



Board Meeting
Draft Minutes
October 20, 2021

Attendance

Present:

Sara

Neha

Wendy

Alba

Manon

Regrets:

Farah

Roxci

Marie

Kasha

Start Time - 6:30PM

Meetings

- Meeting booked via Google Meet

**Draft Agenda and Minutes from previous meeting - motion to adopt and second -
Alba and Neha**

Action Items

Review items from previous meeting

Coordinator Update

-

Reusable Totes

- Reusable fruit boxes - Camila from Richmond Food Security Project
- Agree with getting some and having them for emergency and coordinate with the community partner as a testing to see if it works and could store them at MPNH - possibly have the paid pick leader or volunteer to gather them up should we end up having to leave them with a community partner

Season Wrap-Up

- Date: Nov 10 6-8PM
- Pre-meeting/dry run on Nov 3 6PM
- With the exception of Windfall cap each presentation to 10mins
- Windfall is available to do a 15 min presentation on their experience with our collaboration
- We have a few CPs who would love to share their experience; 5min each
- **Maddie might be available to chat about Food Stash**
- Eva (one of the VFTP founders) is happy to do a Q&A Style interview - Jim & Sarah two other founders, are going to attend, Farah confirming if they want to speak or not - schedule this to the end of the agenda and transition to regular Q&A
- [@Alba Zhou](#) to reach out to her friends who started the rooftop garden
- [@Alba Zhou](#) to create the Intro Slide + music playlist, will be doing tech support during event
- [@Neha Shivhare](#) created the Zoom link and shared
- [@Roxci Bevis](#) created a poster on Canva
- Who will be the main VFTP speaker, to introduce the guest speakers? Sara
- Who will do the Q&A with the VFTP founders? Sara to MC - board to consider questions for some pre-population
- Farah will be working on speaking notes + questions this week; so not as much prep for the people speaking at the event
- Transition after Q&A to volunteer recognition as official conclusion

Fundraising/Donations/Grants

- Raymond James - \$1500 donation received

- Gaming Grant submission - Wendy did it last year and will do so again - submit with Marie's assistance once Roxci has completed financials

Membership Program

- Are we going ahead with it? Yes but would need to have someone to commit to leading so that it can be ready for launch
- If so, when and who will lead it? Piloting would likely be best to start as a kick-off at the AGM - let's discuss at the Strategic Planning meeting in January - Alba (tentative)

Marketing/Promotion/Partnerships

- UBC - posting on IG
- P49 Advent - Write Up - Alba to assist if further write up needed for social media posting - ask Kasha for assistance as well
- Vancouver Urban - new organization hosting a neighbourhood event, food security related organizations - Kasha - move to next month's agenda

Technology

- I have cancelled our hosting via HostPapa - should be getting a refund of some sort Alba sent email as follow up

Pins

- Pins - Alba to order before the end of November - gift a pin and seed thank you package together for the artist - shipped to her house and connect with Roxci
- Order the min of 300 each @ \$1.92

Next Meeting

- No regular meeting in November or December due to multiple meetings in November for Season wrap up and holiday season in December - Wendy to schedule a meeting early in December to capture both months' in one

Finances

Treasurer update

- Gaming Account Balance: \$349.74
- General Account: \$13,373.79
- Total: \$13,723.53

September Expenses:

- Coordinator wages - \$2,200

- Seed paper thank you cards x100 - \$331.75
- Modo fees - \$816.63
- Canada Helps fees - \$36.27

September Revenue:

- Donations - \$6,290 (received the \$5000.00 private donation and other donations in Canada Helps)
- Have not received Summer Jobs Grant funding in account yet, just the \$5 pre-authorization deposit
- Farah can definitely work more hours if needed in October/November/December to catch up on things (Just let us know what the new forecasted hours will be Farah, please). - board supports providing hours for Farah at max for what Treasurer thinks is available

October expenses will include mileage reimbursement for a couple of volunteers. And account balances will reflect a few more donations, including the \$1500.00 donation.

Meeting adjourned: 7:23PM

Action Items from October Meeting:

1. Reusable totes - Vancouver Fruittree Farah to order free totes if they are still available, preferably the plastic ones due to weight considerations for drop off to MPNH
2. Season wrap-up - Neha Shivhare to finalize schedule and agenda with Vancouver Fruittree Farah in advance of Nov 3 dry-run
3. Gaming Grant - Wendy Corneau to be the lead on submission of gaming grant
4. Membership Program - add to Strategic Planning agenda in January
5. Pins - Alba Zhou to order 300 pins prior to the end of October
6. Next meeting - Wendy Corneau to send out note about availability for an early December meeting
7. Coordinator hours - Roxci Bevis to advise if all coordinator hours as per Farah's list are approved