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**2018-05-09**

Yellowknife Farmers Market Board Meeting

May 9th, 2018 at 6:30 pm, CDETNO Boardroom

**MINUTES**

**Quorum**

In attendance: Lise Picard, Caroline Lafontaine, Hannah Eden, Brittany Scott (departed at 7:35pm), Julie Plourde, Tom Money, Jennifer Broadbridge, Emma Ambury

Regrets: Jordee Reid

Quorum attained

1. **Opening**

The meeting was called to order at 6:35pm

1. **Approval of agenda**

Jenn Broadbridge motioned to approve the agenda.

Seconded by: Hannah Eden.

All in favour.

1. **Approval of March 1, March 12, April 4, 2018 minutes**

Postponed to next meeting.

1. **Treasurer’s report (Lise 15 minutes)**
   1. Budget
      1. Lise gave an update on the budget.
   2. Bookkeeping
      1. Not discussed.
   3. RBC Accounts (Signatories, new account for contingency, reduction in fees, credit card)
      1. Waiting on Jordee’s signature
      2. Contingency fund has been put in a GIC.
      3. The YKFM now has a credit card under Lise’s name.  **ACTION ITEM:** Jenn will write up a procedure to follow for using the credit card (as her organization uses a similar system).
   4. 2017-2018 – Grant application files closures (ITI)
2. **New Business** 
   1. President position – transition plan (Caroline - 5 minutes)
      1. Be it resolved that Caroline Lafontaine regretfully resigns as President of the YKFM Board of Directors.

Moved by: Emma Ambury.

Seconded by: Jenn Broadbridge.

All in favour.

* + 1. Be it resolved that the YKFM Board of Directors regretfully accepts Caroline Lafontaine’s resignation as President of the YKFM Board of Directors

Moved by Brittany Scott

Seconded by Julie Plourde

All in favour

* + 1. Be it resolved that Hannah Eden is appointed as President of the YKFM, Tom Money as Vice President (strategy), and Julie Plourde as Vice President (communications)

Moved by Emma Ambury

Seconded by Lise Picard

All in favour.

* 1. Approval of new branding (Julie – 2 minutes)
     1. **ACTION ITEM:** Julie will confirm with Laura what will be printed on the sandwich boards.
     2. The YKFM Board approves the new branding.

Moved by Emma Ambury

Seconded by Tom Money

All in favour

* 1. Development of a work plan for the summer (30 minutes)
     1. Contributions confirmed
     2. Workload distribution and responsibilities as project leaders.
        1. Jessica may be interested in guiding Arts Council Grant.  **ACTION ITEM:** Brittany is reminded that she had offered to oversee this project.
        2. **ACTION ITEM:** Caroline will send the work plan to everyone.
        3. Be it resolved that Lise is authorized to approach the mines to seek a $3000 grant to cover the costs of a compost manager.

Moved by Jenn Broadbridge

Seconded by Hannah Eden

All in favour

* + 1. Logistics and communications with manager
       1. The Board recognizes that the market manager job is significant, and the Market Manager would benefit from a single liaison with the Board to help limit workload and prioritize tasks.  Hannah, as President, will take this on. By Wednesday, all project leaders should report tasks to Hannah who will pass this info on to the Market Manager.
    2. WSCC requirements
       1. All paid.
    3. Tools for preparation of final report 2018
       1. **ACTION ITEM:** Julie and Lise will design a template for the 2018 Final Report to make future reports simpler.
  1. 2018 Spring Trade Show (Caroline – 2 minutes)
     1. **ACTION ITEM:** Julie will purchase starter garden kit.
     2. **ACTION ITEM:** Jenn will borrow the super-awesome-cool spinning wheel from Ecology North.
     3. **ACTION ITEM:** Everyone will check schedule
  2. City of Yellowknife new partnership (Caroline – 2 minutes)
     1. The City will pay for a stall to have City Hall be featured, and an additional booth to showcase the winners of Win a Space over the course of the summer.
  3. Market management software (Lise – 5 min)
     1. We could purchase Farmers Market Coalition membership to access Matrix, and equally could make our own spreadsheet.
     2. **ACTION ITEM:** Lise will continue to research options for data collection and organization.  Tom is willing to look into a spreadsheet option.
     3. Lise is authorized to purchase a membership to the Farmers Market Coalition.

Moved by Jenn Broadbridge

Seconded by Emma Ambury

All in favour.

1. **Ongoing Business** 
   1. Vendor selection (Lise – 20 minutes)
      1. Committee update
         1. The first round of vendors has been selected. Numbers and variety of vendors is quite similar to last year.
         2. **ACTION ITEM:** Tom will check that produce vendor application is still open, and will provide additional produce vendor information.  Tom will make Emma an admin on the Harvesters Network group.
      2. Call for vendors and acceptance of vendors during the summer
         1. As said above, produce vendors will continue to be accepted throughout the season.  Further discussion will be postponed.
      3. Vendors development
      4. Managers next steps (General layout and map, Opening ceremony)
         1. Meeting with City is on Friday at 3:30pm.  Next steps will be to write up map and plan Opening Ceremony.
         2. **ACTION ITEM:** Caroline will stay in touch with Chief of Ndilo regarding Opening Ceremonies and possibility of more artisans.
   2. Photo shoot and biographies (Hannah – 2 min)
      1. Hannah will be in touch. Final cut-off is May 27th.
      2. **ACTION ITEM:** Julie will send slideshow info to Jenn, who will try to troubleshoot putting it on the website.
   3. Reusable container program (Jennifer – 5 min)
      1. No word about funding.  Jenn will contact funders tomorrow to ask about a potential timeline or more confirmation about funding.
      2. If funding is approved for the reusable container program, the Board authorizes the creation of a committee to select the Reusable Container Coordinator.  This committee is authorized to oversee and approve all aspects of hiring the coordinator (job posting project leaders are responsible for posting all hiring info online authorized to go through whole hiring process)

Moved by Emma Ambury

Seconded by Hannah Eden

All in favour

* + 1. **ACTION ITEM:** Jenn will purchase the two types of containers to try out this summer.
    2. **ACTION ITEM:** Caroline will tell Anjum that we will give them a list of businesses and names rather than posting them.
  1. Hardware – purchase of computer and printer (Emma – 1 minute)
     1. Postponed.
  2. Volunteer hours tracking options – (Caroline – 1 minute)
     1. Postponed to next week’s meeting.

1. **Varia**
2. **Next Meeting**

May 16, 2018 6:30 pm, CDETNO Boardroom. Julie’s husband will pick up keys (David McQuinn).

1. **Adjournment**

The meeting was adjourned at 9:10pm.