

Minutes

St John's Farmers' Market Co-op Interim Board of Directors

Food Security Network Offices, 44 Torbay Rd, Suite 110

6:30pm – January 18, 2011

In attendance: Lori Greene, Devon Crosby, David Dempster, Sandy Legge, David Jerome, Jim Winter

Regrets received from: Andrea Dicks

As the secretary (Andrea) was not present, minutes were recorded by Dave Jerome.

1. **Approval of the Agenda**
Agenda approved by consensus
2. **Approval of the Minutes, Dec 9 2011**
Motion to approve the minutes made by Devon, and seconded by David Dempster. Motion passed unanimously.
3. **Report from FoSJFM Board Meetings**
Dave Jerome, Sandy and Jim reported on issues discussed at the last FoSJFM Board Meeting. The FoSJFM plan to hold an AGM soon, at which point they will discuss what role they choose to have in the FM in the future. Jim emphasized that it will be necessary to clarify if the Co-op drives the FoSJFM, or vice-versa. At the last FoSJFM meeting, it was also emphasized that next season First Aid certification for staff/volunteers/vendors and Food Safety certification for vendors were issues that need to be addressed. It was also reported that Andrea and Dave Jerome have begun reviewing the minutes from all previous FoSJFM meetings in order to identify issues previously marked as important for revisiting.
4. **Review of Financial Institutions for the Co-op Accounts**
(presented by the Treasurer – Dave Dempster)
Dave Dempster plans to meet with the FoSJFM to learn about their finances and how they feel about Toronto Dominion (where they hold their accounts). He then plans to meet with various financial institutions to find the most appropriate account option. Jim

suggested it would be worthwhile asking about a potential line of credit for future large expenses.

***ACTION:** Dave Dempster will prepare a report of the accounts available from different institutions, and make a recommendation to the Board of where the Co-op should establish its accounts. If this can be done quickly, the report will be posted on the Virtual Boardroom website where the Board has agreed to vote on the recommendation under the comments section. If not, the report and recommendation will be presented at the next Co-op Board meeting.*

5. Formation of Standing Committees

The Board discussed that the purpose of committees is to perform work inbetween Board meetings so that at meetings the Board is free to make decisions and provide long term direction for the Co-op. They Board also discussed that committees will only make recommendations, and their recommendations will need to be approved by the Board.

The Board agreed that it was important to recruit non-Board members to sit on committees to ensure that committee members have relevant expertise, and to ensure that Board members are not overworked and burned out. The Board decided to appoint one member of the Executive to chair each standing committee, and then try and fill each committee with Co-op members and professionals with the appropriate expertise.

***ACTION:** Dave Jerome will write a letter to the general membership of the Co-op to update the members on the incorporation process, and the Board's work. This letter will invite members who would like to become involved in the Co-op to email the Board with a short CV/list of relevant qualifications, or if they are interested in joining a specific committee they will be encouraged to email the chair of the specific committee.*

5.1 Financial Committee

It was suggested that Jason Riddle (who is a Chartered Accountant) might be willing to sit on the committee, as well as Patsy Goss and David Hild.

***ACTION:** The Board appointed the treasurer to chair this committee.*

***ACTION:** David Dempster will contact David Hild to check what level of involvement he wishes to have with the Co-op Board, and to*

see if he would like to sit on the finance committee. David will also check in with Patsy to see if she would like to sit on the committee.

***ACTION:** Lori will contact Jason Riddle to see if he would be willing to sit on the financial committee.*

5.2 Human Resources Committee

While discussing the potential hiring policies of the Co-op, it was suggested that transparency and openness should be emphasized wherever possible throughout the process.

***ACTION:** The Board appointed the chair of the Board to chair this committee.*

Dave Jerome suggested that it might also be useful to appoint a Membership Committee. The potential duties of a membership committee could be to review applications for membership and make recommendations to the Board, and to coordinate AGMs and other communications with the membership.

***ACTION:** The Board appointed the secretary to chair the Membership Committee.*

***ACTION:** The Board asked that each standing committee meet at least once before the Co-op's AGM to develop terms of reference for their committee.*

6. Formation of Ad-Hoc Committees

6.1 Policy Manual Development Committee

It was pointed out that it will be important to engage all the different constituencies within the Co-op (i.e. prepared food vendors, bakers, artists) to ensure that the policies reflect all of their interests. It was suggested that town-hall sessions could be held for each major recognized group within the Co-op to engage each group.

It was suggested that it might be helpful to create sub-committees within the PMD Committee to address specific types of policy (i.e. food safety, operating policies and crafting standards).

Jim advised the Board that the Food Security Network (FSN) had previously discussed the possibility of applying for funding (potentially through the Wellness Fund) to develop a set of provincial FM policies to be shared with any interested organizations. While the Board recognized the value of such a

project, it was questioned whether or not it could be completed in time for the upcoming SJFM's market season.

It was emphasized that government representatives should be engaged in the drafting of policies as much as possible.

***ACTION:** The Board appointed Board members Lori and Sandy to sit on the PMD Committee, and appointed Lori as the chair. The Board also appointed Jim Winter and Allison Doyle to sit on the committee.*

Other individuals who were suggested as potential members are Kathleen Parreick, Karen Durfries and Denis Durfries

7. Other Business

The Board recognized that there is a great deal of work to complete in the next short while, and that it will be necessary to hold regular meetings. It was suggested that the upcoming three meetings for the Board should be held during the second week of February, and the first and fourth weeks of March respectively.

April 30th was suggested as a potential date for the Co-op's AGM. It was agreed that the Board would revisit this date at the next Board meeting, and confirm it then.

Meeting adjourned 8:40pm