**2018-01-31**

Yellowknife Farmers Market Board Meeting

January 31, 2018 at 6:15pm at CDETNO

**MINUTES**

**Quorum**

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

Regrets: Lise Picard

1. **Opening**

Caroline Lafontaine called the meeting order at 6:15.

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

Approval of minutes from the last meeting is postponed until edits have been completed.

1. **Approval of agenda**

Emma Ambury moved to adopt the agenda with changes made as discussed.

Seconded by: Caroline Lafontaine

All in favour

1. **New Business** 
   1. Change to the presidency
      1. Whereas Jordan Reid, who is currently serving as president is growing a garden of twins and has to reduce her activities, be it resolved that Caroline Lafontaine becomes president and changes to the Board of directors be submitted to Corporate Registry, Norland Insurance and RBC as soon as possible. The change of roles will be effective January 24th, 2018.

Moved by: Hannah Eden

Seconded by: Tom Money

All in favour.

* 1. Environmental Health Presentation by Peter Workman (Chief Environmental Officer) and Anjum Syed (Environmental Health Officer)
     1. Peter Workman says that we have maintained an excellent relationship with EHO through admirable and clear communication. There are now six markets in the territory, but Yellowknife remains an ideal model for other markets. Public trust is critical. Part of the EHO’s role is to facilitate this.
     2. Presentation of the final report by Anjum. Anjum will send us an electronic copy to attach to the minutes at a later date.
        1. Caroline suggested having a workshop at the beginning of the season to prepare for wind and rain. Peter noted that these workshops (Jeremy ran one a few years ago) are particularly useful thanks to networking. Peter has kindly offered to waive the fee and teach with Anjum in a modified course (two three-hour blocks). Online courses are also available, but these would include fees.
        2. They suggest making it mandatory for all high-risk food vendors to have a thermometer at their stall. Food service suppliers such as Russell Hendrix might offer us a deal. They particularly recommend a bi-metal thermometer that can be calibrated, and recommend Taylor as a reliable brand. Tom asked if wind is the main cause of temperature inaccuracies. Anjum explained that most problems were just from improper (often first-time) use, or simply forgetting to bring candles.
        3. Jordee asked if we are allowed to know which vendors have had recurrent problems. Peter explained that at each market, the Officer reports to the Chief Officer, who reports to the market manager. There is a process for recurrent problems: first time, the vendor is educated and given a warning. If it becomes a recurrent problem, it is reported to the Chief Officer, who would eventually work with the Board to close down the operations. There are ‘two timelines’ : problems with a quick fix, and problems that must be corrected by the following week.
        4. Emma asked if there are any confidentiality issues involved in these situations. Peter explained that all food inspection reports are public. In fact, if the YKFM so chose, we could post the inspections every week. On the EHO website, the last inspection is online, but all past inspections can be accessed
        5. Anjum suggested that the YKFM could potentially offer some motivations to encourage vendors to be clean.
        6. Anjum recommends that the YKFM have some hand wipes and alcohol hand sanitizer as an emergency supply in case someone forgets them, as this is absolutely mandatory and vendors cannot sell their products (particularly when handling cash and food). In the future, as the market continues to grow, there may be a need to develop a creative solution to portable handwashing sink. There may be a way to make compostable hand wipes (with compostable paper towel and the correct alcoholic solution). This year, perhaps it is worth asking the City if the YKFM can use the washrooms in City Hall, as the visitor’s centre is currently operating during market hours. The YKFM does have a level of due diligence in showing patrons where to find bathrooms.
        7. Gloves are NOT recommended because they tend to give people a false sense of security, and therefore make poor decisions. In addition, it is nearly impossible to put on gloves without touching the outside of the gloves.
        8. Peter stresses that other markets and other EHOs are looking at the YKFM as a model. There are moves towards changing the legislation, but there is no guarantee as to when these changes will take place. For example, there is unquestionably arsenic and other contaminants in Yellowknife and surrounding area, and while science points towards there being little risk in eating produce grown in the city and surrounding area, but there are still questions to be answered. Legally, locally harvested traditional foods are permitted for sale, but not all businesses growing out of the YKFM fit into this category.
     3. Reusable food container proposal
        1. Emma asked if there are alternatives to using plastic bags. One solution suggested is to using clear plastic bags would be to use reusable plastic bags, or there may be a possibility of using cloth bags that are also washed. This would be something to research and keep EHO posted on. For example, if there were a food-grade box on the exterior with cloth-wrapped containers inside, this would eliminate waste.
        2. NUP’s dishwasher is in excellent shape. The only limitation would be the size. However, this would be an option with enough volunteers. Peter asked whether patrons are taking home the containers and are responsible for washing them, or whether we are. Patrons taking them home and washing them does lead to a high level of risk. Having a reusable container program would actually be a cleaner solution.
        3. EHO is also interested as to whether food is generally taken home or eaten on-site, which would affect what type of container is used. We will need to think very creatively about this. Perhaps it would be best to give the containers to vendors to eliminate one point of contact, with the support of the market manager.
        4. Food codes 3, 5, 6, and 7 are high grade and BPA-free. This is important, as they will not dent, stain, or absorb smells.
        5. Anjum requested an updated list of board members. Caroline will send this to him.
  2. Presentation of the communication plan by Julie and Hannah
     1. Postponed to next meeting
     2. Jaret’s supervisor at Tait Communications has asked Hannah to approach us and ask if we are interested in a branding package.
  3. Changes to the Vendor’s Handbook by Jordee
     1. Jordee will send certain changes to Anjum for review, as the wording is important from an EHO standpoint. Other decisions are postponed to next week’s meeting.
  4. Volunteer tracking options by Jordee
     1. There are some free options available. The best option would link up with Asana (the program we are using for tasks), but this would cost $5/month/person, which seems a bit extreme. This will need to be decided at next week’s meeting.

