



Sprout Kitchen Society
Board Meeting Minutes
March 29th, 2021

A regular meeting of the Board of Directors of Sprout Kitchen Society was held on March 29th, 2021 at 2:50 PM on Zoom.

1. a) Board Members Present:

Lynda Atkinson
Amy Reid
Jas Sabbarwal

b) Board Members Absent:

Andrew Adams

c) Quorum present? Yes

d) Others Present:

Amy Quarry

2. Approval of Agenda

It was moved and seconded.

3. Discussion of Operating Agreement

- a. Amy Reid reviewed lease Operating Agreement. Sprout Kitchen will likely be eligible for permissive tax exemption. A city staff representative will sit on the SKS board.
- b. The Board will manage the Food Hub.
- c. Sprout Kitchen will invoice the City in \$10,000 installments up to \$62,900, which Amy Reid will track and will be on an as needed basis.
- d. The contract term is three years with an option to renew until the end of the five year lease agreement.

It was moved and seconded

To accept the terms of the Operating agreement and sign it.

4. Discussion of the Lease agreement between the City and Sprout Kitchen.

- a. Sprout Kitchen will sub-lease the Marsh Drive property from the City for the purposes of the tax exemption.

It was moved and seconded

To accept the terms of the lease agreement.

5. Sprout Kitchen Insurance Policy.
 - a. AC&D- \$1980
 - b. Johnston Meir- \$2,825
 - c. Integris- \$1,100 for General Liability and for the directors and officers there is an additional 3 year policy for \$2,100. The total is \$1,700 per year, but \$3,200 immediately.

It was moved and seconded

That Amy Quarry will purchase the Integris insurance this week for the 3 year term.

6. The Façade Grant
 - a. The plan is to add a sign, accessible ramp, replace the bay door.

It was moved and seconded

To apply for the façade grant.

7. Budget Discussion
 - a. Tabled to next meeting.
8. Discussed addition of board members.
 - a. Amy Quarry can circulate a list of potential Board members to approach.
 - b. It was suggested to include someone from the Farmers Market.
 - c. It was suggested that 5-7 board members are needed.
 - d. It was suggested to have some Sprout Kitchen members on the board, but not a majority.
 - e. The Bylaws and Constitution need to be reviewed and adopted.
 - f. It was suggested that an AGM is needed to elect positions, review finances and set bylaws. One more board meeting to be scheduled before then to set invites for board members and draft bylaws.

Action Item: Amy Quarry will send out draft with proposed changes to bylaws and list of recommended Board members this week.

9. Dehydrator.
 - a. FARMED has a dehydrator that they would like to sell to Sprout Kitchen for \$1200. Has only been used twice. If we do not purchase it, they will sell it. Agreed to ask FARMED to put the decision on hold until the end of the month.
10. Amy Quarry to send out a poll for the next meeting at the end of April.
11. Movement to adjourn meeting.