



## SACKVILLE FARMERS MARKET INC. BOARD OF DIRECTORS MEETING MINUTES

14 October 2020 via Zoom

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

**Absent:** William Ngo, Anthony Maddalena

| Agenda Item   | Comments  | Outcome or Action Required  |
|---|---|---|
| 1 Call to order (Requires Quorum) and Approval of Agenda- Chair     | Agenda overview from Kent<br>Kent calls the meeting to order at 7:39pm. Judith moves to approve the agenda; Mary seconds.   | Agenda approved   |
| 2 Review Minutes / Minute Follow-up                                 | 15 September meeting minutes were approved previously by the board via e-mail, in order to expedite signing authority for Judith.   | 15 September minutes approved   |
| 3 Financial Review- Judith<br><br>Location Updates                  | The curling club indoor space includes free wifi, washrooms and storage area available for \$100/month.<br>Peter will follow up with MtA about the parking lot across from the curling club for potential future use.   | Financial statement in the works as Judith reviews documents  |
| 4 Market Manager Report – Michael<br><br>Location Updates Continued | Heaters, electrical outlets and a sink are needed to upgrade the 43/45 Main street location for the Winter market – Petitioning the Town for a grant to cover these expenses (\$2600)<br>The three-basin sink and heaters will be able to be removed from this rental site and used elsewhere.<br><br>Scott Embree has suggested \$475/month to rent the parking lots at 43/45 Main Street and storage space.<br><br>Judith moves to approve the budget and grant proposal to submit to the | Approval of the Town of Sackville grant application for \$2600<br><br>Approval of projected 2021 market budget to include with the grant application<br><br>Michael will continuously update the covid-19 protocols to screen vendors before each market<br><br>Michael and Anthony will communicate with Scott to amend the lease with specific regards to agreements around |



## SACKVILLE FARMERS MARKET INC. BOARD OF DIRECTORS MEETING MINUTES

|    |  |  |
|----|--|--|
|    | <p>Town; Mary seconds; all in favor</p> <p>Potential market funding: Michael will move on completing the Local Food infrastructure grant; Going forward to access funding from the Dept of Agriculture for 50% of electrical upgrades.</p> <p>Michael and Judith will look into applying for the \$40,000 government grant for small businesses.</p> <p>Will is on reduced hours because of difficult life circumstances and his contribution to the market will be clarified by Michael. Michael and Will are working on putting together a volunteer-run, pre-order grocery packaging system.</p> <p>Bagtown Brewery has offered to provide access to their washroom for both market customers and vendors</p> <p>An extra hand washing sink might be needed in addition to the three basin sink to comply with health regulations; Anthony may have an extra sink we could install</p> <p>When the lease is amended, Anthony will be able to sign and a secondary signature could come from Judith or Kent without the need for the board to meet to approve the amendments</p> | <p>installing/removing the sink, shared installation costs for two 20 amp outdoor electrical outlets, and indoor electrical outlets for vendors; Including fixing the ceiling.</p> |
| 10 | In Camera Session  |  |



## SACKVILLE FARMERS MARKET INC. BOARD OF DIRECTORS MEETING MINUTES

11 Adjournment

Meeting adjourned at 8:53pm

[Next meeting on Wednesday,  
November 4<sup>th</sup> at 7:30pm](#)