

FoSJFM Board of Directors Meeting Minutes

Tuesday, July 13th, 2010 from 6-8 p.m.

FSN Boardroom (44 Torbay Rd)

Regrets: Dan, Kristen

Attending: Devon, Kristie, Oz, Sherry, Melissa, Alison, Jim, Colin

1. **Approval of Agenda** [Colin/Oz]
2. **Approval of Minutes for June 22nd, 2010 (postponed)**
3. **Business Arising from last meeting**
4. **Financial Report to June 30th, 2010**
 - a. Monthly Market Summary for June, 2010
 - b. Account Summary to June 18th, 2010
5. **Staff Report**
 - a. ***Market Manager Report***
 - i. Tent Update & Discussion
 1. Tent grace period for one more week (July 10th), manager will notify vendors that tents will no longer be available on un-safe days. Then if it is not safe we will not be putting up tents at managers discretion. Vendors responsibility to provide their own shelter after that
 2. Try moving tents next to ball field area.
 - ii. Heating fuel – thought they were \$1 each, but really \$2 (\$2.36) from SaniPro (may be able to use 1 instead of 2 as they burn hotter). Sherry has spoken with the vendors regarding this and they will pay the \$2. Also vendors will need to provide their own chafing dishes.
 - iii. Vendors Relations & Table Sales Update
 1. All good
 - b. ***Market Assistant Report***
 - i. Volunteer List & Responsibilities Update & Discussion
 1. Mun international students are required some hours during July
 2. Association for new Canadians people been contacted (training for them, help learning, etc) 200 – 250 people
 3. Planning for August will happen at the end of July
 4. Cleanup takes a long time
 - ii. Board of Directors Volunteer Requirements Discussion
 1. Board showing up late
 2. Need to notify Melissa and Sherry if you cannot make it
 3. 1 is good for now, 2 might be required from Aug-Nov
6. **Committee Reports**
 - a. Marketing & Media Update
 - i. Posters dropped off at Hostels/bed and breakfasts

- ii. Duke of Edinburgh person wants to do postering
 - iii. Tourist information downtown
 - iv. Need more Coffee Cards, and maybe Rack Cards
 - v. Continue to do Scope ad
 - vi. Coast 101 comes every week and Jessica wants to return
 - vii. OZ wants us to advertise , when we have a budget
 - viii. Sign out front, on the big triangle sign, we can cover it up if we have something
 - ix. Website now updated weekly before the market
- b. Special Events
 - i. Inbal has stepped down
 - ii. Seed swap suggestion for August
 - iii. Melissa to send doodle for events
 - 1. Chefs/ etc.
- c. Funding & Fundraising
 - i. Review draft sponsorship letter & brainstorm potential sponsors
 - 1. Groups have fiscal year end, should be aimed for next year maybe
 - a. Hammer out who
 - b. Staggered - Seedling sponsor, Platnum sponsor, etc
 - c. Charitable number from Stella Burry to offer tax number (administration fee often taken) goes through bank fee. Just give the chariable tax free number. Alison will approach Stella Burry
 - 2. Need to have a fall meeting about this. Who should be sponsors – local is our requirement
 - 3. Fundraising/Special events is organized
- d. Food Safety
 - i. Egg Pasta at market – couple had bags of pasta, just sitting out not on ice. Sherry has contacted and will be dealt with.
- e. Coop Committee
 - i. Final Report Submitted
 - 1. Submitted the final report at end of June
 - ii. Vendor Survey/Questions
 - 1. Melissa can help out. We need input from people that have been involved Colin/Alison
 - 2. Policy Manual – we need to get vendors involved, internet, co-op, hiring policies, operational policies (food safety, dogs, vendor costs, no more double wide strollers, vendor signage, prices posted required, complaints process, etc, etc)
- f. SJFM Bylaws & Policies Committee Update & Next Steps
 - i. Action for all the board/Melissa/Sherry: Send out what you think the policies should address, anything that comes to your mind
 - ii. Resend/Google doc of the policy manual
 - iii. Need for policy manual (see above)
 - 1. Questionnaires – get involvement from all if possible

- 2. Food safety for example – agreements based on particular sale types
 - iv. Bylaws is done (only thing remaining is share capital, email has gone out)
 - g. Business Plan Committee Update & Next Steps
 - i. Business plan is done
 - h. Downtown Development Corporation
 - i. Survey/Questionnaire Update
 - 1. Whether people want to be downtown
 - 2. What would be required at the market for you downtown
 - 3. Two markets
 - 4. Need to work out the right way to word this vendor survey
 - 5. Melissa/Alison/Colin will get together to work on this
 - 6. ACTION: Colin to check with DDC re: Aug Sunday market
 - i. Permanent Location/Tent
 - i. United Sail Works Update
- 7. Other Business**
- a. Written Requests
 - i. Sunshine Foundation – working with volunteer to be part of non-profit
 - ii. Frank Hovart – piano concert person looking for funding and we cannot support it.
 - iii. G20 people coming on July 17 we approve.
 - iv. RIAC used books not appropriate for our market
 - b. FEASt & SJFM relationship
 - i. FEASt Tent & Table
 - 1. Sarah Ferber want to use half table paid and half for free for Feast (this has been resolved)
 - 2. Feast workshops – we have a very harmonious feel
 - a. Feast AND SFJM workshops (Melissa does a lot of work for these now)
 - b. Feast tents are in the category that need to be safe, if we are not putting up our tent then they cannot
 - c. Issues with sets up/breaks down of the feast tent
 - c. Need to discuss the insurance required for vendors (what if they setup their own tents)
 - d. Michelle “thank-you” to board
 - e. Honourium or maybe pay a market assistant once Melissa finished
 - i. Sherry will need help of some sort – other options are a dedicated volunteer or it will be a board members responsibility
 - f. Formal Complaint Discussion & Process
- 8. Next Meeting**