



Sprout Kitchen Society
Board Meeting Minutes
July 8th, 2021

A regular meeting of the Board of Directors of Sprout Kitchen Society was held on July 8th, 2021 at 11:00 AM on Zoom.

1. a) Board Members Present:

Lynda Atkinson
Amy Reid
Andrew Adams

b) Board Members Absent:

Jas Sabbarwal

c) Quorum present? Yes

d) Others Present:

Amy Quarry

2. Approval of Agenda

It was moved and seconded.

3. Adoption of Minutes

It was moved and seconded.

4. Review of budget. Agreed to implement an associate membership to include information for business start-up.

It was moved and seconded

To tentatively approve the budget with follow up in the middle of August with actuals for revenues and expenses to be added.

5. Process for adding additional board members discussion and approval

- a. Amy Quarry to draft matrix and send around for approval
- b. Assign one person for recruitment to be Chair of Nominating Committee
- c. Suggested a potential board member to represent the Sprout Kitchen members

End of discussion, recruitment has begun.

6. Terms of reference discussion and approval.
 - a. Decided on four year board terms with the terms being staggered into one and two year terms. Out of seven, four will be two year terms and three will be one year terms.
 - b. Amy Reid suggested terms can be renewed up to two times. Agreement from all attendees.
 - c. The Quorum will be defined as three rather than a majority.
 - d. The number of members will be increased to seven voting members.
 - e. Meeting minutes will be posted to the Sprout Kitchen website for transparency.
 - f. Amy Quarry will move the board recruitment process into the Terms of Reference document.
 - g. A copy will be included in the business file.

Approval of the Terms of Reference was moved and seconded.

7. Update on funding and activities
 - a. Amy Reid provided update on funding on the Job Creation Partnership for the Kitchen Assistant position. It will start as early as August 2, 2021 but will need to have a supervisor in place.
 - b. An application to Red Cross has been submitted. Funding will be for two additional positions, up to full time for two years.
 - c. Application to Northern Development for another \$100,000 has been successful. Will be used to purchase Phase 2 specialized equipment.
 - d. Report Received.
8. Discussion of second bank account.
 - a. Movement to open a second bank account, single signor with a \$1000 limit.
 - b. The second account would be for debit card purchases only and have online access with a \$300 purchase limit. E-transfers will go into both accounts.
 - c. Amy Quarry will open the account at Integris.

The motion was moved and seconded

To open a second bank account that is single signor for purchases of under \$300.

9. Job Creation Partnership and job postings discussion.
 - a. Business development coordinator title to be changed to Food Hub Manager.
 - b. Criminal record check to be required as part of the process for the Manager and Coordinator.
 - c. The JCP partnership will pay for training and equipment for the candidate. Wages will be paid through EI.
 - d. Develop a protocol for giving the candidate a good reference for future work.
 - e. Amy Quarry will draft employment contracts for all positions and have them reviewed by an employment lawyer.

- f. Hiring process discussion. Applications will be sent to Amy Quarry for screening. Interviews to be held at Sprout Kitchen with Amy Quarry, Amy Reid and Board Members. Amy Quarry will draft a questionnaire and distribute to board.
- g. Job postings will be posted as far in advance as possible.

Amy Quarry will send out a final draft of job postings to be reviewed by the board. Board can approve for posting via email.

10. September Event update.

- a. The City event on September 18th will be an official launch event with tours of the kitchen.

11. Adjournment

Movement to adjourn meeting at 12:25 PM.