

CNFC Board Minutes: July 30th, 2015

In attendance: Jenn, Susanna, Eric, Myann, Josee, Mielle

1. **Approval of minutes**

Susanna moves to approve the minutes. Amendments are to be made to the minutes.

2. **Approval of agenda**

Susanna moves to approve the agenda—with the addition of member's letter re local vendors if time permits. All are in favour.

3. **Quick check-in with secretary:**

Discussion of secretary's duties.

4. **Manager's report:**

- Everything is busy in both the store and cafe. We are understaffed in the cafe. Sales and customer counts in cafe are going up compared to last summer. The bakery is selling out in both the cafe and store.
- Discussion of wages.
- Discussion of getting into pre-prepared food—that would be more efficient and effective.

Capital projects update: everything has been completed now except for the roof repair and the purchase of a back-up generator.

- The roof repair is getting started next week: estimate \$7500.
- The back-up generator is estimated at \$12,000
- Waste water: everything except the educational component is done.

- The waste water system altogether came out to approx. 90,000. given the change in exchange rates that this really good (had originally planned for 80,000). The system is automated, measuring water flow, etc. If there are problems it automatically informs a technician in Duncan. Sandra Wood will be submitting the report to get the next \$15,000.
- The land fund is now empty—the last \$4300 is going towards the garden area covering the waste water distribution field.
- The educational interpretive centre needs to be completed by the end of the calendar year.

6. **Year-end financial statements:** We have a new certified accountant in Campbell River. Discussion of statement provided by accountant: our margin is better than last year, but we still have a small loss. The picture will now shift because we won't have pump-out bills etc. We are entering a period of time right now with high sales and a low mortgage.

7. **Educational component of waste-water system: request for proposals:**

- Since we're a community organization we should have a transparent and fair process. It would help to standardize the process of how we go about bringing projects to fruition.
- Myann presents her idea to create an interpretive map, fence, mural, and seating area at the front of the co-op.

8. **Cortes Community Forest Log:**

- Susanna spoke with with Mark Lombard regarding a 30 foot log with curve in it. We would need to write up a proposal to submit to the CCFC board to acquire it.
- A Klahoose table has been purchased for the picnic area.

9. **No-Smoking policy:**

- There is a problem with smoking behind the co-op wafting into the office and interior work areas. The new smoking area for Manson's seems to have become just outside the jam space.
- Discussion of solutions: it is decided to put up 'no smoking' signs

10. **Member benefits & Worker benefits:** tabled

11. Recruitment of new board members & Upcoming AGM:

- Discussion regarding who is staying, who is running, and who will chair the meeting and run the election.
- Discussion of how important it is that new board members make a commitment to come to meetings.
- Discussion regarding advertising: newsletter, tideline, and poster in store. 7:00. Manson's hall. refreshments.

12. Member's letter regarding local vendors: tabled until the next meeting.

Susanna moves to adjourn the meeting. Jenn seconds. Everyone is in favour. Meeting is adjourned.