

January 27th, 2020 - SnoValley Tilth Office Board Meeting Minutes



Attendees: Attendees- Brian Drake(VP), Petrina Fisher (President), Baj Kochar (At-Large), Lindsey Warshaw, Hannah Cavendish-Palmer(board), Vince Caruso, Alice Vanderhaak, Jill Farrant

6:41 Call to Order, minutes approval from November 2019
Brian moves to approve November Minutes. Alice seconds. Minutes are approved.
Baj moves to approve December (budget meeting) minutes. Brian seconds. Minutes are approved.

6:50 Introductions

6:54 Board orientation and elect officers for executive committee positions
- Hannah made a motion that we accept the slate of board officers to the executive committee: Petrina, Baj, Brian, Christina, and Bruce. Alice seconds motion. All are in favor, unanimously passes.
Review board meeting dates
-Set May meeting for May 18th.
-We will revisit the November meeting date closer to then.

7:16 Tractor conversation(Sean)

-General discussion about tractor needs at new EFP2 property, Sean and Jill will work towards putting together numbers comparing different options.

7:54 Directors Report

- Member Services & Programs
- Advocacy
- Organizational Strength

Beyers property name and 5 year vision.
-Jill will put in motion the property naming process.

8:43 CFM update

Future of Pop club and Veggie RX.

-Jill will report back on budget implications of giving the grant money back if we don't continue to run this program.

9:00 Financials

- Bank signers
- SFCU discussion
- Vote on accounting procedure

-Credit card policy needs to be put on document.

-Add that two people need to sign checks above \$5000

-Add reimbursement procedure for Executive Director and Staff

- Brian moves to conditionally approve Financial Controls with the above edits

Alice seconds the motion. Movement passes.

Vince makes motion to remove Nancy Marshall and Meredith Molli from checking account as signers and to add Petrina Fisher, Board President, and Bruce Ford, Treasurer, and Jill Farrant, Executive Director, as signers. Lindsay seconds movement. Unanimously passes.

-Hannah moves that in our internal accounting procedures, we make the bank account signers the treasurer, president, and Executive Director. Alice seconds motion. Motion unanimously passes.

8:19 Board goal setting and Committees

- House committee
- Alternative tenure committee?
- Development committee?
- Events committee?

SB 5947

Alice moved for SVT to sign letter of support with Carbon Washington in favor of the bill. Brian seconded motion. Motion passes.

9:12 Fundraising

- Auction dates, deadlines, goals (attendance, fundraising, auction items, etc.)
- Review auction sponsorship package

-
- Update on development plan/meetings with consultants

8:21 Duvall Food Forest Presentation

8:25 Updates from partners
(WID, SVFC, KC Ag Commission, CCF, Carnation Farms, SCD, FFF, Oxbow)

9:20 Adjourn

Next meeting: February 24, 2020 Location: SnoValley Tilth Office 6:30-8:30pm

February 24th, 2020 - SnoValley Tilth Office Board Meeting Minutes



Attendees: Baj Kochar (at large), Lindsay Warshaw, Hannah Cavendish-Palmer, Vince Caruso, Alice Vanderhaak, Christeena Marzolf (Secretary), Bruce Ford (Treasurer)

6:30 Call to Order, minutes approval from January 2020

Call to order 6:50

6:40 Update on Executive director performance review.

Hannah, Meredith and Petrina performed a performance review. Most comments were aligned with Jill's self-review.

How can the board support Jill in her growth?

6:50 Directors Report

- Member Services & Programs
- Advocacy
- Organizational Strength

Small turn out for the Livestock Intensive due to flooding but good direction.

Historic Seattle has been engaged for the EFP 2 Location. To renovate the house, the house parcel would be carved out and ownership would be retained by historic Seattle until renovations are complete. The property then be sold.

Improvements in process on the house would still need to be completed by SVT, tap on steps & holes in floors.

7:00 Tabled business Duvall Food Forest

SB 5947 update

Duvall Food Forest- Jeff Davis- Presentation from 1/27/20- Need of support, no firm ask from the initial meeting. More discussion needed to see how to help/support. Request a written statement from Jeff outlining what he needs.

Advocacy: SB 5947- SVT voted in favor of bill, currently waiting on vote

7:10 Market update
Future of Pop club and Veggie RX.
Community efforts to take over the market

Carnation Farmers Market: March 5th 6pm at Carnation Library: Save Carnation Farmers Market Group, group of community members. Hannah to attend to maintain continuity in discussion and potential hand off.

POP club and Veggie RX- Jill met with Issaquah FM not an ideal location for the program. If CFM does not continue under new leadership, Duvall FM is a back-up. IF we were to back out of the program and return the funds it would be roughly 7000 to be returned.

Email list serve regarding Carnation Farmers Market meeting

7:20 Financials

- Quarter 4 review
- A/P and A/R report

Upfront costs for EFP2 site and auction coming up. Merging the two checking accounts is needed ASAP.

Vince made a Motion to Close Sno Falls Credit Union Checking and savings account- funds to be withdrawn in the form of a check and account closed- Passed unanimously

7:35 Board goal setting and Committees

Goal setting activity
Strategic plan

Social media

- House committee?
- Alternative tenure committee?
- Development committee?

Exec committee member roles are clearly defined in our board documents.
Other members of the board can help in undefined roles.

