



SACKVILLE FARMERS MARKET INC.
BOARD of DIRECTORS
MEETING MINUTES – February 5, 2019
Sackville Commons

Present: *Heidi Savoie, Monica Allaby, Wayne Harper, Peter Higham, Peter Hess, Michael Freeman [Market Manager], Andrew Linton [Mount Allison Student Representative]*

Regrets: *None*

Called to order 7:08pm (Heidi)

1. Approval of the Agenda

The following items were added to the agenda:

- Signing Officers in business arising
- Standard meeting day and time in new business

Peter Hess moved that “**the agenda as amended be adopted.**” The motion was seconded by *Monica Allaby* and carried.

2. Business Arising from the Minutes of January 28, 2019 (SFM 2018 AGM)

Issue	Commentary	Action	Name	Complete
<i>Role of Directors and Officers and Code of Conduct Policy</i>	This documents needs to be signed by all board members each year	Receive signed appendix form from all board members and file in Secretary meeting minutes folder	Heidi	Completed February 5th, 2019
<i>2018 AGM Review</i>	What went well? Did we miss anything? Improvements for next year... <ul style="list-style-type: none"> • Good sized room • Better communication and a check in 1 week prior to the AGM through email as an update and to ensure all responsibilities are being carried out • Outgoing board members gift /recognition (coffee mugs thanks for 	Notes from this discussion to be added to the 2019 AGM folder in Dropbox as reference for next year’s AGM	Heidi	Completed March 4th, 2019

	service, card, flowers) • Food was excellent, should always have a vendor catering (thank you email /acknowledgment) • Improve vendor engagement /attendance (important question/discussion that will be had at the AGM)			
Review of Tent and Wind Policy	Tabled until our next meeting	Policy will be reviewed and a proposal will be brought to the next board meeting	Michael	March 12, 2019

Continue for all Issues

5. Election of Officers & Market Manager Liaison

Peter Higham moved that the SFM Board Officers be as follows: Heidi Savoie as chair, Peter Hess as Secretary, Wayne Harper as Treasurer and Monica Allaby as Market Manager/Board Liaison. The motion was seconded by Wayne Harper and carried.

6. Signing Officers

We need to replace the signing officers for the SFM as we have new board members and a new Market Manager. It was decided that Wayne Harper, Peter Higham and Michael Freeman to be the signing officers. Wayne has already sent everything sent to the bank, the only thing missing is the names of the signing officers.

Action: Peter Higham and Michael will go to the bank with identification to sign documents.

7. Manager's Report

- Canada Summer's Job Grant was completed. Our needs for the Market are not full time, we do not have the capacity to supervise someone full-time, potential for partnering with other food actors in the community to supplement the remainder of the hours
- Marketing: drafted a plan and was delegated by Wayne to go after the visitor information guide. Booked a ¼ page section for \$112.50 for the Market and we also have a free ¼ page section, social media engagement is going up, doing events that are visible within the community.
 - Initiatives: Harvest Banquet, Canada Summer Jobs Internship, Printing in the Canada Summer Guide, Adds in MASU Agenda, Radio Advertising, Market Stall, Press Releases, approved petty cash budget for post boost, etc. at the Manager's discretion

- Prospective vendors: Quite a few contacts of prospective vendors through email and phone calls, suggestion of having a new vendor welcome package that includes benefits of being a vendor at our market (# of customers coming through, etc.)
- Guidance from the board as to the Market Manager role on the committees, time involvement, etc.
- Michael will work on putting a Marketing Committee together that can work within the \$1600 budgeted for this year

View Full Report in DropBox.

8. Committee Reports

- **Nominating:**
 - Gained a new board member but still have room for 2 more. We need one more vendor as a board member.
- **Hiring:**
 - Interviews were scheduled with successful applicants, recommendations were brought to the board of directors and a Market Manager was hired
 - This “ad hoc committee” can now be dissolved as it has served its purpose
- **Location:**
 - Plan of action was created
 - Survey/feedback from vendors, customers and the town as a whole
 - Bring the results of these surveys to the town
- **Harvest Banquet:**
 - Michael to re-convene the committee and bring a report/update at our next meeting

9. New Business

Issue	Commentary	Action	Name	Complete
<i>Agenda and meeting template to change</i>	Changing the template, not separating the governance from the operations in the meeting, researching Robert’s rules of order to help with the template format for board meeting minutes and agenda	Wayne to put together an Agenda and Meeting Minutes template to be proposed and voted on at our next board meeting	Wayne	March 12, 2019
<i>Standard Meeting Day and Time</i>	Discussed having our board meetings on the same day and time each month	The board agreed to meet the 2 nd Tuesday of every month at 7:00pm	All	February 5th, 2019

10. Next Meeting Date

Tuesday March 12, 2019 at the Sackville Commons

11. Adjournment

Meeting adjourned 8:40pm (Heidi)

12. In Camera

Separate minutes only published to Officers in Confidential DropBox Folder

Respectfully Submitted: Heidi Savoie, Secretary