

Friends of SJFM Board of Directors Meeting Minutes

Building a Co-op

January 14th, 2010

5:30 – 7:30 p.m.

FSN Boardroom – 44 Torbay Road, Newport Building

Present: Colin Greene (*Chair*), Oz Rabinowitz (*Vice Chair*), Lori Greene, Kristie Jameson, Dan Ficken (*Secretary*), Alison Doyle, Devon Crosby, Patsy Gosse

Regrets: Michelle May (*Treasurer*), Sarah Hansen (*Market Manager*)

Observing: Kathleen Parewick, Inbal Bahar, Jim Winter

Agendas and other materials for the meeting were distributed.

1) Agenda

The question of the budget regarding Marshal Gelardo was added. It was taken care of right away when Jim offered to call him.

2) Review of the contribution agreement/budget

Jim and Kristie wrote the project proposal in June and based it on the consulting review. Basically we are forming a coop and we need to do the Farmer Outreach component.

Jim gave a presentation on appropriate board structure (approximate), a structure of which consists of committed members and associates. He explained that he had created a co-op development project that he could extract information from for funders, which would mostly be of CDI. He said that although we are still in phase one, we definitely still need a strategic plan, such as a 5-year plan.

The presentation outlined certain objectives that we need to meet to be successful. One main objective was to incorporate the co-op. In order to do so we need to finalize the structure and bylaws. The other was to develop the co-op. This would include designing the business plan and the policy manual. Jim will help us by providing us with a basis to create the documents. Having met these objectives we will then have an incorporated co-op with a solid plan and structure that will have a stronger connection to the producers involved with the Market. Essentially, we will be able to perform very well under these conditions.

He explained that with the Friends of the St. John's Farmer's Market (FoSJFM) and the co-op promoting the project, we will have strong leadership, a powerful project

committee and well organized financial management that will provide our main deliverables.

These deliverables, which would come out of our objectives, would include but not be limited to, an increase in membership engagement; farmer outreach; ways to collect performance indicators; a complete directors' manual for board legalities; an increase in directors' engagement; a complete co-op policy manual that would include policies for travel, market duties, food safety, etc; a complete strategic planning process and documents for consulting and planning (for the end result); and a complete business plan.

Jim stated that he, as our consultant, is accountable to the FoSJFM and can be regarded as the “do-er” of our organization in terms of helping to firmly establish it so we can produce these deliverables.

He said the next immediate step for us would be to strike a committee which can develop a timeline and a workplan (ideally by May), and could quickly get funding proposals out to various funders, such as RSDF, CCB, ACOA, and Growing Forward.

Next in the presentation was noting sections 7.1, 7.2, and 8.1 in the contribution agreement (attached in an email), and highlighting the fact that the final reports needed to be met. These reports include the performance report and the financial report.

Sections 11.1 – 11.3 were looked at regarding public announcements, in that we always need to mention federal funding when talking about the co-op, and that we always need to check before making any information public by seeking an approval form from the MP (Jack Harris), or the Minister.

We also saw Section A, which covered the project work plan. It stated that results were expected, there needed to be performance indicators such as deliverables, and a collection methodology.

Section B was the Budget. Jim explained to us in detail the sources of funding and our planned expenditure. This included a breakdown of expected project management fees and consultant fees, as well as non-consultant costs such as costs of co-op incorporation (including travel costs), member development, and the costs of the business plan.

His presentation and its accompanying documents were attached in an email for further reference.

Colin briefly mentioned the review of the original proposal and noted a 25% budget change (as opposed to a 20% change).

- 3) Jim showed us his contract (Service Delivery), which included the above mentioned budget.
- 4) We need a subcommittee for this work. We asked the question of whether this subcommittee should monitor, or “do”, the operations. Colin, Kristie and Oz all agreed to be on this subcommittee.
- 5) **Next Meeting**

The meeting was adjourned at about 9:00PM

Passed – Colin/Dan