**2018-02-14**

Yellowknife Farmers Market Board Meeting

February 14, 2018 at 6:30 pm, CDETNO Boardroom

**MINUTES**

**Quorum**

In attendance: Caroline Lafontaine, Lise Picard, Jordee Reid, Hannah Eden, Julie Plourde, Emma Ambury, Tom Money (arrived at 7:45, at item 5.3)

Regrets: Valérie Gosselin

Quorum attained

1. **Opening**

Caroline Lafontaine called the meeting to order at 6:36 pm.

1. **Approval of agenda**

Emma Ambury motioned to approve the agenda, with the addition of discussing a requested letter of support to Bella Beats.

Lise Picard seconded the agenda with this change.

All in favour.

1. **Approval of minutes November 15 and December 3rd, 2017; January 17, 23 and 31 and February 7th, 2018.**

Caroline Lafontaine moved to approve the minutes.

Seconded by Lise Picard.

All in favour.

1. **Treasurer’s report**
	1. Budget
		1. Lise presented the budget update for January and February.  This document needs a few minor changes (such as the reimbursements just sent to Julie and Hannah).
		2. Lise noted that we should be paying businesses directly with cheques as much as possible.  Board members should not be paying with personal credit cards unless absolutely unavoidable.
		3. Lise briefly explained the expense forms.  Reimbursement forms can be found online in the Finance folder.  It may be easiest for Lise to fill them out until the coding system is clearly explained.
	2. TD and RBC – Update by Lise on closing and change of signatories
		1. Action Item: Lise and Caroline will send a formal letter to TD Bank to close the account.
		2. Lise is still waiting to hear back from RBC about adding signatories.
	3. Revenue Canada – Update by Lise
		1. Moira is going to get us a GST number and continues to update our taxes from the last few years.
	4. Nutrition Grant – Budget allocation and logistical needs – Update by Tom
		1. There is approximately $4000 that still needs to be spent.  Most, if not all, of this will be used by the Lunch and Learn series.
	5. ITI Grant and City Grant – expected decision date
		1. We will hear back about the funding on Friday.  Lise has not heard anything from the City, nor ITI (tourism product diversification/ marketing fund) and will continue to follow up.  For the $8500 ITI grant (produce strategy and market manager), we have the commitment, but we have not yet received the money and it still needs to be signed by ITI.  Caroline will contact ITI for this document.  Note that this money cannot be spent towards anything from before January 31st, 2018.

1. **New Business**
	1. Meeting with the City of Yellowknife – Update by Jordee.
		1. Grant White (Director of Community Services), Brian Kelln (Program Manager, Community Services Development), Sheila Basset-Kelli (City Administrator), and Dave Hurley were in attendance, along with Caroline, Lise, and Jordee on Tuesday, February 13, from 4pm to 5 pm.
		2. See Appendix B for Jordee’s detailed meeting report.
		3. Advertising: Hannah clarified that according to Canadian copyright law, the photographer must be given credit, along with the organization name who owns the photo.  If a photograph is donated, the caption would read ‘courtesy of’.
		4. Rent: The City seemed open to explore the possibility of offering the market in-kind rent, based on the information about many other Canadian markets that do not pay municipal rent (see Appendix C).The City Administrator will get back to us in a near future.  Action Item: Caroline will send Emma a copy of the Ontario farmers markets who do not pay municipal rent and they will be attached to the minutes.
		5. Handwashing Station: Anjum’s email explained that the reason the water station was shut down was that people were using it as a handwashing station, which is not appropriate because warm water must be provided.  With better signage, this station could be set back up this year.
		6. Dogs: While we do not wish to ban dogs, they did become a problem during the 2017 market season, and there is concern that they pose a safety risk, as the market is crowded place with many small children.  This also isn’t a comfortable environment for many dogs.  Julie and Hannah will explore communications options to encourage people to think twice about bringing dogs, such as: ‘monitor your dog’s comfort level’ or ‘is your dog as happy as you are at the market?’.
		7. The City representatives reported that vendors are still putting in stakes, which is an immense risk to the water system under the ground.  This would have very costly consequences for the YKFM if the system was punctured.  This was still occurring last year despite repeated warnings.  Jordee will add a note about this in the vendor’s handbook and vendors will be warned.  Dave Hurley request a contact person to whom he would send picture of culprit vendors.  The market manager will the one in contact with the City manager, and Caroline will request to be cc’ed on any emails. Action item: Caroline will inform Dave Hurley.
	2. Decision on Market manager hiring and training process
		1. Jordee presented the three final candidates for the market manager position.  The selection committee recommended Laura Busch for the position.
			1. Be it resolved that the YKFM Board accepts the selection committee’s recommendation and will offer the position of market manager for the 2018 market season to Laura Busch.

