

St. John's Farmers' Market Co-op
Board of Directors Minutes
85A Military Rd
October 23, 2012 7pm

Attendance: Josh Smee, Dean Barnes, Lori Greene, Sarah MacAulay, Andrea Dicks, Shelley Pardy

Regrets: Dave Jerome, Emily Martin

Minutes approved

Policy Committee Report: Andrea noted that it was discussed that some policy should be drawn up to help inform Terry how to select weekly vendors.

Andrea also noted that certain policies have not been followed (other Board members agreed) Specifically, policy concerns include:

1) rotation of vendors, artisan jury not being used, vendors vending without application being completed (specifically, Jim Lester's farm simply showing up without application)

Action: Contact to be made (email) by Dean informing: must have application, get approved, follow food safety

2) vendors selling early, eg before 9am

3) vendors coming in later than time line of 8:30am

4) vendors selling items not produced by themselves (eg farmers)

5) policy needs to help decision-making re. local vs less-prioritized vendors (eg from PEI)

Andrea also notes that the committee plans to host a policy meeting for hot food vendors, etc each different category of vendors

6) Not for profits need to also follow our market standards (e.g., made right here)

Dean also noted, agreed on by Board, that Not for Profits should be required to advertise the market if they have a facebook page, etc

7) Organic advertisement requires that farmers sign a declaration that they do not use certain chemicals

8) Fee covers just one table; additional tables, if brought by vendor, outside only

9) **Action:** Add to policy manual that we make \$200 available to manager eg for discretionary funding

General: Policies exist but are not being enforced

Discussion arose from Directors related to food safety, specifically how we might inspect/monitor and enforce violations (note: at earlier meetings, Jim and Dave noted that we don't want to "police" vendors as it increases our liability)

Josh motions approval of these policy concerns being upheld; Andrea seconds; Motion carried

Request for Proposals (RFP): Strategic Planning

-Lori suggested we review the identified stakeholders list (suggested we include Lion's Club) and Dean suggested we include Feast and Food Security. Discussion concerned who should and should not be specified

-Directors agreed to add two new clauses: offer of contract is contingent on funding, and

interviews will occur to those who are shortlisted, on Nov 13 (Tuesday)

- Josh, Dave, and Kristie made editing suggestions and suggested we include deliverables and a basic timeline

-Sarah wrote and presented a detailed list of deliverables

-Application will include first deliverable of detailed timeline

-Directors agreed that Sarah's suggested deliverables and associated Work Plan items are appropriate, with changes to some dates:

-Directors will have chance to make suggestions/changes during the next 24-48hours

-RFP to be finally approved by Directors and "launched" October 25

-Deadline for RFP applications November 8 (to be delivered to Sarah)

-Sarah, as Chair of Strategic Planning (SP) Committee, will receive applications and forward these to SP committee members Nov 8

-SP Committee members to review, rank (according to rubric approved by Directors) a short list of top three favourite applications and notify Sarah by November 11 (Sunday)

-Sarah to phone, invite short list to be interviewed Nov 13; Sarah to arrange interviews

-Sarah to create sub-committee for interview process

-Sarah to report to Directors the recommended applicant by Nov 13 between 7-9pm

-Board members to respond and approve applicant by Nov 14 by 10am

-Successful applicant to be notified Nov 14 by 12 noon

-Successful applicant to have initial meeting with Sarah/Directors Rep or Strategic Planning Rep on Nov 15 (can be phone meeting) to finalize timeline plan and get started

Andrea motioned that decision making be allowed via email re. RFP finalizing prior to sending it out, Josh seconded, Motion carried

Lily Walsh will replace Heather (Nov 3) as assistant manager at market when Terry is away;

Heather will replace Terry (Nov 3)

Motion made by Josh, seconded by Andrea, Motion carried

Scott Bartlett to replace Heather Oct 27

Motion made by Josh, seconded by Andrea, Motion carried

Lori and Andrea had to leave the meeting, and thus quorum was lost and meeting was adjourned

Next meeting to be Tuesday, 20th of November at 6:30 at RHB Facility