Donor development- Fund raising committee

Partner development-

Social Media-

EFP

Member meeting

Board retreat/strategic plan

7:45 Fundraising

(Jill) Update on development plan/meetings with consultants

(Claire)

- Auction dates, deadlines, goals (attendance, fundraising, auction items, etc.)
- Table captain delegation
- Review auction sponsorship package

Claire- Auction Update: Venue at Cascade Club: Trilogy Golf Course on Redmond Ridge: Chef- Caprial Pence

\$65K Goal for and 150 attendees.

Good time to start inviting guests.

Hannah to approach King County for sponsorship.

8:25 Updates from partners
(WID, SVFC, KC Ag Commission, CCF, Carnation Farms, SCD, FFF, Oxbow)

8:30 Adjourn

Meeting adjourn- 8:57

Next meeting: March 23, 2020 Location: SnoValley Tilth Office 6:30-8:30pm

March 23rd, 2020 - Hosted Via Zoom Conference Board Meeting Minutes



Attendees: Baj Kochar (at large), Hannah Cavendish-Palmer, Vince Caruso, Alice Vanderhaak, Christeena Marzolf (Secretary), Bruce Ford (Treasurer), Petrina Fisher (president), Brian Drake (VP), Lindsay Warshaw

6:30 Call to Order, minutes approval from February 2019

Call to order 6:37Pm

Motion to approve minutes- 1 abstention motion passes.

6:40 Directors Report

- Member Services & Programs

Farm services, Pot Luck-cancellation in March, looking for possible webinar

- Possible use of intensive money to do online style learning
 - EFP 2 property is now full for farmers for the EFP program.
- Pump house roof.
Safety precautions for both farming sites.

- Advocacy

- Looking for ways to move product, reaching out to partner within King and Snohomish County to make farmers market 'essential'
 - Should the farm guide be printed or just PDF version suffice? - PDF version may be best bet.
- Organizational Strength

7:00 Tractor decision

- Move forward with contracting tractor work for 2020. Staff will continue to explore loan and purchasing options to present for decision in the fall 2020

7:10 Duvall Food Forest

- Fiscal sponsorship formal requested sent to board. What are the implications in being a fiscal sponsor?
- Response to request, clearly delineating what tasks we are willing participate.

MOTION: Respond to Jeff Davis, offer fiscal sponsorship, limited to processing 501c3 donations at this time: Pending Background investigation. Brian makes motion Baj seconds: Motion passes unanimously

7:20 Strategic plan

- Request revision to survey within the next two weeks. Survey to then go out to membership
- Group meeting ideal vs. individual meetings. Possibly piggyback on monthly potlucks

7:30 Organizational resiliency plan

- Not hiring for Outreach position, possible decrease in donations and potential deficient.
- Potential postponing auction? August or October, possibly Friday.
- August date interferes with farm to table dinner. Which will be cancelled for auction
- Jill may need extra support and time off to take care of family members health
- Staff working from home
- Advocacy forming to help farmers during this shut down.
- Goal setting
 - Hannah- public speaking buddy - fill auction table- donate a collection of items that bring in higher price
 - Bruce- Livestock committee chair- sponsors
 - Christeena- help livestock committee- more donations
 - Petrina- work with Jill on donor outreach- more sponsors
 - Brian- EFP 2 project- dedicate more time to org- find sponsors
 - Baj- strategic planning process- sponsor
 - Vince- support EFT by helping- donation for auction
 - Alice- social media- donations for auction
 - Lindsay- Development committee & Farmer education- sponsors

Engage Dave Casey regarding sponsor connection once new date set.

Motion: Elizabeth Reed is authorized to pick up the remaining balance from the Sno Valley Tilths account in the form of a check from Sno Falls credit union. Elizabeth Reed is also authorized to close the Sno Valley Tilth account.

Bruce makes motion: Hannah seconds- motion passes unanimously

7:50 Agricultural resiliency

8:10 Fundraising

- Claire: checking with Caprial Pence on availability for August or October date.
- Best to be a little flexible until we hear from chefs
- Drawback on Friday, venue has more limited parking on Fridays. \$1000 additional due to more tent rentals
- August date preferred.
- Contingency plan should be considered

8:25 Updates from partners

(WID, SVFC, KC Ag Commission, CCF, Carnation Farms, SCD, FFF, Oxbow)

-SVFC- Spring CSA?

- KC Ag. Commission-N/A

-CCF- N/A

- carnation farms- N/A

-SCD- N/A

-WID- N/A

Discussion with King County along with WA dept of Ag through Farm King County regarding Supply chain logistics at statewide level and Best practices for public safety. Meeting to happen weekly. (?)

8:30 Adjourn

8:30 adjourn

Next meeting: April 27th, 2019 Location: SnoValley Tilth Office 6:30-8:30pm

Signature of Secretary:

Christeena Marzolf

SnoValley Tilth

April 27th, 2020 - Hosted Via Zoom Conference

Board Meeting Minutes



Attendees: Baj Kochar (at large), Hannah Cavendish-Palmer, Alice Vanderhaak, Christeena Marzolf (Secretary), Bruce Ford (Treasurer), Petrina Fisher (president), Brian Drake (VP), Lindsay Warshaw and Jill Farrant

6:30 Call to Order, minutes approval from March 2020

Adjust in the minutes: change ref to EFP from Dan Buyers Property

Meeting was via Zoom not at the office

6:40 Directors Report

- Member Services & Programs

Farm services have been the most impacted with COVID19; Things that SVT is doing. Ari put together a 2 hour farmer call. Happy hours instead of pot lucks twice a month. Thinking about farm tours on line in the summer, 3 min. farmer talks, Opened up a scholarship option with farmer dues

EFP was full. We have one opening to fill our 13 farmers and a candidate from Hawaii is looking at this opportunity

EFP 1 has 6 and EFP 2 HAS 6

Pumphouse costs exceeded the budget, but Sean came up with cost savings to bring this and the wash station in on budget. Tractor work is done

- Advocacy

We have a farm king co. tech assistance call. Checking in with the WSU food systems each week as well. Farm Fish Flood was cancelled recently, discussions with beginning farmer groups have been on hold, hopefully this will move forward next month.

