



Board Meeting
Draft Minutes
September 15, 2021

Attendance

Present:

Sara

Wendy

Marie

Alba

Manon

Roxci

Farah

Neha

Regrets:

Kasha

Start Time - 6:30PM

Meetings

- Meeting booked via Google Meet

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

Action Items

Review items from previous meeting

Finances

Treasurer update

August Expenses:

- raffle expenses including prize jackpot - \$1039.50
- Coordinator wages - \$3630.00
- Website - \$208.14 (Squarespace annual payment)
- Equipment - \$51.51 (tarp for fruit picks)
- Transportation - \$1136.89 (Modo)
- Canada Helps Fees - \$32.07

August Revenue:

- 50/50 raffle profit - \$580.50
- donations - \$915.00 (Canada Helps \$815, cheque \$100)
- Member fee x1 - \$25.00 (Heather Main)
- Rotary donation - \$2000.00 (Gaming Funds from Rotary)
 - Gaming Account Balance: \$11,007.75
 - General Account: \$2,885.18
 - Total: \$13,892.83

Bringing forward from August meeting:

- website - ? (has Tanya been charged anything lately? Need to look into when our annual payment is due) - Alba sent email will be on July 9th that the actual due date is. Was More expensive by roughly \$40 this year than last year. Alba to email Squarespace. The invoice comes in USD only so may be due to exchange rate once converted to CDN. Roxci requested screenshot from Tanya for audit purposes. Alba thinks we can save money on the hosting so should figure out if the domain transfer fee was paid and managed by a 3rd party so may be able to transfer and cancel. May be Hostpoppa.
- seed paper cards - \$100 (or do we want to buy regular cards again to save money?) - Receiving large enough donation to cover off everything. Do we know if people have been planting the seeds? Sara mentioned that we have had good response regarding receiving the seed cards versus regular. Might be worth it as a thank you card. - Board agrees that we should purchase the seed cards. Roxci to order the seeds cards.

- volunteer thank you recognition gift cards \$300 - \$500 (or try to get \$25/\$50 gift card donations from local cafes/grocery stores) - Try to set aside some funds specifically for Darrel as a thank you for volunteering. Decide how much we want to spend and brainstorm some ideas. Farah to consider. Roughly 15 volunteers to provide gift cards to. Would be good to buy if we can't get any donated. Farah will email all partners that we have collaborated this year. Find out when Sylvia's book is coming out as may be a great gift or prize.
- will need some funds to start next year off and pay bills, such as PO Box in January \$185. (Can we ask a community partner to be our mailing address and then get rid of PO BOX to save funds? If anyone would be okay with this, it would be a great way a local organization can support us - it needs to be a registered nonprofit/charity/business with insurance.) - If anyone has time to contact a few partners? - Sara can phone around to some of the community partners. We get roughly 0-6 envelopes in the mail each month so if they could have a spot where we can store them and Treasurer can go pick them up once a month. A good way for them to support us and their community. Farah can send the contact list to Sara.

Raffle Recap:

- 50/50 funds raised = \$1670.00
- 50/50 Prize = \$835.00
- Raffle application fee = \$50.00
- Rafflenexus fees = \$167.00
- Bambora (credit processor fees through Rafflenexus) = \$37.50
- Raffle profit = \$580.50
- Roxci time (application submission, Gaming communications, Rafflenexus communications, setup checklist completion, Bambora setup and communications, raffle promotions, prize winner communications, etc. = 8-10 hours
- Would recommend for us to try a prize raffle next year if we can get a valuable prize (or a few donated) because then we wouldn't have to give away any funds as the prize. But was worth it to test out a 50/50 raffle, for sure. Even one big prize would be great and then people could choose again to donate or get a raffle ticket.
- August seems to be a good time for us to do raffles because it is our busiest month and people feel like their money is really going to something great.
- The 50/50 raffle did inspire people to donate via Canada Helps, \$815 in Canada Helps donations during the raffle period, \$505 directly related to the newsletter callout with raffle/donate info. We promoted for people to take part in the 50/50 raffle or donate if they preferred. Which helped us raise needed funds.

- Some people were excited to try and win the jackpot. Some people bought tickets just to support us (why a prize raffle instead of a 50/50 would be great). Prize winner extremely happy!

What do we think that the minimum cut-off should be if we were to do this again?

Coordinator Update

- Officially beat our stats from last year!!!
- 9762 lbs of fruit
- Darrel is an amazing help with everything from being a volunteer team leads and receiving his feedback including type C fruit and donating it to volunteers
- Windfall has been great because they are only taking type B/C type fruit because it would truly be fruit that would otherwise be going to waste. Expecting at least \$1000 donation from them this year
- Missed picks only because they are outside of Vancouver or the tree owner has advised us too late
- Will advise Alba what can potentially be added to the webpage around an FAQ
- Focus on making our processes more efficient for next year
- Picks going well, may only have roughly 10-15 picks left
- UBC couldn't pick there this year due to quality
- Missed a few City picks this year so think about that for next year
- Settlement and East Van Jam still only able to give us \$1/lb so likely not to continue with next year. Tality was good \$3 versus \$6/lb but have more clarity for next year
- Tried to connect with a couple community partners - Eden Cafe and Rain City Housing and Budzy as one-offs for donation - some last minute drops
- Questions about hours etc to figure out what can be done additionally with Community Partners
- A few in-person events that we missed this year - consider if we can link our website of upcoming events so that volunteers have the opportunity to help tabling or event coordination - send reminder at least a month in advance - consider putting is on the Strategic Planning Session in January so that we know which board member and volunteer would be responsible to lead it so that it could be included in the calendar of events - Farah provide list of events from pre-COVID that we have attended and usually one a month

Workshops

- Update on plant walk - Sara - had 9 people signed up and only 3 people actually came out. The 3 people that were there were nice and had a lovely walk. Hoping

to meet other volunteers but unsure how to make sure people can come as they took up space that others could have attended.

