

Minutes

SJ Farmers' Market Co-op Board Meeting – June 19th 2012

Present: C. Dean Barnes, Dave Jerome, Jim Winter, Shelley Pardy, Josh Smee, Terry Smith, Karen Durfey

Regrets received from: Lori Greene, Andrea Dicks, Emily Martin and Sarah MacAulay

Co-op member Emily Hunt attended the meeting as an observer

Meeting began - 6:35

1. Approval of Agenda – passed by consensus
2. Minutes from the May 15th meeting were not provided, and so could not be reviewed or approved. They will be reviewed at the upcoming Board meeting scheduled for July 17th 2012.
3. Executive Reports

3.1 Report of the Chair

Board Orientation Session

Most board members, including market manager Terry Smith, were able to attend the orientation session last month. The Executive plans to hold more sessions this year with specific Board members and Committees on relevant topics.

Envision St. John's

The Chair has been speaking with Ken O'Brien from City Hall about the city's Municipal Plan, which is currently under review. The City has requested a letter from the SJFM Co-op within the next 2 months requesting that the city plan to provide a space for future market within their 5 Year Plan. The Board discussed the benefit of having support, as well as the need to retain independence over our own location. The development of the new Craft Council Building in Quidi Vidi was cited as a recent example in which the bureaucracy imposed by external funders hampered the progress of the building project, and subsequent use of the space.

Food Safety

Terry and Dean have spent a lot of time focusing on FS issues. Renee, the regional environmental health officer, and her team are huge supporters of the Market. We have a good relationship with her, and good communication. Her office wants to work with the SJFM Co-op this year to improve the licensing process for food vendors. It was pointed out that the SJFM Co-op and FSN worked with staff from the same office last year to generate best practices on food licensing and regulation, but that many of these recommendations were not adopted by the government this year, which has been the source of much of the confusion and other troubles with applications this year.

Dean suggested that we hold the Co-op's AGM, and open vendor applications, one month earlier next year to allow for more prep time before the Season begins.

3.2 Report of the Vice-Chair

No report submitted

3.3 Report of the Treasurer

There has been no significant issues or delays getting former Exec members to sign cheques while we go through the process of changing the signing authority. Carolyn (the accountant) is happy with our ongoing accounting procedures.

Dean pointed out that there have been some cancellations at the Market. Terry informed the Board that most have been unavoidable cancellations. The current policy is that Terry follows up with vendors who cancel or no-show, and that they pay for the missed table before they are booked again. It was suggested that vendors be prompted to acknowledge somehow that they have read and understood the Policies (i.e., click box during booking confirmation). Terry pointed out that nobody has complained about the rules to date, or claimed ignorance of them, even those who do not follow the rules.

Two vendors left last weekend without paying. Terry will follow up with them to arrange payment.

Josh asked Terry if \$200 petty cash was sufficient. She said it was okay – it was tight during market opening, but should be okay moving forward.

The Board thanked Terry for sending out the weekly financial statements to the whole group in a timely fashion. It was confirmed that the statements were being sent to Board members for information-only, and that the Finance Committee remains responsible for examining the details of week-by-week financial activity and reporting a summary to the Board on a monthly basis.

3.4 Report of the Secretary

No report was submitted. Andrea (outgoing Secretary) currently has a conflict with meetings on Tuesday evenings, but that conflict will be resolved in the near future.

4 Committee Elections

Once Chairs are elected at this meeting, the Secretary plans to email the Co-op membership to invite the membership to get involved with all the Co-op's committees.

4.1 Employee's Committee

This Committee is chaired by the Co-op Chair.

The Federal Government has confirmed that we are eligible for the Canada Summer Jobs grant, despite the fact that we are not technically a not-for profit organization. Dean has suggested that the EC morphs into a Market Committee to take on day-to-day issues at the market i.e. Sustainable Containers. It was pointed out that Terms of Reference (ToR) for each Committee would help with

clarifying which group was responsible for specific tasks that fall between the obvious duties of each committee.

4.2 Finance Committee

This Committee is chaired by the Co-op Treasurer.

4.3 Marketing Committee

Shelley Pardy is willing to stay on as the Chair of this Committee.

4.4 Membership Committee

This committee is usually chaired by the Co-op Secretary. Andrea (outgoing Secretary) expressed an interest in staying on as the Chair. The Board requested that Sarah (as incoming Secretary) be a member of this committee, if she is not Chair.

4.5 Policy Committee

Karen is willing to serve as Chair. Josh and Jim both willing to serve as members.

4.6 Location Search Committee

Dave Jerome is willing to stay on as Chair.

4.7 Fundraising Committee

Lori took on fundraising responsibilities last year, as the duties did not fall within the purview of any specific committee. She plans to continue to help with fundraising, but does not want to Chair a fundraising group.

There was some discussion regarding if it was best to have a separate fundraising group, or if this responsibility could be taken on by an existing committee. The Board asked the Marketing Committee to take on the responsibility of fundraising.

4.8 Volunteer Committee

There was some discussion about whether or not this should be an independent group, or if it falls under other existing committees. The Board decided that volunteer recruitment will be taken on by the Membership Committee, and working to ensure that volunteers have support will be taken on by the Employee's Committee.