Not any information from Lindsey on the CFM. Looks like they will not have a market this year. Asking for POP Kids Coop funds to go to a CSA box to use these funds for supporting feeding kids. It's up to us to propose an alternative.

Update on the Duvall Food Forest. We received the contract tonight. Jill will have that signed. He is his own legal entity. We have tracking requirements. Jill will make sure he knows exactly how he has to track and fulfill requirements. We are in the process of background check on him.

Alliance for Puget Sound - They are there to support projects they are doing. He would be interested in having Svt as a part of their organization. We will invite them to present to the board. KCD, Taylors Shellfish, AFT, Etc. are some of their associates

-
- Organizational Strength
Discussion later in agenda

7:00 Strategic planning

Baj would like to get the questionnaire close to finalized. Use the same scale- 1 to 5 and drop the Carnation Farmers Market Questions.

Petrina would like to ask if the person is interested in becoming a board meeting.

Hannah, asked who is this going out to? Answer, it's meant for members generally. Petrina offered using skip logic to break farmers from nonfarmers.

Hannah pointed to the google drive that holds interviews with partners. Recommended to form a new list of partners that could re-build the framework that we had last time.

Look at Survey Monkey vs google questionnaire.

Provide a thought box for folks to express or expand on their opinion

Next steps are to get the survey out while folks are home. **Hannah** offered to make the changes, editing and working with Baj and Petrina to get it out as soon as possible.

7:30 Covid 19 Response

-programmatic changes

In person events are on hold. Updated our grant to pay for the webinars we've done. Leaving room to host one more webinar with topics to be determined. Maybe livestock related.

-social media

Larger focus on this. Lainey has largely taken on this role with Ari as well. We're missing a piece where we lay out a clear path for communication. Alice will help out after game planning with Jill. Goal is to recreate how we replace our farm tours

-partner engagement/advocacy

.Looking for other ways we can bring resourcing up to Snohomish County

-EFP Safety strategy

We have developed a safety strategy and everyone must sign off on the safety practices to social distance for keeping people safe.

Hannah asked how the staff was holding up under COVID19.

7:45 Q1 financials (if available)

We don't have the full documents yet. Jocelyn is working on it.

Payroll Protection Update

We received the \$20,800 we applied for. Need to reserve around \$10,000 to set aside as Sean and part of Jill's time is paid from a federal grant.

Budget amendments

We are under expense budget by \$16,000. Admin is about \$5,000 under. EFP is around \$2,000 over with expenses that are on the way. Realistically we should be around \$8,000 under budget in Q1

Baj asked how long will the PPP last. Let's double check the timeline for using the funding. Jill and Bruce will look at this.

It's important that we look at different scenarios. Low impact, mid impact, high impact.

All expenses were kept in each scenario. There are auction hours for Jill and Laney that are in each scenario that may be altered.

Hannah asked about pending grants. Waiting on Snoqualmie. Concern regarding grants for next year. What does 2021 and 2022 look like.

8:05 Fundraising

- updates on current auction plans

- contingency planning

- Give Big

Need to close the gap by raising \$26,231 on possible online auction and other fundraising actions like, give big, etc. This year's goal is \$5,000 with much more intentional efforts.

Board Members are asked to push out Fund Raising on their own social media efforts.

EFP Farmer(s) have been asked to give a personal testimony for our give big emails and other email asks

Matt, our auction person has had success moving to an online auction that's over an extended period of time. We can also apply out deposits from this year to next.

The group feels we should capitalize on the now and move to an on line event possibly in the July area.

Possibly do a community celebration at EFP that showcases our programs.

Hannah made the point that if it's legal to gather we should not miss the opportunity to have an event in the Fall.

Possibly early July as a good time frame. 10 day event over two weekends. Such as the 7/10 - 7/19. This may mean no or a significant reduction in Claire's role. May need an augmented or different contract.

Motion to convert our in person, live event to an online event during the summer months. Bruce made this motion. The motion carried unanimously.

8:25 Updates from partners
(WID, SVFC, KC Ag Commission, CCF, Carnation Farms, SCD, FFF, Oxbow)

No new news to report from partners.

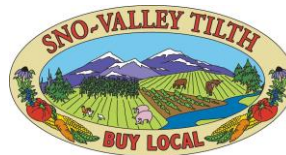
Explore new internet connection options for Jill.

8:30 Adjourn

Next meeting: May 18th, 2020 Location: SnoValley Tilth Office 6:30-8:30pm

SnoValley Tilth

May 18th, 2020 - SnoValley Tilth Office Board Meeting Minutes



Attendees: Baj Kochar (at large), Hannah Cavendish-Palmer, Vince Caruso, Alice Vanderhaak, Christeena Marzolf (Secretary), Bruce Ford (Treasurer), Petrina Fisher (president), Lindsay Warshaw; Jennifer Duyer (guest); Monte Marti (guest)

6:30 Call to Order, minutes approval from April 2020

Call to order: 6:38 Call to order.

Introductions: round robin.

