

SJFM Co-op Board of Directors Meeting

Feb 10, 2011 6-8pm

FSN Boardroom (44 Torbay Rd, Newport Building)

Present: Dave Jerome (*Chair*), Sherry Lovett-Beck, Sandy Legge, Emily Martin, Jim Winter, Lori Greene, Andrea Dicks (*Secretary*)

Regrets: Dave Dempster (*Treasurer*), Devon Crosby

1. Approval of the agenda

Approved: Lori/Andrea

2. Approval of the minutes – Jan 18, 2011

of names for Alison Doyle, Patsy Gosse and Kathleen Parewick

Corrected the spelling

Approved: Emily/Sandy

3. Old Business – Review action from the Jan 18 Minutes

The Board discussed the need to set up a bank account for the SJFM Co-op. Lori stated that Colin had been speaking to Dave Dempster and that Dave said he is working on it. This needs to be done sooner rather than later.

Lori contacted her cousin Jason Riddle, an accountant, to see if he would be interested in sitting on the Financial Committee but he is not. He would however be willing to give advice and he will also solicit his co-workers for someone who might be interested in this committee. Sherry suggested that we consider contacting a community college. She mentioned that she once contacted a community college when she was in need of accounting advice and they sent 3 students who were enthusiastic and eager to help. Jim mentioned that the committee will definitely need someone to set up the books.

In regards to the membership letter sent by Dave Jerome, no one had heard from members interested in sitting on any of the committees. Jim suggested a member orientation workshop where we could talk to the membership about sitting on a committee and what is involved. In the past, the market has always been run by self - appointed people. With a co-op structure, we are now asking people to have a different relationship with the market. This workshop needs to be organised very soon to recruit new members to sit on the committees and to get some of the information out there before the Annual General Meeting (AGM). This workshop is also important so that

there is a membership that knows what to do, what needs to be done and knows that they have a say in the decision making process.

Andrea and Dave J. will be posting their notes from past minutes on the SJFM Board Igloo website so that we can get names of vendors who were active in the past with the market and may want to get involved again.

Dave J. has emailed Dave D. to get an update on the Finance Committee – no response yet.

Human Resources (HRC) committee has 4 people sitting on it.

Membership Committee (MC) has 4 people sitting on it and one who is still thinking it over.

Policy Manual Development Committee (PMDC) has 6 people sitting on it.

4. Committee Reports

a. PMDC

Members – Dennis Durfey, Karen Durfey, Alison Doyle, Sandy Legge, Lori Greene and Kathleen Parewick

The Terms of Reference(TOR) for the PMDC is completed and will be voted on in the March SJFM Board meeting.

Their main priorities for the upcoming market season lies with Food Safety, particularly meats and cooked foods, and Public Safety. Other policies regarding maintenance, employment, governance etc. will be worked on during the market season and into next year. The committee is using rules and regulations/ policy manuals from other markets across North America as guides.

Jim stated that if the board made the policy manual development into a food and safety project then we could apply for certain funding. Since there are no current provincial regulations for food safety pertaining to an ongoing event, the committee could work

closely with the provincial government departments and develop a project that could be useful for everyone. If the food safety portion of the manual is framed as a project, then an application for funding can be made to Canadian Agricultural Adaptation Program. There is a pretty quick turn around with this application and no deadline.

Jim also talked about another funding opportunity available from FSN. If the food safety portion of the manual is framed correctly as a project, the FSN could apply for funding to get all of the Farmer's Markets from across the province together and discuss food safety issues. They also recognise contributions made in-kind. The FSN would handle the administration for this.

There is an on farm food safety program that is aimed at farmers to educate them in how to produce a safe product. The idea was proposed the policy manual state that farmers have to have this course in order to sell at the SJFM.

Jim mentioned that Dr. Hugh Whitney (provincial veterinarian) is willing to meet with the committee to discuss food safety in relation to meats.

The committee is meeting with Darrell Johnson, who deals with home based food preparation safety, on the morning of Tuesday, Feb15th to discuss food regulations as there currently are no provincial regulations in place.

If this funding goes through, Jim needs to know if we want him to spearhead this project as he may have other commitments. Dave J. threw out the idea that Jim work with the HRC in applying for this funding but it was decided he was needed on the PMDC given his background and knowledge base.

A motion was made to start framing the PMDC project in regards to food safety and have Jim co-ordinate.

Passed: Lori/Dave

PMDC will be meeting Sat Feb 12th to define and design the project needed to be able to apply for funding. The project design will be posted for review by the directors before the application for funding is started. It was also decided to work the SJFM Board Igloo site into the funding so that we are not limited to 25 members online.

b. MC

Jim will be working closely with the MC to set up the workshop for member orientation and information. It was decided to aim for the middle of March for this session.

