

Agenda:

Sackville Farmers Market Board Meeting

November 21, 2018

7:00pm Sackville Commons

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

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

Operations Meeting:

Called to order 7:00pm Janice Melanson

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

2. Financial Report [Treasurer, Wayne Harper]:

We are down \$12,000 from our original budget, not taking into account the postponed Harvest Banquet which off sets a large portion of that number. Looking at the revised budget, if we stay on target for November and December, we would be out about \$1190. We still have the opportunity to make up that amount in the next 2 months. At present, we have \$10,000 in cash and \$10,000 in our investment fund.

View full reports in Dropbox.

3. Market Manager Report:

Keynotes/highlights:

- Market Dollars:

Action: Garth to look into a document to keep record of Market Dollars being circulated as well as redeemed in order to have better control of what is in circulation. This would also enable us to recycle redeemed Market Dollars.

- Tourism Fund: Have not yet found a qualified applicant

Action: Garth to use different advertising outlets to reach more senior citizens (senior's college, etc.)

- Goldmine application: we were not one of the groups chosen.
- Market Bags: final details are being ironed out with a potential launch of the Market bags for next week at a \$20 price point. 100 bags to be made.
- SFM Website update: website still needs to be transferred to the .ca

Action: Andrew and Garth to meet on Saturday and transfer the website to .ca. Instagram widget and SFM Board meeting minutes to be added to the website before it is launched which will be done as soon as possible.

View full report in Dropbox.

4. Review of Tent and Wind Policy:

Board reviewed the amendments made to the Tent and Wind Policy made by Garth. Overall, the amended policy is more practical and can be more easily enforced. The board had a few suggestions to add to the policy.

Action: Garth to make clarifications/additions to the policy and present it to the board at the next meeting.

5. Permanent Market Location Proposal:

Garth presented a permanent market location solution to the board which was well received by the majority.

Action: Garth to bring this proposal to the location committee. In collaboration with the committee, develop a more detailed plan with numbers, transitions and logistics and prepare a tight presentation to present to the town in order to find out if it is feasible. If the town is on board, we would be ready to present the plan at the 2018 AGM.

Action: Wayne to consult location committee members and determine if they are still interested in serving the committee/recruiting new committee members if needed. Schedule a meeting as soon as possible.

Governance Meeting:

6. Approval of the minutes of October 24, 2018 Meeting: 1. Heidi 2. Monica

7. Chair Succession Plan:

We need a new chair. Janice's term is up at the 2018 AGM to be held in spring 2019. We need to determine a succession plan. A nominations committee was established to fill vacancies; Monica, Garth and MA. We need a minimum of 3 new board members, 2 of which have to be vendors.

8. Unfinished Business:

Radio Advertising Update: Tabled until next meeting

Green Investment Fund Update: Deadline is December 31st for the preliminary application.

Action: Andrew to look into more information on Fund distribution logistics and report back at our next meeting.

Garth to write a proposal for the Green Investment Fund Grant. Janice and Heidi to review and offer support. Present draft to board at the next meeting.

Heidi to email preliminary grant details to Garth.

9. In camera

View Dropbox.

Adjournment: 9:30pm Janice

Next Meeting:, **December 13th 2018, 7:00pm at the Sackville Commons**

Respectfully submitted: Heidi Savoie, Secretary