

SJFM Steering Committee Meeting

19 April 2009
12-2 p.m.
RIAC/FSN Boardroom

Present: Colin Greene (*Treasurer*), Oz Rabinowitz, Kathleen Parewick (*Co-Chair*), Emily Doyle (*Project Liaison*), Zainab Jerrett, Jeremy Carter, Lori Greene (*Co-Chair*), Inbal Bahar, Devon Crosby

Regrets: Sarah Hanson

Consulting Team: Kristie Jameson, Jim Winter, Lori Heath

Agendas and other materials for the meeting including the SJFM by-laws and vendor guidelines were distributed. A hard copy of the CT draft report was added to the SJFM binder of documents.

1) Approval of Agenda

Oz/Lori G. - *Passed*

2) Consulting Team Presentation

The Consulting Team (CT) presented their final report. It was very well received and deemed impressive by the Steering Committee (SC). A discussion followed and questions about the board structure were raised. It was also noted that a non-coop related board was needed in the present to run the market, since that was a priority that had to be taken care of as well. In this, a market manager had to be hired and the interim board needed to form a farmer outreach subcommittee.

With regards to the payment to the CT for their work on the co-op research, Emily mentioned that the process with INTRD was very slow and that \$3000 was still owed.

3) Minutes for Approval

After a slight change in that Devon was added to the *regrets* section and removed from the *adjourned* section, it was moved that the minutes of the 05 April 2009 Steering Committee Meeting to be accepted as presented.

[Oz/Emily – 05 April Minutes – *Passed*]

4) Business Arising

Colin still needs to obtain a business number. Discussion on this is deferred to the following week.

[**Action** – obtain business number – **Colin**]

On Wednesday April 15th, the finance subcommittee consisting of Colin, Kathleen, Kristie and Dan met at Hava Java. Colin showed us the finances and some software he uses to organize and keep track of them. The bank account needs to be updated when we have the new board organized. The new board members could potentially be cheque signers. Colin also added a free Pay Pal feature to the website that shows up as a “button” one can press to donate to the SJFM. He mentioned that the Wellness Coalition grant for \$1000 was due on the 15th of May. It would be used for a food educator, who would be present at the farmers’ markets. This person could also potentially be funded via JCP or SWASP, and a partnership with FEAS^t could be made to help this as well.

[**Action** – look at Wellness Grant – **Kristie**]

Discussion on the DDC follow-up was again deferred to another time.

The AGM planning committee will meet on Wednesday the 22nd of April at Hava Java, 6:30pm. Colin wants to decide on a format for the election process and figure out an appropriate structure for the new board. There are a lot of details to be worked out and will be looked at in detail at the meeting on Wednesday.

Not much progress has been made on the Service Canada application for the Market Manager position. Lori G will be in contact with Service Canada. Kristie, Colin, and Sarah will be consulted with.

[**Action** – contact Service Canada – **Lori G.**]

Regarding the trip reimbursements to St. Catharines for Dan and Sarah, no funding has been received as of yet. However, they were paid from the SJFM account, and the SJFM will be reimbursed directly when the ACAAF grant comes in.

Kathleen is still waiting for a response regarding the truck vending.

There is another Pleasantville Development Forum on April 28th. Emily will collaborate with FEAS^t and Safer Soils to write a letter to the planning committee regarding the inclusion of the SJFM in the new development plans.

[**Action** – write letter to Pleasantville planning committee – **Emily**]

5) 2009 Market Planning and Administration

The fundraising flea market that Sarah is organizing for the SJFM will occur during the last weekend of May. Lori G will get in touch with Sarah and discuss this. The SC members are encouraged to bring items to sell at the flea market. There is need for a fundraising committee for the SJFM to organize raffles as well. Bristol Advertising was mentioned to possibly make posters for the SJFM for marketing purposes.

The Alberta Farmers' Market (AFM) booklet on food safety is in the mail. Lori G talked about her research on food safety issues at other farmers' markets and found that most FM's have some rules, such as the venue is what is licensed rather than the individual cooking the food. Therefore, vendors need a licensed building in which to cook food. The chip truck can count as a licensed kitchen. There is also a need for vendors to have a course in food safety.

The update on vendor contacts and other market logistics will be deferred until next week because Sarah is away.

6) Other Business

It was noted that the Municipalities Matter Visioning Session was coming up on Saturday, May 9th.

Lori G mentioned that there should be a small child care centre at the FM. There could be a volunteer or co-op program. Alternatively, Daybreak could be hired to watch over young children at the FM's as well.

It was suggested that we, the SJFM, give a token of appreciation to the Centre for Social Justice for letting us use their board room for our meeting space.

Colin discussed the AGM briefly as well. Should there be a voting fee? Most SC members were against this. A donation box was a possibility, and voting slips could be handed out. This would be discussed further at the AGM.

7) Next Meeting

The next meeting will be held during the AGM on April 26th at 1pm in the Eastern Edge Gallery. It was noted that the SC members should be there earlier to help set up, and Zainab and Emily volunteered to make some food as well.

A movement was made to end the meeting at 2:35pm.

Oz – Passed