1. **Ongoing Business** 
   1. ITI funding update by Caroline
      1. We received $8500 from ITI. We will receive $6800 at the beginning, and the final $1700 once the report has been submitted. We must:

* Hire market manager
* Hire coordinator for produce strategy (develop network of people who want to grow more, garden angels etc and do a form of feasibility study in terms of legal responsibilities and so on, promoting Harvester’s Table). This person will be designing the project as opposed to implementing it, as their contract will end on March 31st.
  + 1. Jordee is concerned about the contracts being too short to interest applicants. The problem is that the money comes from Growing Forward 2, which ends on March 31st. The policy document from ITI for GF2 is unclear on money. Our contact person at ITI was hoping for more, but this has not been confirmed.
  1. Hiring Market Manager update by Emma
     1. We have had a number of strong potential candidates. The committee will begin looking at resumes, selecting final applicants, and beginning the interview process.
  2. Nutrition Grant update by Tom
     1. Tom has drafted a contract for Christine Barker for the Eat Local Lunch and Learn sessions, and is waiting for a reply. The catering remains the big questions.
        1. It might be appropriate to ask the market manager applicants if they would like their applications to be automatically considered for this produce strategy coordinator position as well.
        2. Tom is wondering whether this contract could be open to businesses as well, but Jordee thinks that they would likely produce a report but not develop the necessary network.
        3. Julie recommends getting it out on social media and posters soon, so that it starts circulating at least a month beforehand. Hannah is wondering if there is any kind of standardized poster for these sessions already made, but there is a consensus that there is not yet. The logos must be included.
  3. Board of Directors update by Emma
     1. Call for new board members
     2. YKFM presidency signature of final resolution

All board members present signed resolution 5.4 - 4.1.1

* 1. File management update
     1. Transferring files to Sync - update by Hannah
     2. Preparation of registries - update by Emma

1. **Next Meeting** 
   1. The next meeting will be on February 7. Caroline will book the room.
2. **Adjournment**

The meeting was adjourned at 8:30pm.

1. **Pending Items**