



# SACKVILLE FARMERS MARKET INC.

## Board Meeting: April 12th, 2023; Zoom

**Board:** Kent Coates, Judith Cane, Anthony Maddalena, Pete Stephenson, Gregory Burton, Crow Robichaud, Pamela Ibitson,

### Absent:

**Members:** Danielle Latour

Agenda Item	Comments	Outcome or Action Required
1: Call to order (Requires Quorum of 8)	- Motion by Crow, Seconded by Anthony	<i>Call to order.</i>
2: Approval of the Agenda	- Motion by Crow, Seconded by Judi	
3: Election of Board members to roles	- Chair: Kent Coates to stay on - Vice Chair: Anthony Maddalena to stay on - Treasurer: Judith Cane to stay on - Secretary: Gregory Burton	
4a: Review of minutes from previous meeting	- Motion by Crow, Seconded by Gregory	
4b: special meeting minutes	- Motion by Judi and seconded by Crow	
5: Treasurer's report	- Change of Accountants. - Review of financial statements	
6: market manager's report	*See Report  <b>Crow:</b> Suggestion to focus energy on bolstering Instagram presence.	

<p>7: Location Committee Report</p>	<ul style="list-style-type: none"> <li>- Visit of Train Station was a success; members and board members present.</li> <li>- Environmental concerns; Safety concerns</li> <li>- Follow up meeting with committee members and Andrew Black;</li> <li>- Questions to be followed up on; communication ongoing.</li> </ul> <hr/> <p><b>Pete:</b> recommendation to liaise with other markets who have addressed similar concerns. i.e. Amherst &amp; Rogersville</p> <p><b>Crow:</b> Current train station project in St. John/ Rothesay</p> <p><b>Kent- Question:</b> Train station smaller footprint than needs assessment</p> <p><b>Anthony:</b> Danielle to make floor plan to assess needs; potential additions.</p>	<ul style="list-style-type: none"> <li>- <i>Mayor Black to make a call to VIA to inquire about any particularities with the property</i></li> </ul>
<p>8: AGM Follow-up</p>	<p>Kent initiates discussion regarding topics of member concern expressed during AGM.</p> <p><u>Marketing Committee:</u></p> <ul style="list-style-type: none"> <li>- Committee should set mandate for summer student work.</li> <li>- Committee membership is healthy.</li> <li>- Meetings are upcoming</li> </ul> <p><b>Kent:</b> Important for any summer student working on marketing to help facilitate relationship between vendors and clients</p> <p>Further discussion regarding how much time Summer Student will allocate to marketing.</p> <p><u>Vendor Food Safety:</u></p>	

	<ul style="list-style-type: none"> <li>- Brief discussion about simplifying food safety info for new prepared food vendors.</li> </ul> <p><u>Misc.:</u></p> <ul style="list-style-type: none"> <li>- Bylaw changes? Deemed not needed</li> <li>- Fundraising subcommittee? Not quite ready to administer such a committee.</li> <li>- Other simpler options for fundraising possible associated with Harvest supper</li> <li>- Ted Doncaster interested in supporting as a volunteer; Danielle to follow up.</li> </ul>	
9: Additional items	<p><b>Danielle:</b> Question of how to display policies on website</p> <p><b>Kent:</b> Archiving Board term overview document.</p> <p><b>Greg:</b> GST questions for Accountant given revenue over 50k; ITC return?</p> <p><b>Pam:</b> Article in saltwire mentioning Sackville Market; more info on the market requested.</p>	<ul style="list-style-type: none"> <li>- <i>Gregory to follow up with Judy</i></li> <li>- <i>Danielle to forward flyer to Pam.</i></li> </ul>
10: Next Meeting Date	<ul style="list-style-type: none"> <li>- Second Wednesdays at 7pm will remain the monthly meeting time</li> </ul>	
11: Mayor's Introduction	<p><b>Andrew Black:</b></p> <ul style="list-style-type: none"> <li>- Black speaks to his intention to sit in on board meetings;</li> <li>- Andrew can give his perspective, and do outreach; no authority outside of being a councillor.</li> <li>- Eventually another councillor or employee may be identified as being more appropriate to sit on board meetings.</li> </ul>	
12: In Camera Session		

13: Meeting Adjournment	<ul style="list-style-type: none"><li>- Pete motions to Adjourn</li><li>- All agree</li></ul>	
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