Finally, it was suggested that there is a need for an ad-hoc Strategic Planning Committee. This group's mandate would be to facilitate the development of the Co-op's 5 Year Plan, which is due to be presented to the membership for approval at the 2013 AGM. Jim expressed an interest in Chairing this committee. He has a professional background in this field. Kristie Jameson has also expressed an interest in being a member of this committee.

Motion: *Be It Resolved That the slate of Committee Chairs, as presented above, be approved.*
Josh/Shelley – passed unanimously

Action: All Committee Chairs will submit updated ToRs for review and approval at the July Board meeting.

Action: All Committee Chairs will submit one sentence (140 characters or less) describing their group to Dean by Wednesday, June 20th.

Josh asked who updates the website. The Board agreed that the Marketing Committee will continue to take on this responsibility.

Action Jim will draft a letter from the Co-op to the City of St. John's, requesting that the City include a reference to the need for a permanent market location in their 5 Year Plan. This draft letter will be submitted to the Co-op Board for approval at the July Board meeting.

5. Business Arising

5.1 Sustainable Containers

Due to the restrictions on what the city will accept as recyclable, and the added work for market staff involved in sorting and managing recycled materials, it was suggested that it would be best if the Co-op encourage sustainable containers by selling re-useable containers. Dean presented some options from Peter Pan Sales.

The Board reviewed the various sizes available. The consensus was that the Co-op should buy 3 containers sizes to have available at the market. In order to choose which sizes to purchase, Terry will approach the prepared food vendors at the next Market to ask what sizes they would prefer to use/accept at their tables.

The Co-op will sell the reusable containers directly, and also allow vendors to sell reusable containers at their tables. The market will set a standard price for the containers, which vendors will have to adhere to.

The Board discussed whether sustainability vs. profit generation was the main goal of selling reusable containers. The Board identified that sustainability is the main goal, but we want to cover our costs with this project and hopefully generate a small level of income for the Co-op if possible.

Action The Policy Committee will add a statement indicating that vendors are expected to use sustainable options at the market into the Policy Manual and Vendor Handbook.

Action Terry will get feedback from vendors at this weekend's market on sizes, and then Dean will put in an order next week.

Motion *Be It Resolved That the Executive be provided a budget of \$400 to buy reusable containers for a Sustainable Container Pilot Project*
Dean / Josh - passed unanimously

5.2 Conflict of Interest Policy

Copies of the Policy were distributed, and every Board member was asked to sign a copy of the policy.

6. New Business

6.1 Vendor Issues

The Chair reported that a vendor was breaking some rules at the market last week. The Board directed the Chair to respond to the complaint (registered by the Manager) as per the process in the Policy Manual.

6.2 Buying Club

Dean asked if the Co-op would like to register and organize a bulk-buying club with GJ Shortfall, on behalf of vendors at the SJFM Coop. The Board agreed that we can help facilitate a meeting amongst interested vendors, but that the Co-op will not be responsible for organizing a bulk-buying club.

6.3 Girl Guides

A girl guide group has requested to sell girl guide cookies at the not-for-profit table at the market. The Board discussed if it was appropriate for organizations using this table to sell products, and if the products would need to adhere to the market's policies. The Board decided to allow this group to attend the market and sell their product, and send this issue to the policy committee for consideration.

Action The Policy Committee will consider if not-for profit organizations should be allowed to sell products or services at the complimentary not-for profit table at the market. If so, the Policy Committee will also consider what market policies will be applicable to products and services sold by not-for profit organizations.

6.4 Food Safety

Some vendors have been submitting applications to the gov't that do not meet food safety standards. The gov't has requested that the Co-op vet vendors from a food safety standpoint.

The Board expressed that it was not appropriate for the Co-op to take on this responsibility, as our organization and staff do not have the training or background to decide on specific off-site food safety issues. The gov't has this expertise, which is why the gov't is responsible for monitoring food safety issues. In addition, the Board expressed serious concern about the liability the Co-op would take on if it began monitoring and vetting off-site food safety issues.

No new food vendors can be booked before July 21st, which is the date of the upcoming food inspection at the market.

Action The Chair should request a letter from Sharon Williams, of Service NL, confirming what duties and responsibilities the Market and Co-op have related to food safety.

6.5 Mark Wilson

It has been brought to the Executive's attention that Mark Wilson (a previous market vendor) has been in communication with Service NL, and that he has presented himself as if he were a member of the Co-op and an authorized representative of the Co-op. The Board discussed this issue. The Board confirmed that if Mr. Wilson continues, this could jeopardize any future application to join the Co-op, and his invitation to return as a market vendor.

Action The Chair will contact Mark Wilson, and request that he stop representing himself as a Co-op member, and an authorized representative of the Co-op.

Action The Chair will contact Sharon Williams of Service NL, and clarify that Mark Wilson is not a Co-op member, and is not an authorized representative of the Co-op.

Mark Wilson had requested, at the last minute, to attend this Board meeting and address the Board. That request was turned down as he is not a member of the Co-op, and there was not enough time to forward his request to the Board membership in advance of the meeting.

Action The Chair will invite Mark Wilson to attend the upcoming Board meeting in July.

7. Other business
none

8. Scheduling of the next meeting
Tuesday, July 17th

Meeting adjourned, 21:00.

