



SACKVILLE FARMERS MARKET INC. BOARD OF DIRECTORS MEETING MINUTES

04 November 2020 via Zoom

Present: Kent Coates, Anthony Maddalena, Peter Hess, Mary Gillespie, Jessy Wysmyk, Michael Freeman, Sarah Smith, Judith Cane

Absent: William Ngo

Agenda Item	Comments	Outcome or Action Required
1 Call to order (Requires Quorum) and Approval of Agenda- Chair	Mary moves to approve the agenda; Jesse seconds; all in favor	Agenda approved
2 Review Minutes / Minute Follow-up	Judith moves to approve the 14 October minutes; Mary seconds; all in favor Anthony has signed the lease with Scott Embry; plumbing and electrical are still in discussion	Winter location lease has been signed 14 October minutes approved
3 Financial Review- Judith	Judith needs more time to generate October financial statement \$12,000 currently in our account with payroll deductions (approx. \$1,000) for Will & Michael to be withdrawn this week; Michael has approximately \$900 to deposit from the last three markets Jesse requires the financial statements from August and September to complete the wage subsidy grant.	Financial statements for September, October and November will be available from Judith at next month's meeting The board decides that there is no need to continue to have a separate financial committee
4 Market Manager Report – Michael Location Updates Continued	Michael has launched advertising for the new Winter location Income from the Town on the horizon; They will purchase gift baskets including market items for some of their staff (projected)	Electrical work will be completed by Friday, 06 November by Tantramar Electric Insurance Policy to be updated



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\$1,000)

Birchwood Holdings was concerned about liability issues with market-goers moving through their parking lot on Saturdays;

Outstanding issues:

1. Including our current Winter market site on our insurance policy
2. Apply for grant from the Dept of Agriculture to cover the electrical upgrades to our Winter location

Michael and Judith set up auto-deposit and Michael now has the ability to personally deposit the weekly market income

Food Box Program Updates:
Offering three options that are gaining popularity. Volunteers have been secured for helping to pack the orders on Saturdays.

Environmental Trust Fund Project:
With the new storage unit, we have the ability to store a large order of re-usable containers. These are expected to be in use at the market within the next year; Will to canvas local businesses to encourage them to buy or lease the re-usable containers; Michelle Strain (MTA) could potentially offer space to wash the containers.

Winter Market Update:
The indoor vendors (4 who are committed for the coming season) will not see circulating customers in the storage space, though they will

with new Winter location address



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		<p>be able to store their products inside the storage space, bringing them in through the loading dock door. They will be able to set up tables outdoors and greet customers with a list of what they have available.</p> <p>A Winter market operational plan has been submitted to Scott Embry</p>	
10	Location Committee - Anthony	<p>Open board discussion:</p> <ol style="list-style-type: none"> 1. Maintaining an awareness of Town budget priorities key to obtaining a greater financial commitment from the Town for the market. 2. Accessing funding to create a building plan which could then be presented to the Town to garner their financial support. 3. The Commons could be a potential partner in managing a market building 4. Proposal to pressure the Town to take on the responsibility of managing a building in which the market can rent space 	<p>Anthony to call Location Committee to meet in November</p>
10	In-Camera Session		
11	Adjournment	Meeting adjourned at 8:24pm	<p>Next meeting on Wednesday, December 9th at 7:30pm</p>