



Board Meeting
Draft Minutes
December 15, 2021

Attendance

Present:

Wendy
Marie
Kasha
Roxci
Alba

Regrets:

Sara
Farah
Manon
Neha

Start Time - 6:30PM

Meetings

- Meeting booked via Google Meet

**Draft Agenda and Minutes from previous meeting - motion to adopt and second -
Marie and Kasha**

Action Items

Review items from previous meeting

Coordinator Update

- [2021 Annual Report](#) almost done
 - Need assistance from board with numbers; please see email
- Approved for 15HR/month for Jan, Feb, March - Board approved

To-Do List:

- Send Charity Profile answers to Vancouver Guardian (tomorrow, Dec 16)
- Meeting with Marie next week (Dec 20)
- Meeting with Art from LMNH in Dec re: CP development (TBD)
- Meeting with Rudi in January re: business collabs (TBD)
- Will be working with Jennifer and possibly Manon (?) re: data entry + NB
 - Need to organize info and docs for this
- Meeting with other Fruit Tree Projects to learn about programming, improve ours
- Update docs (manuals, CP application)
- Send TO form + website updates to Alba
- Make a list of tasks for next season that I will need assistance with
- Update calendar/timeline for next season
- Data entry; go through email + Drive to add notes for tree owners, volunteers, donors in NB

Questions for Board

- Food Stash - Yes see below
- Equipment list follow-up - who can pick up what - Alba to pick up and whatever else is required can be picked up by Wendy
- Pruning contract - Kasha provided update below
- Is it okay to spend some time Jan to Mar assisting with grants - depending priorities
- Can we use PandaDocs for volunteers to fill out the volunteer form electronically vs. in person? Is this something we'd want to change for next season? - Forward to another meeting and ask Alba or Roxci asked if we use Jotforms or 123 Forms

Season Wrap-Up

- Thanks to all who made this happen
- Summary and any take-aways we need to be aware of
- Went really well founders, recipients and games (Canva) worked - keep for next or upcoming meetings
- Find out for upcoming meetings engagement-wise if we should keep to online or in-person - believe we've had more for online participation

Inventory/Equipment to Purchase

- Alba to purchase - provide clarified list - Roxci provided - examples from Canadian Tire, Lee Valley
- Wendy has provided: new binders with laminated pages, dry erase markers, and one half sized tote which will be dropped at MPNH location

Fundraising/Donations/Grants

- Canada Summer Jobs - \$3,248 received - Marie completed report and submitted will consider for next year - make sure to include all requirements including age, school and duration and that they will be a contractor - consider other positions including pruning program, socials and marketing
- Don Nilson cheque in the mail (likely \$1,000) - emailed last Saturday - Roxci to check the mail
- Gaming Grant submission - Submitted \$8500 request by Wendy
- Need to raise \$10,000 for next year - confirmed by Roxci

Community Partners

- Food Stash - Board approved pending that first fruit goes to our existing community partners and then anything excess or "c" fruit can go to only the food rescue boxes
- Windfall wants to meet in January-ish; once we've done our planning for the new year to see how we can expand relationship
- Rudi and Farah to meet to discuss possible for-profit businesses that can take Type C fruit
- Britannia and Food Stash (if approved) are interested in collaborating on hosting workshops together - only if a volunteer or Board member is able and willing to commit - possibly discuss at Strategic Planning session on how we could recruit for those specific volunteers

Pruning Program

- Kasha working with Farah on the contract - purpose and what will be doing of the value versus the revenue, also for the quality and quantity of fruit that we would have from the tree owners - likely come to the Board with the contract in the new year
- Edible foodscapes company - Levon - good opportunity for him and would be willing to partner with us
- Dates for workshops - kind of like a 'prune-a-long' - East Van or in Farah's back yard - one in January and one in February - consider planning for a single one in February
- Can we provide a \$90 honorarium for his time to do a workshop - Roxci advised that we can provide this

- Could we pull this into our potential membership program - membership perk of attending a workshop for free
- Could do this as an eventbrite
- Board approval for this program to move ahead

Volunteers

- Confidentiality Agreement shared with Alison re fundraising. When signed, need to give her access to the drive
- Confidentiality Agreement shared with Jennifer re: data entry + database efficiency. When signed, need to give her access to NB + some documents in Drive
- Confidentiality Agreement - Alba sent to all Board members as well via Pandabot and once done you can add to the drive

Marketing/Promotion/Partnerships

- P49 Advent - Went live - Thanks to Farah for co-posting on socials
 - Expecting \$1000 donation in the mail; should arrive before year end
- Sylvia's Book - Vancouver Heritage Foundation - Agreement signed by Marie and shared with Sylvia - see what next steps are
- Holiday season e-newsletter - Marie could create something on Canva and send via socials and email with a thank you note - maybe do a Happy New Year instead to celebrate upcoming season
- 2021 designed report in progress

Pins

- Pins - Thanks to Alba for ordering
- ETA mid-Jan
- Can we give the designer a gift (valued: \$50-250) - Yes approved Roxci can provide a gift card add to volunteer honorarium list - or can wait until new year buy a gift card for amount and include a newly designed pin

Board Update & Meetings in 2022

- Action Item: To create a Doodle Poll for new board meeting day/time
 - Wendy will not be able to make Wednesdays starting 2022.
- Decide on date for Strategic Planning Meeting in January in lieu of regular Board Meeting
- Marie's updates for 2022 - Marie is moving back to France so will be leaving the Board after this year - March 2022

- Roxci's update - will be leaving the Board after this year (after 8 years!)- March 2022 - will do all required work up until she leaves (PO Box payment January, WorkSafe payment February, 2021 financial report, etc.)
- Board member posting needs to go out in late January, early Feb - what do we need in terms of positions, President, Treasurer and include time commitment

Membership Program

- Will discuss at the Strategic Planning meeting in January - Alba (tentative)
- Jennifer (volunteer) is interested in helping; has experiencing developing these kinds of programs
- Note: 2 registered Members for 2021 should be invited to AGM: Heather Main and James Bough - will have voting rights at AGM

Finances

Treasurer update

- Gaming Account Balance: \$48.48
- General Account: \$14,275.90
- Total: \$14,324.38

Need approximately \$25,000+ on average to operate a full year

Reviewed 2022 budget based on getting Gaming Grant

Meeting adjourned: 7:53 PM

Action Items from December Meeting:

1. 2021 Annual Report - board@vancouverfruittree.com to review and provide input
2. Equipment - Alba Zhou to pick up remaining items on list prior to year end
3. Pruning Program - Kasha Foster to move ahead with program as approved and work with Vancouver Fruittree on contract and set up of workshop in Feb 2022
4. Upcoming Meeting Dates - Wendy Corneau to send out poll on dates for Jan Strat Planning Session , Feb Board Meeting, March AGM
5. Board Member Posting - ensure posting is ready to go out in January for promotion in February as Marie and Roxci will be leaving the Board in March 2022

