



## **Sprout Kitchen Society**

### **Board Meeting Agenda**

**February 2, 2023, 3:00 pm, Zoom**

A regular meeting of the Board of Directors of Sprout Kitchen Society was held on February 2, 2023 at 3:01 on Zoom.

1. a) Board Members Present:

Lynda Atkinson  
Dyon Armstrong  
William Miller  
Trish Brooks  
Jas Sabbarwal  
Brianna van de Winjngaard

b) Quorum present? Yes

c) Others Present:

Amy Reid  
Kate Patterson

2. Approval of the Agenda

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

3. Adoption of Minutes- October 27, 2022

b. Lynda moved to adopt the minutes. Trish seconded.

4. Non-profit policy and membership discussion.

a. Discussion around the Canadian Mental Health Association's full time Sprout Kitchen membership for their food rescue and redistribution program. Green Hope Society is currently using the CMHA membership to distribute food donations they have been receiving since late December. The board supported the work of Green Hope Society to store and distribute food at Sprout Kitchen but suggested that the distribution be temporarily moved to the lobby of Sprout Kitchen until their alternate location is established.

Lynda motioned that Sprout Kitchen will move the food pick-up out of the kitchen due to sanitation concerns for other members. Jas seconded. Temporarily, until their new

location is established, Green Hope Society will either distribute hampers or move their food pickup into the Sprout Kitchen lobby.

- b. Discussed the draft of the Sprout Kitchen non-profit policy. Kate will add a purpose statement to the policy, that the policy is to ensure food safety in Sprout Kitchen. A revision date will be added to the policy as well as a limit on sharing memberships. Organizations will be restricted to working with only one other non-profit with a similar mandate. Future amendments to the policy will go to the Board for approval.

Dyon moved to adopt policy. Jas seconded.

5. Kitchen coordinator posting and interviews

- a. The kitchen coordinator posting is closing on February 5<sup>th</sup>. Lynda volunteered to attend any interviews. Kate to let Lynda know the dates and times.

6. Sprout Kitchen van and design

- a. Kate updated on van design and will send final drafts to the board to vote once the designs are ready. The Board agreed that decals of the Sprout Kitchen sponsors should be added to the back of the van.

7. Other updates

- a. Discussed events and plans for marketing Sprout Kitchen in the spring. William suggested the Gourmet Food Festival in Prince George during first week of July. Kate also signed Sprout Kitchen up for Seedy Saturday in Quesnel in March and will be looking for other events to attend as they are announced.
- b. Kate will be submitting an application for a marketing grant to NDIT for their February intake. The grant application will be specific to marketing the Sprout Kitchen distribution service.
- c. Amy notified the board about the HACCP study that will be taking place this spring. Requested expertise from the Board if there are questions around HACCP certification and asked if the Board would like to review the business case and select a steering committee. William volunteered to answer questions about the HACCP plan as needed.

8. Lynda adjourned the meeting at 3:38.