Moved by: Emma Ambury

Seconded by: Hannah Eden

All in favour.

* + 1. Action Item: Tom will call the applicant to verify that she will accept the position, and if yes, notify the other candidates who were interviewed.  Tom will request a photo for the press release if she accepts.
		2. Action Item: Emma will email the applicants who were not interviewed.
		3. 2018 YKFM Communication Plan : Guiding document to support the market manager’s communications – by Julie
			1. The applicant has a strong background in communications, so there is less of a need for a detailed document.  Julie and Hannah will go over the communication plan with her, to be clear on our objectives.
	1. Decision Produce Strategy Coordinator – Update – Tom
		1. Action Item: Tom will contact the applicants and references. He will verify the flexibility of start dates.
	2. Decision on new Board members
		1. Postponed to next week’s meeting.
	3. Music at the Market – Stephanie and Jessica.
		1. Stephanie Yuill is willing to write the proposal and Jessica Payeur, who has experience organizing music festivals, will also assist.  Caroline is trying to coordinate a time to meet with Dave.  The grant proposal is due on February 28th.
		2. Music at the Market grants will be to find three letters of support.  Possible suggestions include Linda Bussey and NACC.
		3. Be it resolved that Stephanie Yuill and Jessica Payeur will form the Music at the Market committee for 2018.

Moved by: Caroline Lafontaine

Seconded by: Tom Money

All in favour.

* 1. Hardware – printer and computer
		1. Currently, it would be extremely handy to have a small portable printer and projector during board meetings to facilitate signing of documents.  On a side note, Lise cautions that giving equipment to contractors leads to a change in relationship, more similar to an employee.
		2. Action Item: Tom will look into prices for these items.
		3. Emma asked if it is necessary to physically print off all of our minutes and resolutions, as at our legal meeting in December, we were told that we can have electronic records.  As an eco-friendly organization, this seems contrary to our mandate.  This decision is postponed to a later meeting.
		4. Hannah is having some issues with the transfer to Sync due to her Dropbox malfunctioning.  She may contact another board member for access to their Dropbox sometime in the next week to continue to process. Caroline suggested that older files be transferred and removed from Dropbox to allow everyone's system to upload 2017 and 2018 files that may not have uploaded automatically due to lack of space.
	2. Volunteer hours tracking options – by Jordee
		1. Postponed to next meeting.

1. **Ongoing Business**
	1. Preparation of registries – Update by Emma
		1. The format for minutes and resolutions was confirmed.  Minutes will continue to be dated, but not numbered by meeting number.  Resolutions from each meeting will be grouped on a single page/meeting for signing.
		2. Julie proposed that minutes be posted on the website.  The board agreed that minutes should be public.
		3. Action Item: Emma will assign one week’s minutes to each board member for detailed review (for any confidentiality issues, notably names) before posting to website.
	2. Selection committee update
		1. The new document will be shared online for discussion at the next meeting.
	3. Anti-poverty application
		1. The application has been submitted on February 9th, 2018 by Carla Johnston on behalf of the Board after review and signature by the president.
	4. #loveNWTwater campaign by Jordee
		1. Our organization has been added to the pledge.
	5. WSCC – Update by Jordee
		1. WSCC requires our calendar year information, which Lise has requested from Moira.

1. **Next Meeting**

February 21, 2018 6:30 pm, CDETNO Boardroom.  Caroline will book the room.

1. **Adjournment**

The meeting was adjourned at 9:02pm.