

SJFM Board of Directors Minutes
Rodin Hood Bay Waste Management Facility
January 29th, 2013

Attending: Dave Jerome, Dean Barnes, Josh Smee, Shelly Pardy, Terry Smith, Emily Martin, Karen Durfrey

Regrets: Lori Greene, Andrea Dicks, Sarah Macauley

1. Approval of Agenda
 - 1.1. Moved Emily, seconded Josh, no amendments
 - 1.2. Approved unanimously

2. Approval of Minutes
 - 2.1. Dave corrects the Nov 20 minutes: His concern was not that the report wasn't read, but that another committee might have duplicated the work
 - 2.2. Minutes approved as amended

3. Season Start and end dates
 - 3.1. Discussion: whether or not to open earlier in the season (noting the fact that there will be little produce; November quite bad for the market)
 - 3.2. Discussion point: low sales late in the year might threaten vendors willingness to come to the market; opening for an extra week is (in the short term) financially positive for the market.
 - 3.3. Motion: That the first market of 2013 will be June 1st and the last market on December 21 with no periods of interruption in between. (a total of 30 markets)
 - 3.3.1. Dave moves, Karen seconds, approved unanimously

4. New Business
 - 4.1. Market manager's report (provided in board package)
 - 4.1.1. Noted: most intensive activity was food safety; new manager should make early contact with Renee
 - 4.1.2. Challenge: vendor awareness of food safety requirements
 - 4.1.3. Real policy differed from policy manual: market must pre-vet each vendor and issue conditional acceptance
 - 4.1.4. Noted: must emphasize strongly to vendors that they must be approved by the government on an inspection day
 - 4.1.5. No suggested amendments to the policy manual
 - 4.1.6. Suggested inspection dates: 1st, 3rd, 5th market of the year, once a month after that
 - 4.1.7. Suggested operational change: provide a PDF with a sample filled-out-form
 - 4.1.8. Terry would be willing to attend a meeting with Renee if she is still in St. John's at the time
 - 4.1.9. Policy enforcement issue: a vendor arrived with produce that they had bought

- 4.1.9.1. Recommendation for policy committee: in this situation, inform the vendor that they will not be invited back
 - 4.1.10. No further suggestions regarding policy
 - 4.1.11. Key point: next year's manager must be more willing to inform people they are in violation of policy and take appropriate measures.
 - 4.1.12. Noted: Next year's manager should be proactive in following up with phone calls to check comprehension of emailed materials
 - 4.1.13. Noted for the policy committee: a policy regarding vendors with retail storefronts.
- 4.2. Market Manager contract (**IN CAMERA**)
- 4.2.1. Recommendation from Operations Committee (Sherry recused from voting): Operations recommends that the contract not be renewed for honorarium
 - 4.2.1.1. Honorarium is to cover checking emails and other communications over the winter
 - 4.2.2. Concerns: No formal complaints, but opinions of the committee that there have been some challenges with email during the year
 - 4.2.3. **IN CAMERA ENDS**
 - 4.2.4. Motion to award an honorarium at an identical rate to 2012 for Winter email, and Facebook coverage to Terry Smith. Start date January 30th, end date: beginning of the new manager's contract
 - 4.2.4.1. Josh will check conditions from last year
 - 4.2.5. Motioned: Josh, Seconded Karen, approved unanimously
- 4.3. New chair for Membership Committee
- 4.3.1. Lori Greene has volunteered to take the membership committee chair until the AGM
 - 4.3.2. Noted: This role would normally fall on the Secretary of the Board.
 - 4.3.3. Motion to accept Lori as interim chair of membership: Josh motions, Karen seconds, approved unanimously
- 4.4. AGM
- 4.4.1. Noted: recommendation is to have AGM as early as possible
 - 4.4.2. Date setting deferred until Josh talks to Morris Pinsent and can ascertain a date for the completed audit.
- 4.5. Volunteer Recognition
- 4.5.1. Operations recommends February 16th; email poll went out to market day volunteers (not board members)
 - 4.5.2. Budget allocation: \$450 (\$150/month)

4.6. Food Vendor Permits

- 4.6.1. Partially addressed in market manager's report discussion
- 4.6.2. Question: what is the market doing to implement changes to permit procedures?
- 4.6.3. Suggestion: meeting for vendors after the AGM
- 4.6.4. Action: Operations Committee will meet with Renee during February to suggest procedural changes