6:40 Monte Marti-Alliance for Puget Sound

Puget sound natural resources Alliance: Group of knowledgeable people working out difference between ag, tribal and other communities could come together and find multi benefits that preserve ag, protect the environment and serve people directly.

No staff/ funding.

How would SVT like to engage with their organization. No funding ask but would require dedicated time to participate

Q/A

Are there Particular environmental concerns identified? No priorities specific to the group.

Do you facilitate like mind entities? They can but haven't started on that path. The alliance is happy to supply help.

Plans in the future to have a funded org with staff? No

6:55 Directors Report

- Member Services & Programs
- Advocacy
- Organizational Strength

7:05 Director Transition

Updates and timeline

Hannah has agreed to step in as interim director. Job to be posted June 1st.

7:15 Partner projects

Carnation farmers market fiscal sponsorship request

Carnation farmers market will be opening this summer. They are requesting fiscal sponsorship for the 2020 season. The executive committee will be reviewing fiscal sponsorship and making recommendations.

Hopelink and Snovalley farmers coop partnership

We are converting the veggie rx program to a program with the Snovalley farmers cooperative to purchase discounted produce from the coop and donate to Hopelink food bank. There was a question if we could open up a fund to allow donors to add to this money and a conversation was had about this distracting from needed organizational fundraising. We will proceed with the donation but not open up a fundraising pool.

Duvall Food Forest

Fiscal sponsorship has been finalized.

7:20 Strategic planning

Survey update

Strategic planning process is on hold temporarily.

Version one of survey was completed and sent to board for comment. Updates are in progress.

7:25 Q1 financials

PPP and other funding updates

Grants submitted for Snoqualmie tribes and will be submitting cliff bar applications.

8:05 Development

Development work overview/update

Give big update

Updates on online event planning

-Theme

-Fundraising goals

-Overview

-Table Captains

-sponsorship and item procurement

8:25 Updates from partners

(WID, SVFC, KC Ag Commission, CCF, Carnation Farms, SCD, FFF, Oxbow)

SLS Update-Floodplains by design plans submitted
SCD updates-staff turnover, new Ag resiliency project coordinator
SVPA/WID

8:30 Adjourn

Next meeting: June 22nd, 2020 Location: Zoom - 6:30-8:30pm

Board Meeting Minutes



Attendees: Baj Kochar (at large), Hannah Cavendish-Palmer (interim ED), Vince Caruso, Alice Vanderhaak, Christeena Marzolf (Secretary), Bruce Ford (Treasurer), Petrina Fisher (president), Brian Drake (VP), Lindsay Warshaw, Jill Farrant (ED)

6:30 Call to Order, minutes approval from May 2020

Minutes Pass with one abstention: Hannah

6:40 Directors Report

- Member Services & Programs
- Advocacy
- Organizational Strength
- Development

EFP: more participants on both sites

Pump house project in final stages - cooler system delivered.

Farm services: twice monthly happy hour calls

Once a month going forward during busy season

Still held virtually but may go to live meetings later in the year

Advocacy? Melissa

King county ag working on map to get consumers directly linked to farmers in King County.

Good Foods Forum large scale version of the list serve. SVT submitted a letter of support for their grant.

Strategic planning consultants: key messaging, working on firm fundraising plans. Deliverables- Facts Page and Donor Engagement:

Ari- on leave for an unknown amount of time. 3 technical intensives still planned, unsure if we will be able to make all 3. Will depend on King County

Better starts for kids grant- we have access to the SP consultants because of this grant.

6:55 Director Search/Transition

Updates and timeline

Public announcements happened and listserv sent regarding ED search done.

Hannah started a broader search, listing on LinkedIn and other job search sites.

Question on if we should pull the trigger on paying for sites to post the job. Hannah will be posting on multiple job sites using budgeted money. AFP and Philanthropy NW will be investigated.

Social media posts have been out for a week. Will be reposting, possibly weekly.

Top skills: Fundraiser and listener

7:15 Carnation farmers market

Lindsay and Rob are hard at work preparing for the start of the market. CFM Fiscal Sponsorship draft sent to Exec committee to approve and sign.

Will only run for 8 weeks this year. Need entity and address from Lindsay and Rob.

7:25 Strategic planning Food Equity Racial Justice- Survey update

Strategic planning consultants we are working with are free until December and can help with strategic plan, with food equity and racial justice, fund raising. Launch strategic planning after fundraiser.
We would work on fundraising plan, justice and strategic plan.

Potential to start in August, in-depth interviews of key members. Potential to have an exploratory meeting in August to get an idea of how this will work.

Have them present at the July meeting? Hannah to reach out and see their availability.

Holding off sending the survey for strategic plan until after meeting with consultants.

7:35 Alliance for Puget sound (VOTE)

Most work so far is in habitat restoration on large dairy farms. In addition, they are working on products made from local sourced products. Hannah is thinking they could be valuable partners without much of a time commitment.

MOTION made by Bruce: To join Alliance for Puget Sound. Seconded by Lindsay: Motion passes unanimously

7:45 PPP update Bank signer and credit card (VOTE)

PPP: Extended from 8 weeks to 24 weeks

Less likely the forgiveness of the loans will be in jeopardy. Does look promising that they will.

Bank Signers: Changing signers, so everyone will need to go to the Bank to remove and add signers. There is a credit card in Jill's name, it will need to be canceled, but hold off until the new ED is hired.

MOTION made by Baj: To Remove Jill Farrant from bank accounts and as a signer.

Brian seconds: Motion Passes Unanimously

MOTION made by Baj: To add Bruce Ford, Petrina Fisher and Hannah Cavendish-Palmer as singers on the bank accounts.

