

SACKVILLE FARMERS MARKET INC.
Board of Directors
MEETING MINUTES - MARCH 12, 2019

Agenda Item	Outcome	Comments
1. Call to order (7:06pm)	Quorum present	In attendance: Heidi Savoie, Monica Allaby, Wayne Harper, Peter Hess, Peter Higham, Michael Freeman (Market Manager), Jessy Wysmyk (guest and potential new board member)
2. Approval of Agenda	1. Moved by Peter Hess and seconded by Monica that the agenda be accepted as amended to include a Nominating committee report, a discussion of the market managers role on committees and a discussion on the marketing committee membership make up. Motion	
3(part A). Minutes of January 9th Meeting	1. Moved by Peter Higham that section 9 of the minutes be changed to reflect that the motion was passed. Seconded by Peter Hess. 2. Moved by Wayne and seconded by Monica that the amended minutes from the January 9, 2019 meeting be accepted. Motion passed.	Clerical error in minutes corrected.
3 (part B). Minutes of Feb 5, 2019	Decision to table the decision to accept these minutes until revisions on section 6, section 8, e-mail motion and vote and hiring committee report could be amended and minutes resubmitted.	Item 6: change from wording from officers to directors and add Heidi as a signing director; Item 8: clarify in the hiring committee report that the board interviewed 3 candidates, made recommendation to the board, motion to hire michael was seconded and motion was carried, motion to dissolve the committee as it has served its purpose.

4 (A). Agenda & meeting minutes template	All board members seemed to like the new format so will continue to follow.	
4 (B) Tent & Wind Policy proposal/review	Decided to put on the back burner for now as not a pressing matter yet due to time of year.	Market Manager will be putting some thought into this and will provide his thoughts for the board's consideration.
4 (C) SFM Board Document Storage Proposal	Also put on the back burner until Heidi can put the time into developing a proposal for the Board to consider.	This discussion revolves around potential alternatives to using Dropbox or at least to reorganize the current dropbox files as it is felt to be too difficult to locate things when needed.
5. Treasurers Report	Moved by _____ and seconded by _____ that the financial report be accepted as presented. Motion passed.	Discussion regarding the market \$ fund and if it should be listed on the balance sheet as a future liability.
6. Market Manager's report	The board was updated on the activities of the market manager.	
7. Committee Reports		
- Location Committee (Governance)	Board was informed little progress has been made due to committee chair being focussed on an emergency situation outside of the SFM sphere.	It is believed the emergency work is coming to an end and that the committee chair may soon be able to reconvene this committee to continue on with its important objective.
- Marketing Committee (Operational)	The board was informed of the activities of the marketing committee.	Committee has not formally met but Market Manager has been consulting with committee members individually.
- Harvest Banquet Committee (Operational)	The board was updated on the activity of this committee.	Plans coming together nicely and it looks like this event will come to fruition this year.

- Policy Committee (Governance)	Discussion only	This committee has not met since 2017 due to dealing with staff changes. Great work was done on area such as the by-laws, community benefits policy and eligible products policy but more work needs to be done. Current committee members: Heidi and Peter Higham.
- Nominating Committee (Governance)	One new board member nomination was put to the board for consideration and decision during the in-camera session this evening.	If this new board member is accepted it would leave one open spot on the board to fill of which we have two interested parties.
8. New Business		
- A - Directors Course	Majority of board members agreed this would be a great course to partake in and that the SFM will pay for the nominal fee.	Course is in Sackville at the Town Hall Saturday March 16, the following weekend.
9. Next meeting date	Next meeting will be set for Tuesday April 9th at 7pm in the Commons meeting room.	
10. Adjournment	Moved by Peter Hess to adjourn the meeting at 8:50pm	
11. In Camera Meeting	An in-camera session was conducted.	Separate minutes only published to Directors in Confidential DropBox folder

Follow up Action

Heidi to revise minutes and resubmit at next Board meeting for acceptance by the Board.

Market Manager to conduct a review of the existing policy and to provide his suggestions for any revisions.

Heidi to review and to put together a recommendation proposal for the board to consider.

Wayne to investigate how better to account for the market \$\$ since they are to be distributed for local needs and Michael was to put a proposal together on a policy of when to distribute and what to sell to put to the fund.

Heidi in collaboration with Michael to write a letter to town council asking to partner with us by extending the hours of the tent needed for this event to allow for our event within it.

Heidi will be writing a letter to vendors to solicit a couple of members to participate on this committee. Then she will begin by calling for a committee meeting.

Michael will book the room for the meeting