4.7. Bylaw amendment

- 4.7.1. Background: election of the executive will not have to happen **at** the AGM, but instead the same day (so that guests don't need to stick around)
- 4.7.2. Motion that the board propose the amendment as presented at the AGM
 - 4.7.2.1. Moved Dave, Seconder Emily
 - 4.7.2.2. Approved Unanimously

5. Reports

5.1. Chair's Report

- 5.1.1. Dean met with City staff and councilor Hann and updated them on the SJFM's strategic planning process
- 5.1.2. City staff recommended that the SJFM apply for a grant from the City of SJ
- 5.1.3. Suggestion from staff: use of the old city bus depot on Freshwater Road (previously discussed by the board; city had previously dismissed the suggestion on cost grounds)
 - 5.1.3.1. Large amount of demand for the space, largely as storage
 - 5.1.3.2. Concern: test for asbestos; no kitchen, need to re-do internal space
 - 5.1.3.3. Environmental assessment needs to be done

5.2. No vice-chair's report

5.3. Treasurer's Report

- 5.3.1. Josh will check on office supplies and meetings lines
- 5.3.2. Noted: Rent-to-own revenue will go down next year
- 5.3.3. Josh will report to the board on the auditor
- 5.3.4. Target for Draft Budget: February 19th, fallback a bit later

5.4. No secretary's report

6. Committee Reports

6.1. Operations

- 6.1.1. Emily Hunt bought some extra tables, is offering them to the market for \$20
 - 6.1.1.1. Motion: to buy up to 4 tables, subject to inspection, maximum \$100
 - 6.1.1.2. Motioned by Shelly, seconded by Dave
- 6.1.2. Website:
 - 6.1.2.1. Recommendation: all chair heads examine their relevant sections of the site
- 6.1.3. Manager hiring: recommendation of a March start date, honorarium March/April, full pay May 1 – December 31
 - 6.1.3.1. Operations will recommend a wage and hourly rate to finance for inclusion in the budget
 - 6.1.3.2. Position will not be advertised before next board meeting
- 6.1.4. Recommendation to policy committee: Community organizations who take free tables should advertise the market.

6.2. Finance

- 6.2.1. No Report

6.3. Marketing

- 6.3.1. Approximately \$1600 from silent auction
 - 6.3.1.1. Some items not collected after several notifications, will be returned to vendors
- 6.3.2. Discussion of gala fundraiser: marketing recommends not doing it
- 6.3.3. Won best grassroots organization in the Scope; bought ad to thank them for it
 - 6.3.3.1. Advertising invoice will come next month

6.4. Membership

- 6.4.1. No report

6.5. Location Search

- 6.5.1. Emily Hunt encouraged location search to check out Holy Cross elementary. Site was not suitable on inspection.

- 6.5.1.1. Dave will follow up with Emily
- 6.5.2. Dave met with board of Lion's club re: recommendations prepared by finance re: upgrades to the space
 - 6.5.2.1. Lion's Club Board was pursuing a meeting to go over these points
 - 6.5.2.2. Meeting happened January 9th; miscommunication noted: Lion's club was concerned that we had sent the document in without their logo/approval . Miscommunication corrected
 - 6.5.2.3. Lion's Club open to shed construction, but concerned about vandalism/burglary. City would need to approve the chance
 - 6.5.2.4. Overall: Lions are willing to sit down and have a conversation about changes to the space, but are absolutely unwilling to talk about expanding the building.
 - 6.5.2.5. Open to laying down gravel etc. for drainage
 - 6.5.2.6. Implication for the future: Lion's Club is a short-term home and are willing to make short-term positive changes
 - 6.5.2.7. Way forward: a working group to work on changes to the space/relationships
 - 6.5.2.8. Noted: market should expect a price increase this season. Current rate not seen as sustainable.
 - 6.5.2.9. Major message: Lions Club is not looking to generate income.
 - 6.5.2.10. Action: Dave will confirm rental bookings and get a quote on rent rates for this year.
 - 6.5.2.11. Working group: Josh, Dave, Andrea
- 6.5.3. Long-term vision
 - 6.5.3.1. Bus garage seems to be the most optimal choice at the moment
 - 6.5.3.2. Noted: clear reason to refocus on partnerships with other nonprofit groups
 - 6.5.3.3. Josh reported on community interest in shared nonprofit space
 - 6.5.3.4. Action item: Dean to arrange a meeting between Dean, Josh, Dave, potential funders, and the city.
- 6.5.4. Ad-hoc strat planning
 - 6.5.4.1. Workshop planning deferred to after AGM

Next Meeting: February 19th, 2013