Alice seconds: Motion Passes Unanimously

MOTION made by Baj: To cancel Jill Farrant Credit Card.

Brian seconds: Motion Passes Unanimously

7:55 Updates on online event planning

Board Match is at \$16K

-Event Timeline and Overview

Recruiting table captains, captains work on filling tables in the hopes that all participants would spend at least as much as they would have spent on an auction ticket. Auction is up and running from July 11th to July 19th. Participants can 5 days of emails.

July 11th- soft launch- Video of how great SVT

July 12th- Appetizer course- kick off day, explanation of the next few days

July 15th - Salad course- bring up Vince's beard shaving happening on the 18th and EFP

July 18th - Main course- beard shaving sales to link. Fund a program event

July 19th - Desert course- final day, video for challenge match, with all board members saying why they are involved/believe in Sno Valley Tilth

-Table Captain update

Invite as many people as you want, you are not bound by space.

Goal is 30 table captains.

-Sponsorship and item procurement update

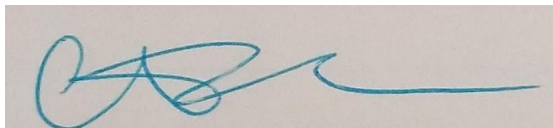
In the process of getting items but do not have a lot of sponsorship so far.

8:25 Updates from partners

(WID: no updates, SVFC: no updates, KC Ag Commission: no updates, CCF: no updates, Carnation Farms: no updates, SCD: no updates, FFF: no updates, Oxbow: no updates)

8:47 Adjourn

Next meeting: July 27th, 2020 Location: Zoom - 6:30-8:30pm



Signed, Christeena Marzolf, SnoValley Tilth Secretary

June 22, 2020

Date

SnoValley Tilth

July 27th, 2020 - SnoValley Tilth Board Meeting Minutes



Office

Attendees: Baj Kochar (at large), Hannah Cavendish-Palmer (interim ED), Vince Caruso, Alice Vanderhaak, Christeena Marzolf (Secretary), Bruce Ford (Treasurer), Petrina Fisher (president), Brian Drake (VP), Lindsay Warshaw, Sean

6:42 Call to Order, minutes approval from June 2020

6:40 Strategic Plan Process Recap

- Dr Johnnie & David, working on fund raising plan along with strategic plan, racial justice & equity
- Access to their expertise until Nov 27th
- Start with interviews with a list of people, including board and staff members
- Generate report that will identify what work groups we need to create
- Create work groups to dig deeper
- Kick off of plan '90 day'

Committee members needed for strategic plan: Bruce volunteered

Non Board Members:

Kate Ryan

Claire Foster

Dave Casey

6:45 Directors Report

Virtual Fundraiser Numbers

-
- Over 205 participants
 - Over 36K brought in
 - protocol to get people auction items to winners.

Farm Services Update

EFP Update

Admin Updates

- CFM happening: Some staff time is being used to true up after each markets.
- Four Markets left.
- High Volume of shoppers this year

Insurance Agency;

- Change of insurance agents/ same insurance provider
- Higher premium because of alcohol sales at the pig roast.

Summit question:

- Virtual Ag Summit tandem with Snohomish County
- Time to start setting that up if we are going do another one.
- Goals and objectives

Thank yous from scholarship recipients

- Sending board images of cards.
Thank you to Lainey
- Baby gift!

7:10 Executive Director Search Update

Search Committee Needed

- Paid for two job postings in major job search databases generating a fair number applicants, with three potential candidates
- Hannah to do phone screening
- Time for a committee to conduct candidate interview: Petrina, Brian, Vince volunteer
- Staff interview

7:20 Q2 Financials:

- Grant funding to expire for Seans position
- KCD grants Regional food grant may not happen in 2021
- Reallocating grant moneys but may not be enough.
- Roughly 40K secured for 2021

-
- Hannah suggests focusing on fundraising for 2021 gap of 50K needed

7:30 Experience Farming Project Status

8:20 Topics for next meeting

2021 Events Plan including Claire's contract, Auction, Pig Roast Plan, Farm Dinners hosted by individual farms, annual livestock gathering, farmer/member party

Future of listserv- For members only? Membership boundaries?

8:25 Updates from partners?

8:30 Adjourn

Next meeting: August 24th, 2020 Location: Zoom
6:30-8:30pm

Time:

Board Meeting Minutes



Attendees: Baj Kochar (at large), Hannah Cavendish-Palmer (interim ED), Alice Vanderhaak, Vince Caruso, Christeena Marzolf (Secretary), Bruce Ford (Treasurer), Petrina Fisher (president), Lindsay Warshaw

6:30 Call to Order, minutes approval from June and July 2020

June minutes pass with addition of Sean's last name

July minutes pass with addition of Baj Kochar to strategic planning committee

6:45 Directors Report

- Farm Services Update: **Great well attended pot luck with new people**
- EFP Update
- Admin Updates
 - Challenge match payments
 - Thank you to Lainey
 - Request from Tilth Alliance- **If SVT would be apart of the advocacy coalition. CORA- Coalition of Organic and Regenerative Agriculture. SVT Board member to sit on advisory board and participate in monthly meeting. Board to consider opportunity and vote to be held next meeting.**
 - Executive Director search update **20 candidates applied. Hannah narrowed the pool. Candidates who will be interviewed are checking in periodically to keep in contact.**
 - Strategic planning process update. **Dave Casey, Kate Ryan and Claire Foster have agreed to be on the committee. We will also need additional members that are active in but newer too the organization. Have Consultants start interviewing members for strategic plan. Hannah to talk with the consultants to discuss game plan to getting them**

7:15 Q2 Financials Revisited- **Getting to the bottom of the grant reimbursement. Conversation with Jocelyn showed some errors in the way we have been managing our accrual accounting. Q3 should show clearer picture of the reimbursements.**

7:30 KCD Membership Grant- Proposal for Reallocation

3 different grants from KCD. Membership grant, funds a portion of Ari's Time, also funds technical intensives . Farmers in South King County are in

need of technical assistance. KCD is looking for an organization to use grant funds and conduct technical intensives to help them. From small things like where to order supplies to big picture business planning. Mentoring match up a possibility? End of year a potential.

