



Board Meeting Agenda/Notes September 12th, 2018

Attendance - 6:45

Present: Clint, Jenn, Maddie, Tanya, Amy, Lucas

Regrets: Rashmi, Silvia, Tiger Lilly, Casey

Agenda

Agenda Items
Group check-in, review agenda
Previous action items
Staff updates <ul style="list-style-type: none">- Lucas- Tiger Lilly
Operations <ul style="list-style-type: none">- Coordinator account disabled - updates? Implications?- Outreach Kit needs sign-up forms & tape- Google Docs system: is awesome but there's a lot of redundant files or empty folders ←documents still need to be put into their proper place.<ul style="list-style-type: none">- Start naming files with the date first?- Can we clearly label our most up-to-date versions that Tanya worked on?- Pick Request forms, Do they include all of the following (to make Lucas' job easier) :<ul style="list-style-type: none">- How tall the tree is- if there's any gates needing to be unlocked- any pets to know about- any ladders on site that are in working condition, etc
Website <ul style="list-style-type: none">- Tanya: Website redesign project<ul style="list-style-type: none">- Can we include links to other groups like us that operate in other locations (get A LOT of emails asking about this)

Partners

- Process for accepting new partners (we assess fruit availability, they complete form, we send Community Partner Criteria and Agreement)
 - The form should ask how much fruit they can take at a given time (many can only take 2 boxes at most= have to split donation among partners)
 - Now have a folder for Community Partner Forms (for completed forms)
- Any word back about picking TRIUMF trees?
- Ideas for keeping up w/ abundance of fruit: one-off donations, homeowner going to email coordinator about DTES donations, take to UBC & SFU welcome days to recruit volunteers (might need to be registered as a club tho).

Software

- NationBuilder isn't being used (Greg didn't have time to train Lucas) but we paid for the whole year. Decision to make:
 - Either it's not useful and we cancel it next year (is the current system good enough?), or
 - Maddie updates the profiles of tree-owners, partners, etc. Trains Lucas to continue updating process.
 - Pros: interface nicer than spreadsheets. Backup to the coordinator email (everything saved and we all have access). Might assist training of new coordinators/pick leaders. TL could record notes on the different trees/experiences to help for next year. Can do e-blasts. Can track and honour donors and filter for specific subgroups of ppl.
 - Cons: expense. Don't fix if ain't broke.

Finances

- Monthly check-in
 - Cheques to sign, update on status
- Jenn to think about asking Modo for sponsorship
- KC dropped a cheque off to Maddie from a tree owner
- Karly e-transferred (originally \$20 from Gordon Murray, 2237 E Pender St)

Outreach

- Outreach - upcoming
 - Moon Festival (Sept 22, 4-7pm)
- Outreach - past
 - McSpadden County Fair (Sept 9)

Workshops

- Zero waste kitchen and beeswax wrap - postponed
- Plan a fall canning workshop?
- Plan a fall pruning workshop?

Governance

- Transitioning to the new Societies Act
 - Received a reminder? Anything to do before November 28?

Previous Action Items

- **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** to share pick schedule with board so that they can sign up to shadow maybe - <https://docs.google.com/spreadsheets/d/1miK4u8NqNaMTGuaALCBF8TPSnmf3QL2-p2ooZFmHnA4/edit?usp=sharing> **DONE**
- **Lucas** to add this to the email to tree owners - if there's any doubt about fruit readiness, then we could offer to send a scout **DONE**
- **Tiger Lilly** to send Jenn her hours worked to see whether we're nearing the cap
- **Jenn** to check the budget to see what we have for paying Lucas and Tiger Lilly **DONE**
- **Maddie** to get in touch with kickstand and good food for all **DONE**
- **Lucas** to look into South Vancouver Neighbourhood House; Frog Hollow Neighbourhood **DONE**
- **Jenn** to find older partners that might want to receive fruit again **DONE**
- **Jenn** to find form for new community partners - liability, drop off times, facilities available **DONE**
- **board** to review form for community partners (above) and add anything that might be missing **DONE**
- **Jenn** to put community partner application into a Google Form **DONE**
- **Maddie, Lucas and Tiger Lilly** to workshop Nationbuilder together
- **Jenn** to confirm our worksafe coverage **DONE**
- **Jenn** to look at budget and consider whether we have enough for an orchard ladder **DONE**
- **Jenn** to look into apple picker bags **DONE**
- **Jenn** to call insurance and ask about geographical limits of our coverage **DONE**
- **Lucas** to work on newsletter to promote Aug 16 Zero Waste workshop, call out for pick leaders; consider sharing with Zero waste groups on Facebook, anyone want to donate a ladder, **DONE**
- **Maddie** to make Instagram shareable image for zero waste kitchen workshop **DONE**
- **Lucas** to boost zero waste kitchen event on facebook, and post on Twitter, Instagram **DONE**
- **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**

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
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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

- **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