

SJFM Meeting Minutes

Date of Meeting: **June 11, 2008 (5:30-7pm)**

Location: LA's house

Who attended: Lori Greene
Colin Greene
Laurel Anne Hasler
Devon Crosbie
Emily Doyle
Sarah Hansen
(Mark Wilson sent his regrets)

Topics discussed: 1) Finances
2) Coffee
3) Weekly tasks
4) Vendors
5) Volunteers
6) Other thoughts/ideas
7) To do list

1) Finances

- Money we took in: approx. **\$815** (\$525 for tables, \$386 coffee - \$50 (float) - \$46.22 (supplies and coffee)– coffee (which we haven't paid for yet)
- Some money we've spent: \$114 (sign), \$250 (rent)
- Insurance: \$700/yr (We still need to pay this, with monthly amount)
- **Present balance: approx. \$538** (Note: Colin has the full information on the finances; the numbers above, you may have notice, don't add up)

2) Coffee

- decision to sell decaf
- organic sugar (after we've used what we have)
- will we sell bottled water?
- compost – Mark will take the compost each week
- we need a sign for \$1.50 for people with travel mugs/mugs
- SJFM travel mugs/mugs in the near future
- more ground coffee this week (8 instead of 4 bags)
- calculator, power bar, extension cords, if possible
- increase float from \$50 to \$100 (lots of quarters)
- Windy Meadows would like to sell our coffee at their farm year-round –Yay!!!
Sell bags to them for \$10, which they can sell for \$15.

3) Weekly tasks

- Media contacted/FB event: Colin, Sarah, Mark?
- Restock supplies and float: Sarah
- Vendors confirmed: Lori (but we should share this responsibility in future)
- Volunteers confirmed: LA (change email contact info on website and FB)
- Write and distribute meeting minutes: LA

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- Collect vendor fees and give receipts: Colin
- Pay weekly rent: Colin
- Meeting to discuss coop: Emily, and??
- Coordinate buskers: Devon

4) Vendors

- We had two no-shows on June 7
- Derek's face painting table was a donation
- 27 indoor vendors (and NO MORE), including both kitchens
- 1 food security table (too many at the first market)
- 1 not-for-profit table
- Other possible vendors:
 - Justin Black (free table – fundraiser)
 - Miki Lee (origami and sushi)
 - Rodriguez wine, QV brewery, Storm? (Note: Alcohol can be served in the building if the vendor applies for the permit)

5) Volunteers

- Responsibilities:
 - set-up at the beginning, clean-up at the end of the market
 - coffee prep, sales, and clean-up in kitchen
 - checking bathrooms, garbage cans, clearing tables, handouts
 - counting visitors with the clicker
- Shifts:
 - Early shift: 8-11:30
 - Later shift: 11:30-3

6) Other thoughts/ideas expressed:

- Fundraiser to be planned at a later date
- Venue: general comment that the venue is too small
- Encourage food vendors to implement a plate exchange, where buyers pay \$1 deposit for a plate that is refunded when the plate is returned
- Buskers: we need a busker schedule so there's always someone there

7) Committee 'To Do' List (not including weekly tasks)

- LAH to send Colin any missing minutes, past meeting dates, etc.
- Lori to ask vendors to park away from the venue to avoid congestion
- Colin to supply the float for the coffee stand this week
- Sarah to contact Windy Meadows re. SJFM coffee
- Sarah to buy coffee makers (and find out where coffee is grown :)
- Sarah to get 2nd sign, so people won't go to the curling club by mistake
- Sarah to check for a power bar (or extension cord)
- Sarah to send LA volunteer info

Vacation dates (which will be on our Google Calendar):

LAH won't be at the market: June 21

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Emily won't be at the market: June 28

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