The question was raised as to if we are waiting until the AGM) to accept applications. It was discussed that we should include the application process in the orientation workshop for the members.

Sherry has been receiving requests for applications for the co-op and needs to know what to tell these people. It was decided that she will let prospective members know that there will be a general information session in the middle of March. The online application will be on the website within the next week along with the by-laws. There will also be a statement indicating that the application is not a guarantee, it is just an application.

Andrea went over the potential ToR for the MC and it was decided that a membership manual is not necessary since the PMDC will be covering the standards for craft and artisan vending, % of personal representation at the market, ratio of primary/secondary producers etc. An objection policy is already in the by-laws so the priority for the MC will be focusing on coordinating the membership workshop for the middle of March. The committee will be meeting at some point in the week of Feb 14th to 18th with Jim to get started on the workshop.

It was also recommended that the Chair of each committee email Emily and Sherry with the emails of the committee members. Emily will use this info to set up an organisational chart outlining the basic structure of the SJFM co-op.

c. HRC

Members – Dave Jerome (Chair), Patsy Gosse, Sara McCauley and Becky Graham.

HRC will be meeting in the week of Feb 14th to 18th. Dave indicated that the Graduate Student Union at MUN has a few hundred dollars that they would like to donate to the market.

It was noted at this point that when each committee presents its ToR to the Board, the committee members will be listed. Once the ToRs are approved by the Board then the members of these committees will be formally approved.

d. Finance Committee (FC)

Concerns were brought up about how the FC was progressing. There are some pressing issues that need to be dealt with such as a bank account and insurance. Financial issues cannot be dealt with and co-op membership fees cannot be accepted until we have a bank account. It was noted that we cannot take on the act of running the market until we have insurance. Also, a budget for the upcoming Market season needs to be drawn up.

Currently there is no known membership for the FC and Dave D. has not been responding to emails sent from other Board members. A decision was made to call Dave D. instead of email. Dave J. collected phone numbers from all of the members present to do up a contact list for all Board members to use.

Emily volunteered to sit on the financial committee. If Dave is not able to sit on the FC committee, Emily said that she would be willing to set up a bank account and research insurance possibilities.

Dave D. will be contacted by phone. Once this is done, Emily will be contacted and updated as to the status of Dave. D's position on the FC.

Action: Dave J.

It was brought up that the FC be thought of as the Finance and Administration committee when doing the ToR since they would be handling the insurance.

5. Report from the FoSJFM Board Meetings

The FofSJFM is currently working on a new location for a market. There is a lot of interest in finding a bigger, better location. There is a wish list on the SJFM Board igloo site indicating the ideal site (licensed kitchen for vendors, green space etc.). Colin from FofSJFM Board has follow –up meetings with Deputy Mayor Shanny Duff, Sheila O'Leary and David Blackmore regarding locations. David Blackmore is trying to develop an Arts and Culture space downtown. The market is not in his Arts and Culture plans yet.

It was noted that the Undergrads at MUN are putting off Sustainability Days in March where they will be putting off a Farmer's Market. They were wondering if we would want to partner with them and send the message out to our vendors to see if they would be interested in participating. It was discussed and decided that it would be a good partnership for us.

Passed: Dave/Emily

6. Presentation by Jim Winter:

Co-operative Development Initiative (CDI) Agreement with FoSJFM

The second half of the co-op development funding contract which the FofSJFM has applied for has yet to be finalised but Jim will continue working with the SJFM while waiting for it to go through.

The contract outlines three areas of responsibility for Jim;

- 1) Review and enhance the current Business Plan to address long term sustainability issues, particularly with reference to the identification of financing options and consultations with municipal agencies.
- 2) Deliver a series of workshops for the general membership and Directors that will insure effective participation and governance.
- 3) Co-ordinate multiple aspects of the co-op development process, to insure that various initiatives are complimentary and collaborative in order to build a sustainable and effective co-operative.

This program recognises in-kind contributions so it was recommended that we all keep a log of the time we spend in Board meetings, Committee Meetings and our personal time. We will then forward our logs to either Kristie Jameson or Colin Greene who will then submit the information to the Minister in the final report.

Anything that has to do with the development of the co-op can be brought to Jim for assistance.

7. Other Business

Sherry brought a letter she received from the Friends of the Downtown Library, looking for a letter of support from the SJFM. This request was brought up and the FofSJFM Board meeting but they could not get involved with it at this time. It was decided that since they aren't soliciting funds, they are not out for personal gain and that it would be a way to support the community, that we would send the letter of support.

Passed: Emily/Lori

The possibility of having a set date for the SJFM Co-op Board meetings was discussed and a decision made to try the first Thursday of each month.

Next meeting will be held March 3rd 6 pm in the FSN boardroom.

Adjourned 7:59pm