

SJFM Meeting Minutes

Date of Meeting: **May 4, 2008 (11 a.m. to 1:30 p.m.)**

Who attended: Devon Crosby
Emily Doyle
Lori Greene
Colin Greene
Sarah Hansen
Laurel Anne Hasler
(Mark Wilson unable to attend)

Topics discussed: 1) Funding: CDI
2) By-laws and market rules and regulations
3) Volunteers
4) Vendors and vendor guidelines
5) Location
6) Advertising and promotion (poster/Facebook)
7) Budget

1) Funding: Cooperative Development Initiative (CDI)

Emily, Lori and Colin have been working on this; asking for \$20,000, primarily for the market manager, but also for promotion, marketing, and research; application deadline May 5, 2008.

2) By-laws

- went through the entire by-laws document; made decisions on anything left to add, change, or delete;
- took out anything that sounded more fitting of a co-op, which we can put back in future, should we become a co-op. Issues to discuss with lawyer Ken Young;
- discussed individual duties and tasks, what's shared, etc.

3) Volunteers

Kitchen (2), garbage (2), person to count customers at entrance with a clicker (1), set-up and breakdown (a few?), who else?

4) Vendors and vendor guidelines

- discussion over the issue of what people can sell (e.g. can the African woman sell stuff she's imported from Africa but which she had no hand in making?) Need to discuss this further; also, whether items that could be considered a necessity should be treated differently;
- need to create a list of market items permitted;
- need more produce vendors; lettuce person? eggs? etc.

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5) **Location**

- lots of space;
- 2-3 outlets on each wall;
- possible problem with size of the entrance mentioned;
- Devon in charge of Locations Contact, and drawing floor plan.

6) **Advertising and promotion**

Didn't get much of a chance to discuss this.

7) **Budget**

Currently, we have \$67. Website fee (to be paid shortly), is approximately \$30.

Decisions made:

- 1) Applying for funding
- 2) Executive titles
- 3) (Some) duties
- 4) Rental spaces

1) **Applying for funding:** In future, we'll take turns taking on the workload of applying for funding, as Emily (and Lori, too) have been working on this A LOT!!! However, the work should be less for subsequent proposals since they're doing the groundwork.

2) **Executive titles**

- Director of Vendor Relations (Lori)
- Director of Media Relations (Sarah)
- Director of Environmental Development (Emily)
- Director of Customer Relations (Devon)
- Director of Community Development (Mark)
- Treasurer (Colin)
- Secretary (Laurel Anne)

(Note: no president or vice-president for now)

3) **(Some) duties:** *(Each of us can set up committees for help we need with tasks)*

Lori First contact point for vendors
Vendor recruitment and relations

Sarah Promo and advertising (including getting quotes)
Recruit and coordinate volunteers (LAH too, maybe)
Kitchen purchases and supplies

Emily Anything environmental :)
Public awareness and education/Information booth

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- Devon** Location stuff (including relations and floor plan, etc.)
Customer relations
- Colin** Anything (but not everything) to do with money :)
- Mark** (We didn't discuss your specific tasks, Mark.)
- LA** Take meeting minutes and circulate them to the committee
Record everything the SJFM does

4) Rental spaces

Decision made to charge less for outdoor space than indoor (since we're providing less). See updated by-laws for more details.

Other: Lori is looking for some vendor contact information, including Mabel Comdon (bread lady). Anyone else?

Next SJFM meeting time and location: **Sunday, May 11th, 2008 at 2 p.m.**
153 Casey Street (Laurel Anne's house)
(Parking in empty lot two doors down)

Some topics on next meeting's agenda: Insurance
Advertising and promotion
Setting up as a co-op
Setting up as officers (??)

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