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**2018-01-17 5.3**

Yellowknife Farmers Market Board Meeting

January 17, 2018 at 6:15 pm, CDETNO Boardroom

Suggested format for the meetings: 2018-01-17 – 5 (year) – 3 (meeting)

Suggest formation for resolutions: 2018-01-17 – 5.3 – 4.1.1

**Quorum**

In attendance: Jordee Reid, Caroline Lafontaine, Julie Plourde, Tom Money, Hannah Eden, Valérie Gosselin.

Regrets: Lise Picard, Emma Ambury.

Quorum attained

1. **Opening**

Caroline Lafontaine called the meeting to order at 6:39 PM

1. **Approval of minutes from last meeting**

Approval of minutes from November 1, 2017 is reported to next meeting.

1. **Approval of agenda**

Proposition to adopt the agenda with changes made as discussed.

Moved by: Jordee Reid

Seconded by Tom Money.

All in favour.

1. **Ongoing business** 
   1. Treasurer's Report

Lise was absent. We discussed the budget that was presented via email. Be it resolved that the budget as presented by Lise which was submitted on January 10th is approved.

Moved by: Jordee

Seconded by: Hannah

All in favour.

* 1. President's Report
     1. Acceptance of Jesse Reid’s resignation.
     2. Be resolved that YKFM calls out to recruit a new board member by writing a message. The message will ask the candidates to write a 150 words text to explain why they would like to be on the board and how they can contribute to the Market. The deadline date to submit an application will be February 10.

Moved by: Julie

Seconded by: Hannah

All in favour.

* 1. Ad for Visitor’s Guide
     1. Jaret at Tait has volunteered to do as part of his work time. Hannah will send the drafts for comments. Jaret is also helping with the letter head.
  2. Communication plan
     1. Will be presented next week by Julie and Hannah.
  3. File Management
     1. Hannah is currently thinking of a system. She will buy the license for Sync and invite other directors. She will also move the files from Dropbox to Sync the same time as sorting them.
  4. Volunteer Hours Tracking System
     1. Jordee will look at systems to log the time we do volunteer work, to keep a track of those hours.
  5. ITI Funding
     1. There is no formal proposition on the table at the moment. Amy Lizotte would like to do a contribution agreement for this fiscal year (2017-2018) for Market Manager position and Produce Strategy.
     2. We have money left for nutrition table still before the end of this fiscal year. Someone should contact Christine to hear her ideas and we can get back in touch with Greenstone building for a project with them.
  6. Follow Up on Planning Meeting
     1. Communication plan is almost done.
     2. Harvesters' Table and Zero Waste program: money is already put aside for these initiatives and no problem.
     3. Eat Local YK: funding dependent, money is easy to get.
     4. Antipoverty: Carla would apply and run the project in the name of the YKFM. We have to reach out to her first.
     5. Music at the Market: we have to wait if the city funds it first and then hire a contractor to look for more funding.
     6. Teams: hiring the manager, review vendors selection, communications, produce strategy, waste reduction program. We will wait to have the full board to solidify this and look at charts for splitting tasks.
  7. Hiring Committee
     1. Who from outside could sit on the Market Manager selection committee? Everyone has to see if they know someone who would be interested.
  8. Update on Vendor Handbook
     1. Jordee will work on it and underline the decisions that have to be taken by the board for January 31meeting. Final handbook has to be ready for March for call out to vendors.

**5. New business**

**6. Next meeting**

Next meeting is January 23, 2018 at CDETNO boardroom.

7. **Adjournment**

The meeting was adjourned at 8:30pm.