

Friends of the SJFM Board of Directors Meeting

June 22, 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*), Kristen Lowitt, Devon Crosby

Regrets: Lori Greene,

Observing: Jim Winter, Melissa Legge, Sherry McGarvie

Agendas and other materials for the meeting were distributed.

1) Approval of Agenda

“Vendor selling scald butter” was added under Item 6.7 Food Safety.

“Donation to Michelle Fundraiser” was added to Item 7.8

2) Minutes for Approval – May 2010

It was noted that Dan should pull out the action items from the minutes for the board

Passed: Oz/Kristie

3) Business Arising

1. The roles of the executive board were decided upon. Colin proposed that both himself and Kristie co-operatively share the roles of Chair and Treasurer. Dan remained the Secretary, and Oz remained the Vice Chair.

Passed: Devon/Oz

2. With regards to workplace and customer health and safety, a decision was made to tape down an extension cord so we can brew more coffee in the canteen.

Additionally, because an outlet blew, the Lion’s management need to be contacted to add another circuit; otherwise we will have to plug in from the outside. It was decided that no more additional vendors could be allowed to plug in until this issue is resolved.

[**Action** – contact Lion’s Chalet regarding outlet – **Sherry**]

It was also noted that we had bought more coffee warmers, which will enable us to generate more funds through increased sales in coffee.

It was also noted that in high winds, tents can be damaged and can create an unsafe environment for vendors and customers. Although Colin had temporarily fixed the tent legs, there is need for a policy on setting the tents up in the wind. It was discussed that we can better secure the tents with twine, which we will have to pick up, and allow for wind direction as well. While some vendors also bring their own tents, the board discussed not setting the tents up in conditions that are in excess of 40km/h (*Note: no official motion was made on this discussion*)

3. Scheduling board members for market-day volunteer duties was discussed, in that a board member is needed for a set up or a tear down of tents and tables, etc, each morning or afternoon.

[**Action** – organise board volunteer schedule – **Melissa**]

4. With respect to the cost of chafing dishes and fuel tins, each container of fuel costs about \$1, which we make back by selling to the vendors. It was mentioned that we can also sell the chafing dishes to the vendors so we don't have to deal with cleaning them and putting them away. Vendors could then bring the chafing dishes home and wash them and then bring them back the next market. This discussion will be deferred to the food safety committee to decide on. The committee will bring their recommendations to the next meeting.

[**Action** – deal with chafing dish issue – **Food Safety Subcommittee**]

5. It was brought up that a vendor (Gavin from Boulder Books) would like to bring his own debit machine that other customers could use. Gavin said that he could get someone to staff it as well. Discussion ensued: we need more clarification on exactly what the conditions for use of the debit machine are. Also it was suggested that we ask the Lion's Chalet if they can install a permanent ATM in the building.

[**Action** – contact Lion's Chalet regarding ATM – **Alison**]

[**Action** – contact Gavin regarding debit machine – **Alison**]

There was also a photo contest by FEASt in which the winners each get gift certificates to the market. FEASt will pay \$80 to the SJFM and the Assistant Market Manager will distribute the certificates (\$10 allotments) to the winners when they contact her before making a purchase at the market. The certificate holders will use the full \$10 amount per purchase (no change), and the vendors will cash them in at the end of the market.

[**Action** – contact Lindsey Hewitt about certificates – **Kristie**]

6. The question was raised of whether FEASt and the non-profit table gets a priority over paying indoor vendors for space at the market because we had

run out of space indoors for more vendors. It was discussed that FEASt and non-profits will go outside, but they can have the option of setting up inside if it is poor weather (ie rain).

7. Regarding late vendors, the policy currently allows their table to be given up if they show up later than 8:30AM. It was noted that if enforced, this could cause trouble. It was decided that we can make exceptions, however it will be made clear to late vendors we will have to enforce the policy if their lateness continues and causes problems. A suggestion was made to have a vendor meeting to talk about and clear up some of these issues.

