



Sprout Kitchen Society

Board Meeting Agenda

April 22, 2022, 3:00 pm, Zoom

A regular meeting of the Board of Directors of Sprout Kitchen Society was held on April 22, 2022 at 2:58 on Zoom.

1. a) Board Members Present:

Lynda Atkinson
Jas Sabbarwal
William Miller

b) Board Members Absent:

Brianna van de Winjngaard
Dyon Armstrong

c) Quorum present? Yes

d) Others Present:

Amy Quarry
Amy Reid
Kate Patterson

2. Approval of the Agenda

- a. Lynda moved to approve the agenda. William seconded.

3. Adoption of Minutes- March 9th, 2022

- a. Tabled. The March 9th, 2022 meeting minutes were not adopted. Only one board member was present that attended the March 9th meeting.

4. First Quarter Budget Update

- a. Kate presented the first quarter budget update. Noted that the yearly insurance was paid for in April and would be on the next update. The Board thought that insurance was paid for multiple years in 2021. Kate will follow up with Integris to ensure that there were no errors with the Insurance payment.

Lynda moved to accept the budget report. Jas seconded.

5. Staffing

- a. Update from Amy Reid on Red Cross grant funding. We still do not have a funding agreement but the application has gone to the highest executive level at the Red Cross. Once the funding agreement goes through the Society could hire for a third position that would be dedicated to marketing and coordinating events. Kate requested an amendment to her contract to be reduced to four days per week. It was agreed that Kate would draft the contract changes to be sent to Lynda for approval.

6. Co-packing

- a. Kate presented some notes on co-packing. Sprout Kitchen needs a co-packing plan that defines what services will be offered with pricing. Kate to set up a meeting with William and Amy Quarry as soon as possible to come up with a co-packing plan.

7. Food Event

- a. All board members agreed that Sprout Kitchen can move forward with planning the food event with Community Futures to be held in August at the Quesnel Farmers Market.

8. Approval of new rate sheet

- a. Kate explained the changes that were made to the rate sheet.

William moved to accept the current rate sheet. Jas seconded.

9. Post Farm Food Safety Grant Application and GAP assessment

- a. There was some discussion around the benefits of applying for the grant and the required GAP assessment. The GAP assessment will be covered up to 70% by the PFFS grant. Sprout Kitchen would cover the rest of the fees through the NDIT grant funding.

Lynda moved to complete the grant application and move forward with the GAP assessment. William seconded.

10. Correspondence- FARMED

- a. Lynda presented the invitation to Kate to attend the FARMED meeting on May 19th and for Kate to give a short update on Sprout Kitchen at the meeting.

11. Adjournment

- a. Lynda moved to adjourn the meeting at 3:37. Kate will send a poll out for the next meeting at the end of May.