



SACKVILLE FARMERS MARKET INC.

BOARD OF DIRECTORS MEETING MINUTES

13 January 2021 via Zoom

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

Absent:

Agenda Item		Comments	Outcome or Action Required
1	Call to order (Requires Quorum) and Approval of Agenda- Chair	<p>Peter calls meeting to order; Judith seconds; All in favor</p> <p>Judith moves to approve the agenda; Mary seconds; All in favor</p>	<p>Call to order at 7:03pm; Agenda approved</p>
2	Review Minutes / Minute Follow-up	<p>Amendments to the 09 December minutes; Change meeting date</p> <p>Peter Moves to accept the minutes; Mary seconds. Minutes approved</p> <p>Market Manager position will be reviewed and amended. Possibility for applying for grants for employees under 30 and timing hiring to create an overlap for the new manager to shadow Michael.</p>	<p>09 December minutes approved</p> <p>Michael & Sarah to review and amend Market Manager job description</p>
3	Financial Report - Judith	<p>Reviewing the draft year-end statement for 2020</p> <p>Update on 2021 budget projection from Michael</p> <p>CERS and wage subsidy are needed; Higher costs for rent and</p>	<p>Judith to investigate the nature of the Primerica investments</p> <p>Jessy & Judith to complete wage subsidy reports for August onward. Deadline is Jan 31st</p>



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		<p>payroll with lower vendor fee revenue projected to continue into 2021</p> <p>Food boxes aren't generating a substantial amount of revenue</p>	
4	Market Manager Update - Michael	<p>Environmental Trust Fund grant (approx. \$5100) for the re-usable food box program will have to be returned as we halt the project</p> <p>Will's pay was 75% covered by Magnet funding from MtA (for the past 8 months). If his wage cannot be 100% funded going forward, his role (20 hrs/week) will be dissolved</p>	<p>Magnet should be paying the approx. \$8000 due for Will's subsidized wage within the next 45 days</p>
5	COVID Plan Review	<p>Covid screening still in place for vendors; Increased signage for patrons</p> <p>Potential Red zone declaration: Farmers Markets are now considered an essential service; We will review and update the operational plan when department of health guidelines are publicized if we do move into another Red phase</p>	<p>Current COVID plan is sufficient</p>



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6	Location Committee - Anthony	<p>Response to our letter to MtA from Andrew Wilson was positive though inconclusive ...</p> <p>Location committee to focus on upcoming Spring Town Council update and continuing to lobby Town for investment and partnership</p>	<p>Anthony to meet with location committee January 27th</p>
7	In-Camera Session		
	AGM	<p>Last year's AGM was January 28th; 2021 AGM might need to be online; We are required to give our members seven days notice prior to the AGM</p>	<p>2021AGM set for March 3rd</p>
8	Adjournment	<p>Meeting adjourned at 8:15pm</p>	<p>Next meeting on Wednesday, February 10th, 2021 at 7:00pm</p>