- Vote needed?- Hannah to discuss further with KCD and bring more information back to the board.

7:45 Fundraising Committee/Events Update- Auction, Pig roast, table to farm dinners.

Auction- Intention for next years auction to be in person provided things are getting better with COVID. Decision to be made in Jan/Feb, move to online again if in person events will not work. Engage Claire and work on sponsorship early.

Pig Roast- break-even event, we do pay Claire to coordinate. Large amount of volunteer time. We need to clarify messaging to make sure people know its an SVT event. Should it be member only event? Making it more fundraising oriented? Not making it a fundraiser at all?

Table to Farm- important to bring people to the EFP site to see first hand.

SVT Night?- work with chefs that use SVT member farms to give a portion of sales to SVT.

8:00 Experience Farming Project and 2021 Budget Update

EFP work grant is ending in March. Moving the Stuart Landing EFP participants to lease holders with the land owners directly, freeing up Sean's time to for EFP2 site. Email to Claire and EFP participants drafted.

SVT to help develop leases for tenants and land owner.

Budget 2021- looking at a 33K shortfall projected in 2021, even with the loss of EFP1. Discussion on SVT paid positions to decrease expenses by that amount or is it possible to increase fundraising efforts to fill in. Need a bigger donor base. Is it possible to raise that amount be EOY. Can SVT survive w/o ED?

8:20 Topics for future meetings

- Future of listserv- For members only? Membership boundaries?

8:25 Updates from partners?

8:30 Adjourn

Next meeting: September 28th, 2020 Location: Zoom Time: 6:30-8:30pm

SnoValley Tilth

September 28, 2020 - via Zoom

Board Meeting Agenda



Attendees: Baj Kochar (at large), Hannah Cavendish-Palmer (interim ED), Alice Vanderhaak, Vince Caruso, Christeena Marzolf (Secretary), Bruce Ford (Treasurer), Petrina Fisher (president), Lindsay Warshaw

6:30 Call to Order, minutes approval from August 2020:

Meeting Minutes pass

6:45 Directors Report

- Farm Services Update
- EFP Update
- Admin Updates
- Challenge match payments reminder
- Strategic Planning Process Update
- SVPA collaboration meeting, Sept. 29, 7:30pm
 - Cynthia plans to leave SVPA at the end of Dec. May stick around another year provided a collaboration were to happen
 - Already have a good collaborative relationship with our office space.
 - room for collaboration in our fiscal sponsorship
 - SVPA needs programs SVT has programs
 - SVPA is good at raising money, which SVT could benefit from in this partnership.
- Coalition for Organic and Regenerative Agriculture (CORA) request from Tilth Alliance, list of invitees
 - Are their individual board members that would be interested in participating.
 - SVT is in the middle of an ED search may not be the best time to add new partners. Hold until new Ed is in place.

7:15 Marketing/Social Media Guidance Discussion

- Structuring how we discuss SVTs social media presence.
- Highlight members more
- ability to engage more on instagram and FB. With guidelines on how and what to post also who

should be posting.

- Do we promote member farmers' offerings? How to handle equitably.
- Social Media Scheduler would be helpful.

7:30 KCD Membership Grant- Proposal for Reallocation Discussion

- Reallocate the grant and push it into 2021
- One idea, partnering with Washington Farmland trust to help some of their member farmers who need mentorship and guidance on basic information
- Kicking it into 2021 would benefit us.

7:45 Executive Director Search Update

- 3 Candidates have been interviewed.
- Top candidate, 2nd interview happened.
- Recommending to make an offer to the top candidate.
- Fully aware that a 'dynamic' fundraiser is one of our biggest needs.
- Willing to move to our area. Currently in West Seattle.

Motion:(Vince) To take the recommendation of the hiring committee pending background check: Alice Second, Baj Abstains. Motion Passes

8:00 2021 Budget Update.

- Decent list of prospects for new grants. From a grant writing firm. 75 possible places for funding.
- Speciality crop block grant, with King County for Byers property : possible food/ farmer safety post covid along with wash station
- Working farmland partnership has less funds, we would likely get 12K
- Potentially 33K for 2021 in Grant funds.
- Take projected 2020 actuals to figure out 2021: **Having internet connectivity issues could not hear additional Comments.**
- Committee to present draft

8:25 Updates from partners? Nothing to report

8:30 Adjourn at 8:45

Next meeting: October 26th, 2020 Location: Zoom Time: 6:30-8:30pm

Board Meeting Agenda



6:30 Call to Order at 6:35pm, minutes approval from August 2020
Attendees: Petrina, Alice, Hannah, Vince, Baj, Christeena, Lindsay, Bruce

Meeting Minutes from 9/28/2020 Motion by Baj to approve the minutes. Alice seconds.
Minutes Passed, all yes, no abstentions.

