



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

15 September 2020 via Zoom

**Present:** Kent Coates, Peter Hess, Anthony Maddalena, 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	Meeting called to order at 7:08pm. Mary moves to approve the agenda; Peter seconds; all in favor.	Agenda approved
2 Board Introduction	All current members of the Board, as well as Sarah and Judith, introduce themselves and describe their roles at/interest in the market, including future goals for the market.	New members are introduced
3 Review Minutes / Minute Follow-up	Jesse moves to approve August 11 <sup>th</sup> minutes; Anthony seconds; all in favor.	August 11 <sup>th</sup> minutes are approved
4 Election of Officers - Treasurer and Secretary	Mary moves to adopt the board as described: Kent Coates – Chair Anthony Maddalena – Vice Chair Sarah Smith – Secretary Judith Cane – Treasurer Peter seconds; all in favor.  Peter moves to add Judith to bank signing authority; Anthony seconds; all in favor.	Appointment of Judith Cane as Treasurer; appointment of Sarah Smith as Secretary.  Judith approved for bank signing authority.
5 Financial Report - Treasurer	Judith requires more cheques from storage and access to view accounts (she does have access to bank statements through drop-box).  Michael did received his honorarium (\$500) and his leave, but not his bonus (\$350).	Judith to administer paycheques, follow up with our accountant and acquire boxes of Wayne's treasurer records.  September 15 <sup>th</sup> minutes will



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	<p>Funding: Michael's pay has been subsidized at 75% through the CEWS program</p> <p>William's position is confirmed 100% funded until the end of December (from Sept - Dec he contributes 15 hrs/week)</p>	<p>be approved quickly to allow Judith to receive bank singing authority</p> <p>Financial Committee will be put on hold as Judith transitions into role as treasurer and will re-evaluate the role of the Financial Committee.</p>
<p>6 Market Manager Update - Michael</p>	<p>Summary of the Market Manager's Report recently sent to all board members.</p> <p>Reality of the Winter market will be a significant decrease in vendors due to probable outdoor-only location.</p> <p>Funding: NFU funds could float the market over the Winter months and can be applied to venue retrofits.</p> <p>Department of Agriculture will pay 50% of costs related to electrical updates and washrooms.</p> <p>Market will likely be approved for Town Operational Grant (\$1,000 - \$2,000)</p> <p>Local Food Infrastructure Grant could supply more long-term funding</p> <p>There is up to \$3,000 available through a Farmer's Market Relief Fund</p>	<p>Michael will rent the storage space at 45C Main Street (\$275 + HST/month), in order to move the market supplies quickly out of the construction zone at 64 Main Street.</p> <p>Michael to move forward on grant applications and procurement of funding for the market</p> <p>Michael will meet with William to plan the focus of his Fall work (likely the continuation of the phasing out Styrofoam project)</p>
<p>7</p>	<p>Michael Update</p>	<p>Michael took one week's leave and is requesting to take a week or two off again over the next few months. Alice Cotton's training has been updated (re: Covid-19) so she is able to act as on-call replacement.</p> <p>Michael confirms that he has not yet received his bonus (\$350)</p>



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8 Location Committee – Vice  
Chair

Anthony gives location committee update and outlines the reality of running out of time to find a suitable indoor location for the Winter market.

The parking lots behind 43 and 45 Main Street, owned by Scott Embree, as well as the storage space (45C Main Street) are proposed as the available locations for the Winter Market.

Snow removal: The parking lots are cleared usually by 8am, though Scott Embree could arrange for this to happen earlier on Saturdays for the market.

The Town does not plough around the Fieldhouse on weekends.

Other ideas are put forward including contacting local businesses to ask if they could “host” vendors indoors, creating a “market walk” through town. Covid-19 distancing regulations would likely make this difficult for businesses.

Potential to invest in propane heaters, a temporary hoop-house type structure to provide some comfort for returning vendors who are outdoors.

Support for the idea to structure an online ordering and pre-packing system where vendors can still sell to customers without needing to set up outdoors. Likely the storage unit will be used as a facility to pack orders that market-goers can simply pick-up.

Mary moves to adopt the outdoor parking lots at 43 and 45 Main Street as the new Winter Market location, pending a lease agreement with Scott Embree and with a view to acquiring a secondary location though the Town of Sackville at the Bill Johnstone Memorial Park Fieldhouse; Peter seconds; all in favor.

A friendly amendment to add 45C Main Street (Scott Embree Storage Unit) as part of the Winter Market location.

Anthony will follow up with Scott Embree to draft a lease agreement for the rental of the parking lots and storage space.

Michael will follow up with the Town regarding the use of the Fieldhouse.

Michael to meet with Will to draft a structure for box-packing and ordering system.



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9	In - Camera Session		
10	Other		<p>Michael to circulate a card for Wayne at this Saturday's market.</p> <p>Kent to organise a parting gift and card for Monica</p>
11	Adjournment	Meeting adjourned at 9:15pm	Next meeting on October 14 <sup>th</sup> at 7pm.