



Sprout Kitchen Society

Board Meeting Agenda

June 29, 2023 4:00 pm, City Hall, 410 Kinchant Street, Quesnel

1. Call to Order

a. Lynda called meeting to order at 3:56.

b. Board members present:

- i. Dyon Armstrong
- ii. Trish Brooks
- iii. Amy Quarry
- iv. Lynda Atkinson

c. Others present:

- i. Amy Reid
- ii. Kate Patterson

2. Approval of the Agenda

a. Trish motioned to approve the agenda. Dyon seconded.

3. Adoption of Minutes- March 9, 2023

a. Lynda moved to adopt minutes. Dyon seconded.

4. Updates

a. Kate gave update on Sprout Kitchen. The Canadian Mental Health Association has now opened up the new food bank in the front unit of the building. Amy updated the board about the recent study that looked at the case for implementing HACCP certification at Sprout Kitchen.

5. Air conditioning and equipment purchasing

a. Addition to expand storage area

- i. The Canadian Mental Health Association is looking at expanding to create a lunch room and shared space in the warehouse space behind Sprout Kitchen. Board discussed the possibility of renting some additional space for storage but

the lease agreement would have to be amended to include additional square footage, which will not be possible until the fall.

- ii. There is existing air conditioning in the building. CMHA now has it running. Kate will contact a contractor to open up the vents in ducting in the Sprout Kitchen space that were previously sealed and look into some wireless thermostat controls as the only thermostat for the system is in the CMHA space.

6. Use of distribution van by other non profits

- a. Kate presented inquiry from the Quesnel 4H club to rent the Sprout Kitchen van to pick up their meat from a cut and wrap facility in Dawson Creek in the fall. Concerns around food safety were brought up. The board will consider van rental on a case by case basis and will want to ensure that all food safe regulations are being met and that renters have a plan in place to document food safety. Kate to follow up with 4H for more information and update the board.

7. Questions/ Discussion

- a. Discussion of BC Games and possible use of Sprout Kitchen. The board would like to contribute to supporting the BC Games to increase visibility of the Food Hub.
 - i. Lynda motioned for Kate to look for some opportunities to support the use of Sprout Kitchen for the BC Games event that will help to advertise or promote Sprout Kitchen. Amy seconded.
- b. Meetings will be held every two months on the last Thursday of the month at 3:30 in person, with the option to attend via zoom as well. Kate to send out calendar invites for the remaining two meetings of the year.

8. Adjournment

- a. Amy motioned to adjourn at 5:08

| Revenues | | | | | | |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
| | January | February | March | April | May | |
| Member Registration Fees | | | | | | |
| | \$1,800.00 | \$1,800.00 | \$1,087.50 | \$2,150.00 | \$2,860.00 | |
| Co-packing | \$312.50 | \$0.00 | \$0.00 | \$0.00 | \$50.00 | |
| Equipment Rentals | | | | | | |
| | \$0.00 | \$0.00 | \$50.00 | \$22.00 | \$25.00 | |
| Monthly Storage | \$175.00 | \$270.00 | \$235.00 | \$225.00 | \$1,235.00 | |
| Distribution Service | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Food Lab Tests | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Workshops | \$0.00 | \$0.00 | \$1,870.00 | \$780.00 | \$600.00 | |
| Granola and Other | \$20.00 | \$0.00 | \$141.75 | \$1,056.15 | \$500.30 | |
| Total | \$2,307.50 | \$2,070.00 | \$3,384.25 | \$4,233.15 | \$5,270.30 | |
| | | | | | | |
| | Jan | Feb | March | April | May | |
| Expenses | | | | | | |
| Lease | \$1,892.00 | \$1,892.00 | \$1,892.00 | \$1,892.00 | \$1,892.00 | \$1,892.00 |
| Phone/internet | \$162.32 | \$162.32 | \$162.32 | \$162.32 | \$162.32 | \$162.32 |
| Fortis | \$214.00 | \$214.00 | \$205.58 | \$205.58 | \$239.00 | \$239.00 |
| Hydro | | | | | | |
| Marketing and Promotions | | | | \$100.00 | \$366.46 | \$366.46 |
| Accounting and bookkeeping | \$81.32 | \$81.32 | \$85.12 | \$85.12 | \$85.12 | \$85.12 |
| Insurance | | | \$2,450.00 | | | |
| Office Supplies | \$38.52 | \$64.48 | \$41.98 | \$158.94 | \$41.98 | \$41.98 |
| Travel | \$412.46 | | | | \$134.52 | \$134.52 |
| Supplies | \$97.11 | | \$202.52 | \$25.97 | \$40.87 | \$40.87 |
| Maintenance | \$1,255.80 | \$1,606.50 | \$304.50 | | \$788.55 | \$788.55 |
| Janitorial/Recycling/ pest control | \$179.14 | \$179.14 | \$179.14 | \$179.14 | \$179.14 | \$179.14 |
| Utilities and Taxes | | | | | | |
| Miscellaneous | | \$374.73 | \$100.00 | \$99.64 | \$200.00 | \$200.00 |
| Payroll | \$7,625.80 | \$7,301.60 | \$7,616.78 | \$7,571.00 | \$7,234.00 | \$7,234.00 |
| Total Expenses | \$11,958.47 | \$11,876.09 | \$13,239.94 | \$10,479.71 | \$11,363.96 | |
| Cost of Sales | | | | | | |
| Delivery fees | | | | | | |
| Misc. | | | | \$28.28 | | |
| Workshops | \$614.00 | | \$1,237.00 | \$822.02 | \$449.02 | \$449.02 |
| granola | | | \$876.56 | \$67.91 | \$448.09 | \$448.09 |
| Merchant fees-Square and paypal | \$62.34 | | | | | |
| Total cost of sales | \$676.34 | \$0.00 | \$2,113.56 | \$918.21 | \$897.11 | |
| Total | \$12,634.81 | \$11,876.09 | \$15,353.50 | \$11,397.92 | \$12,261.07 | |