

## **Agenda:**

### **Sackville Farmers Market Board Meeting**

October 24, 2018

6:30pm Sackville Commons

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

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

### **Operations Meeting:**

Called to order 6:39pm Janice Melanson

**1. Welcome & Approval of the Agenda:** 1.MA 2.Wayne

### **2. Financial Report [Treasurer, Wayne Harper]:**

Revenue: Compared to 2017, we are flat lined. In relation to budgeted revenue, year to date, we are down \$11,000 which is explainable; \$6,000 intended for the Harvest Banquet, memberships and table revenue is down as well as the miscellaneous revenue. However, overall, we are not in as bad a shape as last year. We will be using the budgeted advertising money between now and the end of the year. Garth has purchased tables for SFM this month. Net income, we budgeted to be up by \$888 but are actually up \$648, this still puts us \$5,000 ahead of this time last year. View full reports in Dropbox.

Action: Over the next few weeks, Wayne and Garth will meet and prepare a draft of the 2019 budget to present to the board for consideration.

Wayne did a budget revision forecast based on the fact that the SFM Board chose not to carry out certain events present in the budget which both impacted our revenue and expenses. The board accepted the revised budget forecast based on actual to date numbers as presented by Wayne.

Wayne suggested doing a Budget Revision Forecast earlier next year.

### **3. Market Manager Report:**

Keynotes/highlights:

- New Website: Garth is meeting with Andrew on Friday to set up the new website
- Vendor layout plan was created for the winter location at the Sackville Commons. Garth is ironing out the final details before the move on November 3<sup>rd</sup>.
- Tourism grant application (hiring an assistant), Rotary Gold Mine Grant application
- Market Bags: \$500 of the Market Dollars budget will go to purchase material to make the bags.
- Met with Larry Lemieux of CFTA (Radio Advertising) and got the rates to advertise the SFM.

Action: Wayne to make price comparisons with the rates before deciding to move ahead with the advertising.

- View full report in Dropbox.

Update of Meeting with Town Council: Garth, MA and Wayne attended meeting with Town Council on Monday October 22<sup>nd</sup> where Garth made a presentation to the council on behalf of the SFM. The feeling is that the presentation was well received.

Action: keep the conversation going with Town Council and how we can work together to grow the SFM.

#### **4. Review of Tent Policy:**

Tabled until next meeting.

Action: Garth to revise the tent policy and propose a draft of the amended policy to the board at our next meeting.

### **Governance Meeting:**

**5. Approval of the minutes of September 18, 2018 Meeting:** 1. Heidi 2. Monica

#### **6. Annual Return and Change of Directors**

Both forms have been completed/updated and submitted online to Service NB.

Action: Heidi to make notes of how to file forms online and save it in Dropbox.

#### **7. Unfinished Business:**

Green Investment Fund Update

Action: Heidi to follow-up with Andrew to get information/parameters for the fund

#### **8. Business Arising:**

Market Location Committee Update: Exploring the potential of a downtown property as a permanent Market location.

Adjournment: 7:52pm Janice

Next Meeting: **Wednesday November 21, 2018, 7:00pm at the Sackville Commons**

Respectfully submitted: Heidi Savoie, Secretary