

**St. John's Farmers' Market Co-op
Board of Directors Minutes
85A Military Rd
October 2, 2012 7pm**

Attendance: Josh Smee, Dean Barnes, Lori Greene, Sarah MacAulay, Andrea
Regrets: Dave Jerome, Emily Martin, Shelley Parly

Minutes approved

Josh noted that our meeting is to decide what range we can approve for an RFP (request for proposals).

Josh says the finance committee projects that we will have \$5000- \$10,000 surplus at the end of the year. There are various priorities we might suggest for surplus, including topping up the market manager's salary. During the last Board Meeting, Jim Winter tendered his resignation and proposed being hired to conduct strategic planning. Dean noted that St Mary's University (Matt McPhee) also offers a program to provide this strategic planning, at significantly reduced cost with assistance from ACOA (\$250).

Discussion centred on how many hours might be needed for strategic planning and what the scope of the project should/could be, as well as questions about what level of professional consultation versus in-house volunteer consultation is needed.

Dean noted that we are confident in 90% financial support from two levels of government as per Jim's negotiations (to be reported at next meeting)

Josh motioned (Dave seconded) that we proceed with an RFP for a professional strategic planning consultation. Motion was carried.

Josh motioned (Dave seconded) that we agree to a maximum RFP spend of \$25,000 (with the expectation our market would contribute 10% with 90% being covered by government bodies). Motion was carried.

(note, maximum would be \$30,000, with \$5000 contingency funds)

Action item: Dean will speak with ACOA and IBRD

Sarah will begin as Chair of Strategic Planning Committee.

Action: Sarah will circulate an email to Board members for contributions by Tuesday (October 9) on the RFP.