- Mentioned that they were keen to do other workshops or other in-person events. Check in the PHO guidelines perhaps and maybe open it up to 20-30 knowing that only 10-15 will attend.
- Eventbrite also might be a challenge since once we hit the limit it prevented others from signing up or add a waiting list - day of was mainly when people cancelled
- Maybe next year could have another plant walk, Sara thinks that maybe we can do one earlier in the year so that they can taste wildberries that are out

Fundraising/Donations/Grants

- Helena/Nicola Private Giving Foundation - \$5,000 donation - EFT done - Roxci to confirm when EFT is received - not yet received - Marie put everything on the drive with all communications in case there are any issues
- Arbutus Rotary Club - \$2,000 confirm received - note that it's in our gaming account
- Canada Summer Job grant - Are we able to continue past mid-October for Farah? Have to ensure the 16 week total and we think it starts when the form is signed. Roxci to confirm if funds have been received - Nothing yet received yet. Alba believes that it happens at the end of the season when we've paid the expenses. Marie to follow up.
- Vancity Enviro Grant - Farah to assist early next year in application
- Raymond James - Marie's friend trying to have VFTP listed on their corporate giving platform for him to give
- TELUS Friendly Future Foundation - need to send some info to Marie's friend to champion us internally / likely apply later on their official platform
- 2022 Strategy - Inviting everyone to brainstorm about our strategy (goals, objectives, tactics etc.). Key to apply to those grant applications we have in mind for 2022. Maybe a dedicated session this winter?
- Gaming grant \$8500- must be used in the fiscal year - don't want any money left over

Community Partners/Collabs

- Loving Spoonful - Not too many picks left but add them this year
- Britannia - Canning and Season Wrap Up

Tuesday, October 5th - 6 pm for set up, workshop to start at 6:30

Wednesday, October 6th - 6 pm for set up, workshop to start at 6:30

Thursday, October 7th – 6 pm for set up, workshop to start at 6:30

Saturday, October 9th – a 3.5-hour block would be needed for set up/workshop/clean-up – morning or afternoon

Facilitators from past events and have a board member lead and attend to speak to what VFTP does and then have the facilitator do the actual workshop
Logistically may not be viable for this year - Roxci may be able to attend if it was Oct 6th or 7th or Sara could attend. Farah to check with Facilitator for booking. Was it the YWCA workshop? Would have to bring the jars and the food items we need.

Season Wrap-Up

- Dates - Sara & Farah asked if we could consider this in early November
- Consider doing this in-person? Not this year still do it virtually
- season wrap up party costs and speaker \$200 (or do something with no cost)
- Neha to lead - Sara, Farah, Wendy and Alba can help as needed - Set the date - depending could be a 90 minute event or 60 minutes - Everything is in the google drive from previous wrap up events - Do a rehearsal a week before - everyone bringing ideas
- Would be good to have break-out rooms with a few number of speakers so that volunteers can meet up - need to explain

Marketing/Promotion/Partnerships

- Facebook - who consults private messages on regular basis? Kasha has been helping out with that as she gets notifications
- Vancouver Urban - new organization hosting a neighbourhood event, food security related organizations - Farah to ask Kasha to send to the board

Forms

- TechSoup account though, could be worth it to check if anything for forms is offered there for free - Alba to connect with board via email on this topic
- Jotforms is 50% off for nonprofits
- 123 forms 50% off for nonprofits
- Google Forms
- Project list - Marie uploaded
<https://docs.google.com/spreadsheets/d/1sTWN3j2zHfA8iYY6VxRwkyS6bTSggs e9dpaYyg3fBZg/edit?usp=sharing>

Meeting adjourned: 8:25PM

Action Items from September Meeting:

1. Website - Alba Zhou to email Squarespace
2. Seed Cards - Approved by Board - Roxci Bevis to order

3. Volunteer Gift Cards - Vancouver Fruittree Farah will email all partners that we have collaborated this year
4. PO Box - Sara Mimick to contact some of the community partners
5. Community Partners - Vancouver Fruittree Farah to add Loving Spoonful to approved community partner list
6. Canning Workshop - Vancouver Fruittree Farah to check with Facilitator for booking availability
7. Season Wrap-Up - Neha Shivhare to lead with Sara, Farah, Alba, Wendy to support where required
8. Vancouver Urban - Vancouver Fruittree Farah to ask Kasha to send information to the Board
9. Forms - Alba Zhou to connect with Board via email on TechSoup