



Sprout Kitchen Society
Board Meeting Minutes
March 9th, 2022

A regular meeting of the Board of Directors of Sprout Kitchen Society was held on March 9th, 2022 at 2:05 PM via Zoom.

1. a) Board Members Present:

Lynda Atkinson
Andrew Adams

b) Board Members Absent:

Jas Sabbarwal

c) Quorum present? Yes

d) Others Present:

Amy Quarry
Kate Patterson
Amy Reid

2. Adoption of the Agenda

It was moved and seconded to adopt the agenda and add item 4.e. Amy Reid to give update on funding.

3. Adoption of Minutes

It was moved and seconded to adopt the minutes from the meeting on November 22, 2021.

4. Budget 2022

- a. Kate will correct the budget to reflect that funding from the City of Quesnel is only “as needed” and will not be used if other funding is available. Kate will send out a final copy once changes have been made.

It was moved and seconded to support the budget, pending corrections.

- b. Establishing mileage rate for travel. It was decided to tie Sprout Kitchen’s rate to the City of Quesnel rate, which is currently .55 cents per km.

- c. Rate sheet discussion. Kate described the current rate sheet for Sprout Kitchen can be confusing to potential members and suggested adjusting the rates slightly to make the rates easier to break down. Sprout Kitchen does not currently have a rate for co-packing. Kate will do some more research around co-packing rates and methods to distribute to the board.

It was moved and seconded that Kate will send out a new rate sheet by email for board approval when small adjustments to the rates need to be made.

- d. Kate requested that funds be added to the petty cash account for small purchases now that the account is open.

It was moved and seconded that Kate will write a cheque for \$500 to transfer money from the main account to the petty cash account.

- e. Amy Reid provided an update on funding.
 - i. There is about \$100,000 remaining from the original Ministry of Agriculture funding, some of which is allocated to the next shipment of equipment that is set to arrive.
 - ii. We should have the additional \$250,000 from the Ministry of Agriculture by the end of March. It will go towards setting up the delivery vehicle service and consulting for HAACP certification plan.
 - 1. Some discussion around the delivery vehicle. It has been identified that there is limited local access to refrigerated delivery services, which will set Sprout Kitchen apart from existing services.
 - iii. The Red Cross funding application is proceeding but we don't have anything finalized yet.
 - iv. The United Way grant was successful. The \$25,000 grant will be used to order the dehydrator as soon as possible.
 - v. The Post Farm Food Safety grant application has moved on to the second application level. This will be put towards the food lab equipment.

5. AGM and adding Board Members

- a. Amy Quarry prepared a board qualifications matrix and presented a list of potential board members.
 - i. Two of the proposed members have committed to be considered.
 - ii. Several others have indicated some interest. Amy will follow up with each to interview and fill out the board matrix. Board members will reach out to their contacts in the First Nations community as well for additional board recommendations.
 - iii. Amy Quarry has agreed to be considered as an ex officio member.
 - iv. After filling out the skills matrix, the board will agree on a final list of people to be invited to the AGM.
- b. Agreed upon a tentative date for the AGM, Friday April 22, 2022. To be confirmed or changed by email once the board matrix is complete.

6. Managers Update

- a. Kate gave an update on some upcoming new members, equipment and other projects. Community Futures came for a tour in February and Kate is working on two projects with them. The students from the high school entrepreneurial program will be attending the kitchen for a tour next week. Kate gave a brief overview of the kitchen at the Quesnel Farmers Market Meeting and has been in touch with the other farmers markets to arrange to travel to their meetings to introduce the kitchen.

7. Sprout Kitchen Granola Business Plan

- a. The business plan was distributed for review prior to the meeting. Discussed the increase in insurance of \$350 for the year to produce products. It was agreed that the kitchen could try out the granola on a small scale to start out and to add on to the insurance for the year.

A motion was made and seconded to start working on the granola in small batches as per the business plan.

8. Potential Collaboration with Community Futures

- a. Community Futures is supportive of the idea to collaborate with Sprout Kitchen on a local food event. Kate described the discussion of event ideas between Sprout Kitchen and Community Futures.
- b. There was agreement from the board to move forward with doing some research and planning to see how this would work. Kate will follow up with Community Futures.
- c. Kate will continue to work on planning the two day food processors workshop in collaboration with Community Futures.

9. Food Lab

- a. A quote for the Food Lab equipment was sent out for review prior to the meeting. Kate provided some explanation about the quote. The pH meter, luminometer and the allergen tests will be useful tests to have but there may be less value in purchasing the equipment for the bacterial testing.
- b. Sprout Kitchen is working on the application for the Post Farm Food Safety grant to help cover the equipment costs. Kate will move forward with the grant application and the required GAP assessment. Kate will keep the board updated as this project is ongoing.

10. Façade Grant

- a. We are waiting on quotes for the asphalt in the front and for a new garage door, as outlined in the plans that were drawn up last year. Will be adding an additional quote to add a parking lot light above the bay door. Kate will submit the grant application based on last years plans with the updated quotes.

11. No Questions

12. Meeting was adjourned by Lynda at 3:40 PM.