[**Action** – organise general vendors’ meeting – **Melilssa**]

8. With respect to vendors who need additional assistance during their time at the market, it was suggested that the Market Manager can allocate a volunteer to help out with specific vendor tasks if need be.
9. There was a table complaint from Kelly Piercey regarding the availability of tables at the market. It was noted that this issue had been resolved, and that the Market Manager can use her best judgement on whether a vendor should be allowed to book space or not (for example, if there are too many vendors of one type, then Sherry can decide to not book some of them).
10. Regarding the puppet show from the Avalon Wesleyan Church (and as well as other religious/political groups in general), if we let one group in, we will have to let all other groups in. It was decided that this would be allowed given certain conditions apply. It was moved by Colin that all outside groups under the discretion of the Market Manager and the Board would be allowed to appear at the market as long as there is sufficient signage clearly stating the nature of their cause. It was noted that the sign could come from the SJFM if need be.

Passed: Colin/Oz

4) Financial Report

At the time of the meeting, there was \$6656.31 unspent dollars in the bank account. We have money to pay Melissa and also money from student grants, also we do have to cover \$354 until the next HRDC cheque comes in.

Regarding the co-op funding, we still need \$4650 to pay Jim for his services, however we still have not received this money yet. It was suggested that we can pay \$2000 for now. It was also noted that we need to pay Jim \$2000 for the Farmer Outreach Management work as well. Jim said that he could hold off for now until more funds come in. This discussion will be deferred to the co-op subcommittee meeting.

The remaining money is for Sherry's salary. It was noted that we will have to fundraise for all other expenses. We could potentially get a "Helping Hands" loan (line of credit) from the Credit Union if we need to.

5) **Staff Reports from Market Manager and Assistant Market Manager**

Sherry has more requests from vendors than she can handle. She mentioned while vendors are booked until the end of August, more organisation will be needed regarding this. Sherry noted that she is currently working on a better system for next year.

Melissa has the buskers booked up and mentioned she will provide spreadsheets of her organizing. She also mentioned that she is in need of more volunteers as well. Mobilizing volunteers could be an issue after her September end date, although it was noted that Melissa has some extra hours that she can contribute if need be.

6) **Committee Reports**

1. The Marketing and Media Committee reported that the SJFM will be in SNAP Magazine this month, and that we would also be featured in the Scope. It was mentioned that if we advertise for SNAP, then they show up every month and feature us.

[**Action** – look into advertising for SNAP – **Devon**]

We will also be doing posters, and Melissa is doing Facebook updates, while Colin is updating on Twitter. The discussion on the sign at the Lion's Club will be deferred due to it being a too expensive option for us right now.

[**Action** – look into doing posters – **Devon**]

2. The Special Events Committee said we can promote Canada Day at the market and that the Circus will be there for the July 31st market. It was also mentioned that we could possibly have local chefs teaching how to prepare locally produced meals each week. There could also be a Children Appreciation Day with an event showcasing kids' tables, where they could sell jams and crafts, etc. The discussion on this particular point was deferred due to the time beginning to run out.

[**Action** – look into local chefs idea – **Alison**]

3. Melissa offered to head the Fundraising Committee and mentioned she will email ideas to the committee.

[**Action** – organise a fundraising committee meeting – **Melissa**]

4. Sherry mentioned she could work on getting grants after the summer season for the Funding Committee. Discussion on sponsorship was deferred.

5. The Tent and Location Committee mentioned that the Dynamic Air tent systems would cost a lot of money to set up the first few times. On the other hand, the Downtown Development Commission would like to pilot a SJFM event on the 3rd Sunday in August, in which case we may be able to accommodate more vendors here that can not make it in to Saturday's market. The committee will ask vendors (via Bcc email method) to contact the DDC if they are interested in participating in a DDC Sunday market. If we go ahead and ok the DDC market we have to ensure that they promote the SJFM. A movement was made by Colin to continue with talks with the DDC regarding an August 3rd Sunday market downtown.

Passed: Colin/Oz

6. Jim is still working on the Co-op Committee

7) Other Business

1. There is a company laptop which can be used for treasury and financial business
2. Melissa is not available for the August 7th Farmers' Market, but Alison has offered to pick up the duties for that date.
3. Volunteers will be needed for September and beyond because Melissa's work period ends then and she won't be able to work with the volunteers during that period.
4. Discussion on signage was deferred.
5. Jeremy Carter will be refunded for an online discount he forgot to apply for.
6. On the next sunny day, Oz will pick up the donated Costco tent.
7. An interesting weblink was noted about innovative farmers' market designs
8. We will donate Michelle May's table to her for the next two weeks to aid in her fundraiser. It will equate to the amount of \$42.50

8) Next Meeting

The next meeting will be about one month from now in July

Meeting adjourned at about 9:00P

Passed: Colin