbs
  - Slowing down now
- Community partners
  - New community partners - signed partnership agreements
    - Frog Hollow Neighbourhood House
    - Good Food For All
- Tree owner sign-up
  - Possibility of adding fields
  - More people just email directly to the email address
  - Could we direct them to use the form to reduce the back-and-forth? Maybe add something
  - Al **Amy** to draft language around tree owners signing up
- Revamping website
  - Tanya to spend time rethinking website, plan to change it over in November
  - Al **Tanya** to send document around to gauge needs around objectives, etc.
  - Al **Everyone** to contribute to document that's designed to gauge our needs for the website revamp
  - Al **Amy** add to October agenda - plan to discuss the website revamp at the next board meeting
- Picking fruit from public trees
  - Yes, it's ok to do this
- Coordinator account disabled
  - Issue resolved
  - Emergency contact accounts reset
- Todd is away
  - If treeowner is wanting to get something pruned sooner, Maddie could recommend other arborists
- Pick leaders getting reimbursement for mileage
  - Ask the pick leaders to track kilometrage, and then use a number from the CRA to calculate
  - Is there a standardized way to calculate how many miles
  - Al **Tanya** to make a spreadsheet for pick leaders to track miles
- Reorganizing google drive
  - Create an archive folder so that we can keep an older copy of documents
  - Al **Everyone/Amy** clean up the Google Drive during the winter

- Software
  - Do we want to transition all of our operations to Nationbuilder?
  - Will it add a lot of extra work, or will investing into it eventually save time?
  - Ideally, we would be able to link the website to forms so we don't have to populate everything manually
  - AI **Maddie** to test out certain operations on Nationbuilder
- Insurance
  - Covers works all across Canada

## Finances

- Gaming should be emptied by next month
- After September, we'll be at \$12,000 for the year - a bit lower than last year but still ok
- What's the best way for people to make donations?
  - Canada Helps - automatically creates tax donation
- Gaming Grant application
  - Need to apply in the fall - maybe Lucas could work on this
- Yearly report
  - This is used for applying to different grants
  - AI **Lucas** to think about/start the yearly report. Plan to complete by November

## Outreach

- Missed McSpadden County Fair
- Renfrew Ravine Moon Festival, Sat, Sept 22, 4-7pm
  - AI **Amy** to let Lucas know if she's available for tabling

## Workshops

- Beeswax wraps and zero waste kitchen workshop
  - Aim for mid-November
  - AI **Amy** to ask Rashmi if she's still interested in giving the workshop
- Canning
  - Aim for mid-October
  - AI **Lucas** to ask Greg who his contact was for the canning workshop when it was held at the Tool Library

## Governance

- VFTP Constitution and Bylaws
  - AI **Clint** to work on and get to Jenn in the next few days

## Other

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**Meeting Adjourned: 8:20pm**

## New Action Items

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