6:45 Introducing Dave Glenn
After introductions, Dave informed the board he will be reaching out to each board member to discuss SVT.

- Please review the questions that Dave highlighted in Petrina's email and use as food for discussion with Dave at a later time.

7:00 Directors Report

- Farm Services Update - We discussed last board meeting about kicking some of this grant into 2021. This is still in progress.
- EFP Update - Stuart's Landing is in progress of being turned over to Claire. KCD approved the farmland trust request. More under the budget section.
- Admin Updates
 - SVPA collaboration meeting update - Good meeting about the resources that could be shared. It was decided to table it for now and examine possible resources that could be shared later. SVPA was ready to merge. They understood that we are not there yet. This is on the back burner for now.
- Hannah will take over Lainey's duties through the end of December. This will be up to roughly 20 hours per week.

7:20 Strategic Planning Process Update and Racial Diversity and Inclusion

- We want racial diversity and inclusion in our board discussions and we need to leave space to chime in on opportunities.
- We have 35 responders to our survey. As a committee we nominated those that would receive the in-depth survey. With feedback from Ari we formed a list to include mostly active farmers that met the racial diversity, minority owned small farmer criteria. The board voiced their preference that they not be interviewed. The list is more far reaching and cuts across to the voices we need to hear from. Many on the list are not SVT members.
- Baj lead a discussion on whether we are losing the voice of our long-time members in this process by going after the above-mentioned focused outreach. The group

determined our members are vocal and with the ability to take the on-line survey we would be in good shape.

7:30 Annual Meeting/Board Election

- Board members with terms expiring: Christeena (not seeking re-election), Bruce, Alice, Hannah (seeking re-election), Brian (has resigned)
 - Board members with one more year in their term: Petrina, Baj, Lindsay, Vince
-
- Hannah noted that we need to make sure we take minutes at the next board meeting
 - Brian Drake has resigned in good standing from the board for family reasons
 - Jennifer Dwyer of Hollyhock Farms has agreed to put her name in as a candidate
 - Hannah, Alice and Bruce have agreed to run for re-election
 - Petrina asked that we keep a running list in monthly board meetings of people we would want to invite to run for board election.
 - Alice suggested we look at the diverse list of local farms to interview for candidates
 - Baj had the idea to put out a request to the list serve to solicit board members
 - Tentative Annual Meeting will be Dec 7th
 - Nov 23rd next meeting – email to confirm. Keep other dates in November open for budget conversations.

7:40 Fundraising Committee Update- Claire's Auction Contract

- The fundraising committee met two weeks ago and discussed Clair's contract. The committee agreed to move forward as if we would do an in person fundraising event in the spring. This will be evaluated as we move forward.
- The fundraising committee met with Claire and requested that Claire write a contract. She included all three functions. The group will ask her to only include the auction.
- There needs to be a cancelation clause in the Claire contract for events that may be cancelled at no cost to SVT.
- Petrina mentioned that in the past there were certain time line requests that are made at the last minute. We need earlier communication on the needed deliverables. We need a well communicated time line flow.
- The end of January is the go or no go decision point for an in-person event.
- Petrina is going to have an attorney look at the Claire Contract.

7:50 3rd Quarter Financials

- This report is reflective of Q3 ytd, total ytd and ytd budget.
- Hannah pulled a cash flow report and will send out next day. Cash on hand is \$153,508. This has been reconciled against our bank accounts. At one point in the year, we saw a low of \$4,000. We believe this was due to delayed grant reimbursement.
- Big deltas between budget and actual:

-
- Fundraising income and donations are higher and lower as an accounting appropriations issue
 - The difference in contract services is a relation to events being cancelled.
 - The other contract services are Jocelyn, the grant writer and the tractor
 - One question for Hannah to provide is a detail for the year for Contract Services for the year. Still seems high vs all that's been cancelled.
 - Hannah to also deliver a detail of equipment spend.
 - Hannah to also deliver a detail of the insurance increase

8:10 2021 Budget Update

- Hannah will send out a budget spread sheet of a rough budget to the board
- Baj, Hannah, Dave and Bruce will sit down and develop a budget. At present it's heading toward a deficit budget.
- We are moving toward a budget passage at the November meeting
- We have \$43k in secured grants. We have forecast grants that Hannah is spearheading now that include three pots that could bring anywhere from \$50k to \$280k in one-year grants.
- Dave will meet with our grant writing team and access direction
- Hannah asked if we want to see a budget that includes or excludes the pig roast and or the farm dinner. Baj proposed that we exclude in the budget and revisit in June. Petrina would like the fund-raising committee to take on the dinner as a possible fundraising event.
- Hannah asked if we are expecting to keep the FFA Scholarship \$700. We agreed to cut it until we have a balanced budget.

8:25 Updates from partners?

- No updates this meeting.

8:30 Adjourn

Next meeting: November 23rd, 2020

Location: Zoom

Time: 6:30-8:30pm

Board Meeting Agenda



6:30 Call to Order, minutes approval from October 2020

Attendees: Petrina, Alice, Vince, Baj, Lindsay, Bruce, Hannah (staff), Dave (staff)

Bruce asked for one clarification on the October 2020 meeting to clarify the minutes to read: "Petrina would like the fund-raising committee to take on the dinner as a possible fundraising event. "

Lindsay motioned to approve the updated minutes with one change. Bruce seconded. The board voted unanimously to approve the October 2020 minutes.

