

Friends of the SJFM Board of Directors Meeting and AGM Minutes

May 25, 2010

7 – 9 p.m.

FSN Boardroom (new office, 44 Torbay Road, Newport Building)

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

Regrets: Lori Greene, Devon Crosby

Observing: Jim Winter, Inbal Bahar, Melissa Legge, Sherry McGarvie

Agendas and other materials for the meeting were distributed.

1) **Approval of Agenda**

“Meeting with the vendors” was added under Item c) First Market.

“Folding Tables” was added to Item b) Yard Sale Planning

Alison has been added 6b) Bank Signers

2) **Minutes for Approval – January 2010, February 2010, April 2010**

April’s Minutes was passed after a few changes. The date of the yard sale was changed; an Action item for Alison was added in “the end of market date”; and the wording “Sarah currently doing the job” was changed to Market Manager doing the job.

Passed: Colin/Dan

3) **Nominations and Voting for Board of Directors Upcoming Year (2010-2011)**

It was noted that Patsy will soon be leaving the board, and that Kristen Lowitt (not present) wanted to join the board. Her biography was read aloud and was voted in by the board. The rest of the board will remain the same as the rest of the 2009-2010 board members were interested in continuing on, and so were approved. Colin made a motion to accept the current roster of 2010-2011 board members.

Passed: Colin/Oz

4) **Voting Items (current board)**

a) A motion was made by Kristie in that buskers invited to the market will not have to pay a table fee to perform, in that as long as they are not using a table.

Passed: Kristie/Alison

b) There was some discussion regarding the Avalon Wesleyan Church having a one-time puppet show for children at the market. It was discussed that the SJFM can not

publicly endorse any one particular religious group, as the market fosters a multicultural environment; although if there was no harm in allowing the performance in that it had more neutral or all-encompassing connotations, then there would be no issue with it. It was decided to defer the voting on this issue until July after the market is running smoothly for the season since some policy would have to be developed around this type of activity before it could be voted on. This would be a policy on religious and political messages in general, and may even include pamphlets on organic gardening, etc.

5) **Items requiring discussion**

- a) There was a warm gesture of welcome to the new Market Manager (Sherry McGarvie) and the new Assistant Manager (Melissa Legge).
- b) Some items were then discussed regarding the planning of the Annual Yard Sale Fundraiser. (Note: **Action Items** in **Bold** for this section)
 - a. It was noted that Colin and Lori would be leaving town that morning, although the yard sale would still be taking place at their house.
 - b. Sherry will run the event and thus was given charge of the float and till.
 - c. There would be a push made for items to be donated to the event for sale and **Melissa** offered to send out a Facebook invite, and **Sherry** would send an email invite to the vendors.
 - d. In terms of advertising, it was mentioned that we have a good poster that could be used for this event. Some were given to the board members and staff to be distributed around town. Melissa mentioned that she had a friend who could make another good poster that we could use.
 - e. **Sherry** will set up a doodle poll to see who would be available for doing pricing shifts, starting at 6pm on Friday evening.
 - f. **Sherry** will change the 20's in the float to five dollar bills to make for easier change.
 - g. It was noted we will do a poster swap with WAMUN to cross-promote our events
 - h. **Melissa** will pick up four folding tables to be used for this event.
- c) The following points were made regarding the first market:

- a. Terry Rielly will perform the opening ceremony at the first market with his Farmers' Market song. There will be a welcome and hello by board members and staff as well.
- b. **Colin** will work with Sherry on arranging the table layouts. It was also noted that the circuit breakers were located in the little room and that we should be on the ready to switch these should one become tripped during power usage at the market.
- c. It was also mentioned that the media would be there to conduct interviews, and that Melissa would invite the media, contact certain radio hosts (Ted Blades, and Angela Antle) and write a press release and PSA. It was noted that Colin would not be available to partake in an interview.

[**Action** – organize media – **Melissa**]

[**Action** – partake in interviews with media – **Oz and/or Alison**]

- d) There were some emails sent to members of the board regarding the hiring of a different Market Manager, in that people have voiced their concerns about Sarah leaving the position. It was discussed that the board will respond in a courteous and diplomatic manner. We will outline our hiring policy and accountability to the people concerned and mention that we followed the appropriate process and the outcome was that a different candidate was hired for the job. Board members are to stay after the meeting and write a formal letter to be sent in response to people's concerns.
- e) It was noted that Facebook updates were too numerous and that less should be sent per week. Instead more information should be posted to the website regularly, and the weblink for the SJFM should be added to any Facebook updates.
- f) The notion of a "Barter Board" in the form of a bulletin board was discussed. The Board would act as a type of "Freecycle" network of services and goods for market-goers in exchange for other services and goods. It will come with a SJFM disclaimer in that it would not actually be connected with the SJFM, only posted there.
- g) In terms of vendor insurance, it was mentioned that the vendors were not required to have it, but it was highly recommended that they do seek to insure themselves. We can look into good insurance packages, however, and recommend them to vendors.

6) **Tasks requiring Action**

- a) [**Action** – organize a time to update the bank signers – **Dan, Alison, Oz, and Sherry**]

- b) [Action – subcommittee to discuss the monthly events – **Sherry, Kristie, and Melissa**]
- c) [Action – subcommittee to discuss FEASt workshops – **Emily Doyle and Melissa**]
- FEASt will also supply the speakers for this event.
- d) The Fundraising subcommittee commented that we should look at the various aspects of fundraisers before organizing them (ie liquor, bands, etc) in that one person should be delegated to handling each task of organising specific aspects. This will simplify our future events.

The other subcommittee reports were deferred for another time.

[Action – consult with board on specific committees as needed – **Sherry and Melissa**]

- e) Regarding policies and forms, it was noted that we have drafts that are currently being edited and fixed where appropriate. These drafts are essentially the “beta” versions of what will eventually become a part of the co-op.

Regarding complaints, these should be sent to Sherry first and then sent to the board if a resolution is not attained.

It was noted also that vendors should sign an contact sheet with illnesses and emergency contact info marked on it.

- f) Regarding the Food Safety Course, most vendors are up-to-date, however some may still be required to take this course, and the board recommends that they do so. Also, it was noted that we may not be able to subsidize the course this year.

[Action – check with Lori to see which vendors need certificates – **Sherry**]

- g) Regarding a vendors’ handbook, Melba has provided an example of an employee’s handbook that can be used as a model for this.

7) Updates

- a) Kids events, buskers, and volunteers are booked to the end of June
- b) Colin did a presentation to the Rotary Club regarding our mission and our needs
- c) We are interested in the possibility of a Sunday market downtown, hosted by the DDC. There is a meeting at the DDC regarding this on Wednesday

- d) An inventory of all our items was completed; and forms have been added to the binders.
- e) It will cost \$60,000 to lease a tent from a local company that makes them, however it will easily add 20 more tables to the market. We will also look into more options if needed.
- f) The Co-op subcommittee reported that the bylaws and business plan were slowly being produced and that they may be available in the fall. The subcommittee might survey vendors for items to add to the manual.
- g) Sherry also gave an update in that 26 vendors were confirmed for the inside of the 1st market, and that 6 vendors were confirmed for the outside. Some farmers were confirmed as well, including the Organic Farm, Mount Scio Farms, and Olivers Farms. There was also the possibility of other farmers. Sherry mentioned that Ordinary Spokes would also be available for bike tune-ups as well.

It was decided to discuss the issue of the Lion's Chalet sign at the next meeting.

8) Next Meeting

The next meeting will be scheduled for after the second market

Meeting adjourned at about 9:00P

Passed: *Colin*