



Sprout Kitchen Society
Board Meeting Minutes
November 2nd, 2021

A regular meeting of the Board of Directors of Sprout Kitchen Society was held on November 2nd, 2021 at 12:15 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. Approval of Agenda

It was moved and seconded.

3. Adoption of Minutes

It was moved and seconded.

4. Introduction of Kate Patterson as Sprout Kitchen Manager.

- a. Kate Patterson gave a quick introduction about herself and the role of Food Hub Manager.
- b. Lynda Atkinson spoke about meeting Minister Lana Popham and her interest in coming to Sprout Kitchen's grand opening.
- c. Amy Quarry will make an announcement about the new Sprout Kitchen employees.

5. Budget Discussion and Approval

- a. Amy Quarry will make final edits and send the budget via email for approval.

- b. A comment was made to gather information about purchasing within school system needs and requirements.
 - c. It was suggested to also contact the new hospital kitchen about opportunities.
 - d. A case will be made to carry forward the City's unused funds from 2021 into 2022. The City will need more detailed budget information. Kate Patterson and Amy Quarry will work on this at the end of November.
6. Board Member Recruitment Discussion.
- a. Skills matrix to be completed by Amy Quarry. Lynda Atkinson will provide Amy with an example.
 - b. Amy Quarry to go over potential members, look for gaps and skills overlap.
 - c. Andrew Adams suggested two potential board members.
 - d. It was suggested to approach someone connected to the larger grocery store system. Amy Quarry to have a conversation with recently retired Save-on Foods manager to gauge interest level.
 - e. It was suggested to approach the new branch manager at Integris for a board position.
 - f. It was suggested to look for a board member in the 100 Mile House or Williams Lake.
 - g. Amy Quarry volunteered to sit as a board member after her contract is finished.
7. Terms of Reference Final Approval
- a. A suggestion was made to replace all "committee" references with "Board". Amy Quarry will implement.
 - b. A comment was made about the by-laws reflecting a member based organization. Amy Quarry to investigate if there are different standard by-laws for a non-member based organization. Amy Quarry will report back via email.
 - c. Tabled until more research into by-laws and terms of reference is completed. A committee meeting can be held at a later date to resolve.
8. Update on Funding and Activities
- a. Amy Reid provided update on funding. The Job Creation Partnership has funded one position with wages and training covered. The Red Cross will fund two full time employees for two years and we should have an update soon.
 - b. Expect to hear about the Local Food Infrastructure Fund application by the middle of December.
 - c. An application to the United Way for delivery vehicle. May submit a joint application for the vehicle with the CMHA. A letter of support or a Board resolution for the application may be required.
 - d. Amy Quarry provided an update on the Food Hub. Membership is increasing. Work on promotions and operational work has been done.
9. Set a date for regular board meetings.
- a. Amy Quarry to send around a doodle to pick a standard meeting time that works for everyone.

10. Motion to adjourn meeting at 1:12 PM.