

Agenda:

Sackville Farmers Market Board Meeting

January 9, 2019

7:00pm Fawcett Professional Center

In Attendance: Janice Melanson, Wayne Harper, Heidi Savoie, Margaret Ann Capper, Monica Allaby, Peter Higham, Andrew Linton [Mount Allison Representative & Interim Market Manager], Peter Hess [Guest]

Please note SFM means Sackville Farmers' Market. 1. Means first approved. 2. Means seconded.

Operations Meeting:

Called to order 7:05pm Janice Melanson

1. Welcome & Introductions:

Peter Hess has submitted a letter of intent with interest to join the SFM Board. We have invited him as a guest to this meeting. He will be a nominee at the upcoming AGM.

2. Approval of the Agenda: 1.MA 2.Heidi

3. Financial Report [Treasurer, Wayne Harper]:

Year end financial statement: In comparison to 2017 our revenue is down \$2300 due to no grants, decrease in booth and membership revenues. We are down \$13000 from budget as we did not go through with the Harvest Banquet. Expenses were down \$4000 compared to 2017. Payroll is down due to changes in management. Legal was up \$700. We are down \$2200 for consulting as it was not used this year. Overall, there is a \$125 difference between our 2018 financials and the 2018 budget (revised in September). We broke even.

Bookkeeping, we did not lose any money. We have \$19 000 in the bank, \$10 000 of which are in our investment fund. View full reports in Dropbox.

2019 Proposed Budget Draft: Normally the budget is prepared in collaboration with the Market Manager; however, Wayne took the initiative as we are currently without a Market Manager. The board reviewed Wayne's proposed 2019 budget.

Budgeting for a revenue of \$35 000 versus the \$26 000 of this year. Expenses of \$33 000 versus \$26 000. We are looking to generate a small revenue of \$1800. This revenue would come from: table rental fees, anticipating growth in new membership and booth fees, increase in 50/50 from May to October by hiring a summer student (their salary of \$2300 would be covered through a grant), Market Bag sales. This small increase in revenue would be spread out in different areas. Wages are increased due to hiring of summer student; however, cost will be offset by grant. Accounting fees have gone up by \$4 a month this year. Advertising budget of \$200 a month from May to October on radio, supplies \$1600 for April to buy 5 foot tables, the remainder is for table skirting. Insurance are paid for this year and it did go up \$100.

Director and Liability insurance documents are saved in Dropbox. The current rent at the Commons is \$125 per week, same for 2019 budget plus additional \$25 a week to clean, \$50 a month for storage and \$20 per month for day tripping which allows us to go in to the commons to use the office space during the month this will increase the rent to \$670 per month. \$46 plan with Koodo for phone.

The Board made the following amendments to the proposed budget:

Added the purchase of a new laptop for the Market Manager \$1000.
Including costs for the Harvest Banquet to the budget once we have confirmation that the committee wants to go forward with the Harvest Banquet in 2019.
Add quarterly vendor appreciation
Agreed that the budget is an operational tool for the Market Manager. It does not need to be voted on by the board.
Action: Wayne to add suggested amendments and bring the proposed budget to the membership at the 2018 AGM.

4. Market Manager Report:

Keynotes/highlights:

- Weather has been affecting vendor attendance at the market.
- Every week there are a few new inquiries about becoming a vendor at the market
- There is only 1 market bag left

Action: MA will get a hold of Andrea to order some more bags; 10 to 15

- Andrew is only available to fill in as interim market manager until the end of January

5. Review of Wind and Tent Policy:

We tabled the tent and wind policy until our next meeting as it is not urgent and we are behind schedule.

Governance Meeting:

6. Approval of the minutes of December 13, 2018 Meeting: 1. Heidi 2. MA

7. By-Law Amendments:

The Board reviewed the by-laws and proposed amendments to be voted on by the membership at the upcoming AGM.

8. 2018 AGM:

The Board discussed and assigned duties for documents that need to be prepared and submitted to the membership for the 2018 AGM.

We set the date of the 2018 AGM for Monday January 28th, 7:00pm at the Bill Johnstone Memorial Park Field House and a snow date for Tuesday January 29th 7:00pm at the Legion.

9. Committee Reports:

Nominating: The committee has found a couple promising board members and have had some let downs. One letter of intent was submitted. The committee needs more time to strategize and get more people interested. An email will be sent to all vendor in the hopes of getting more interest. Currently there are 3 positions to fill, 2 of which need to be filled by vendors. (View full report in Dropbox)

Hiring: The job has been posted on social media (Instagram, Facebook, website) as well as hiring platforms (indeed, good work). Not many applications before Christmas, however Indeed generated many applications which are being vetted through. (View full report in Dropbox)

Location: Had a meeting on December 21st. The committee was revived and decided to limit itself to 7 members with designated roles to play. Kent Coates as Chair, Wayne Harper as

Board Liaison, Market Manager as Communication Lead, Shelley Dixon as Vendor Representation, having a town ex-officio and still searching for Funding Lead and Business Lead. The committee brainstormed a list of potential buildings that could be looked at as a potential market location. They developed an action plan. Next meeting planned for the end of January to create a Matrix. The committee may decide to add more positions on the committee as needed.

1. Peter Higham moves that the composition of the SFM Board Location Committee be comprised as follows: Kent Coates, Wayne Harper, Market Manager and Shelley Dixon
2. Seconded by Heidi Savoie

Motion was carried.

10. Business Arising (from this meeting):

- Canada Summer Jobs application is due at the end of January.
- Recommendation to change from Dropbox to Google Drive for the SFM files.

Adjournment: 9:23pm Janice

Next Meeting: **SFM 2018 AGM Monday January 28th, 2019 7:00pm at the Bill Johnstone Memorial Park Field House**

Respectfully submitted: Heidi Savoie, Secretary