6:40 Directors Report - Dave

- Farm Services Update
 - Ari has led great work on outreach on the Farm Common's Cultivating Legally Resilient Farms Workshops beginning in January. 43 of 50 spots filled to date! We have a contract for the outreach work responsible for filling those spots.
 - Ari has resigned effective November 30. We will delay hiring someone in to that role until March 1. We will actively monitor the budget to determine whether a hire should be further delayed.
- EFP Update
 - Work continues to understand our obligations on the site and the work plan for 2021.
- Admin Updates
 - Dave will keep the board updated on grant prospects and fundraising campaigns via the Director's Report in 2021.
- Petrina asked whether we have a lease for the Byers site with King County. We are on a month to month lease. King County is interested in a yearly lease, which Dave will discuss with the County in December to bring back to the board for approval.
- Petrina asked whether we record the free lease on the Byers site as an in-kind contribution. Hannah will investigate further with Jocelyn as to whether it makes sense.
- Lindsay asked who will be writing the grants for SVT. Hannah is writing the KCD Grant. Dave will be writing future grants, with the option to bring in consultants as needed. Petrina shared that our previous system of working with consultants did not set us up well to receive grant funding, but that this plan sounds reasonable.

6:55 Strategic Planning Process Update

- We are supposed to receive data from our consultants today.
-

-
- Consultants have conducted a series of interviews and analyzed our survey data.
 - Two meetings with consultants (Nov 30, Dec 7. 4:30pm to 6:30pm) are planned. Goal is to come out with 3-5 objectives or focus areas that we will bring back to the board. In early 2021, the full board will decide next steps based upon the work of the subcommittee.
 - Question from Baj - should other members of the board and staff be involved? Hannah suggested that the subcommittee be the ones involved in the process, then bring it back to the board. Staff (Dave and Sean) are invited to be involved as well.
 - Baj shared the downside to keep it to a small group. This will be our direction for 5 years. Concern that it will be a small group that is setting the priorities. Petrina said since it is coming back to the board, there will be the opportunity to put weight on certain items, determine pacing. Priority should be to listen to the data from the membership.
 - Petrina asked when the contract with the consultants is up. The contract ends December 31.
 - Hannah will share data from the consultants with all board members via email. After reviewing data, if additional board members want to attend or have input, email Hannah.
 - To attend: Baj, Sean, Hannah, Dave, Kate Ryan, Jen Dwyer, Bruce. Others are welcome, please email Hannah if you would like to join.

7:15 Annual Meeting/Board Election

- Discussion of Agenda
- Candidate notes:
 - Board members with one more year in their term: Petrina, Baj, Lindsay, Vince
 - Seeking re-election: Hannah, Bruce, Alice.
 - Known candidates: Jennifer Dwyer of Hollyhock Farms (has applied).
 - People we will reach out to regarding possible board service:: Alice will talk to James. Hannah will reach out to Nate V and Margaret. Jason will be a back up.
 - Potential candidates: Dave C.. This will be a standing item on future meeting agendas.
- Note: Board meetings - membership is supposed to be aware of board meetings and are invited to attend.
- Board executive committee
 - Board will be hearing from Petrina about executive positions.

7:30 Fundraising Committee Update

- Giving Tuesday and year end giving
 - Lindsay shared we are gearing up to do a Giving Tuesday Campaign. Please share via social media on your own calendar. Dave will send sample language to board members and will share campaign language.
 - Year end giving campaign - planning in progress. Will try to reach lapsed donors and others not included in Giving Tuesday Campaign.
- Auction decision update

-
- Board agrees that the auction should be virtual this year.
 - Since it will be virtual, we will not extend a contract to Claire to manage the auction.
 - Board members, please think about donations, sponsors, table captains.
 - Suggestion that table captains have a mini-event at their homes/yards so that it's a "table"

7:45 Finances & 2021 Budget

- Vince motioned to remove Hannah Cavendish-Palmer as an authorized signer on the SnoValley Tilth bank account.. Lindsay Seconded. Board voted to unanimously remove Hannah as a signer.
- Vince motioned to add David Glenn, Executive Director, SnoValley Tilth, as an authorized signer on the bank account and to maintain Petrina Fisher, Board President, and Bruce Ford, Treasurer, as authorized signers on the bank account. Board unanimously passed the motion.
- Hannah will run the background check on Dave Glenn.
- Monthly bank statements and cancelled checks are shared in the google drive. Bruce will follow up with Jocelyn to see if he can share monthly statements and cancelled check with board members.
- 2021 budget
 - Hannah led a review of the 2021 budget.
 - New line item: Anticipated Revenue. Will mostly be grants/foundation money. Money that Dave will raise.
 - Baj shared that we will revisit the Anticipated Revenue on a monthly basis.
 - Currently, we have a reserve balance of about 150k.
 - Discussion about EFP and if we are comfortable funding it with no grant funding in place with that program.
 - Hannah shared that in her experience, projected grant revenue is included in the organization's budget (about 40k was included in 2020).
 - Lainey's hours - 20 hours a week. Will this change due to online auction? Hannah recommended keeping her at 20 hours per week based upon scope of work.
 - Reviewed program budgets, line by line.
 - Next step: the budget committee will have a meeting to further refine the budget and justification.
 - Hannah will share lease information.
 - SVPA. Would they consider sponsoring? Hannah will reach out with Dave in support.
 - Next board meeting is a Special Budget Meeting is December 14, 6:30pm

Updates from partners - skipped.

9:15 Adjourn

Next meeting: Special Budget Meeting December 14 Location: Zoom Time: 6:30-7:30pm