**2018-03-12**

Yellowknife Farmers Market Board Meeting

March 12, 2018 at 6:30 pm, CDETNO Boardroom

**MINUTES**

**Quorum**

In attendance: Caroline Lafontaine, Julie Plourde, Brittany Scott, Emma Ambury, Hannah Eden, Tom Money, Lise Picard

Regrets: Jordan Reid

Quorum attained

1. **Opening**

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

1. **Introduction**
   1. The new YKFM Board member, Brittany Scott, was presented to the Board.
2. **Approval of agenda**

Caroline Lafontaine moved to approve the agenda with the addition of Valérie Gosselin’s resignation, new board member, Brittany Scott’s acceptance of Board post, and produce vendor fees.

Seconded by: Emma Ambury

All in favour

1. **Approval of February 14, 2018 minutes.**
   1. Emma Ambury motioned to approve the minutes from February 14th.

Seconded by Hannah Eden

All in favour

1. **Treasurer’s report (Lise 10 minutes)**
   1. Budget (Appendix A)
      1. Sent in as approved.  There may be space to move around based on contribution agreement.
      2. Hannah would like to know whether Up Here offers not-for-profit rates.  Lise affirmed that she has been in touch. Julie recommends waiting for filler space, as previously discussed.
      3. The City of Yellowknife contribution agreement should be in quite soon.  This will help organize our financial planning.
      4. One of last year’s contractors has approached the market claiming that their invoice was overlooked.  Lise cannot find a contract for him.
      5. **Action Item:  Lise will forward us this email, contact the relevant people to sort out the situation, and report back to the Board.**
   2. TD
      1. List has contacted RBC requesting best practice for the transition to RBC and an account for the contingency fund.
   3. RBC
      1. Lise has contacted RBC regarding change in signatories.  This should happen soon.
      2. Lise has requested a reduction in fees per transaction, as a not-for-profit.
      3. Lise has been told that RBC gives complimentary consultation to their business clients and has been in touch.
   4. Credit card.
      1. It has become a problem in the past that Board members have had to use personal credit cards.  Lise has requested a business credit card for the YKFM, with a $5000 limit.
2. **New Business** 
   1. Be it resolved that the YKFM Board accepts Brittany Scott’s acceptance of the position of Director on the YKFM Board.

Motioned by Hannah Eden

Seconded by Tom Money

All in favour

* 1. Be it resolved that the YKFM Board accepts Valerie Gosselin’s resignation.

Moved by Brittany Scott

Seconded by Hannah Eden

All in favour

**6.2.1 Action Item: Caroline will contact Valerie to thank her for all her wonderful work, accept her resignation, and request a signed letter of resignation.**

* 1. Be it resolved that the YKFM Board offers the vacant Board position to Jennifer Broadbridge.

Moved by: Emma Ambury

Seconded by Tom Money

All in favour

**Action Item: Caroline will contact Jennifer regarding the Board position.**

* 1. Positioning the Market - Dene territory/Language priorities (group discussion - 15 minutes)
     1. As the Board is discussing angling advertising towards different groups and languages,
     2. Lise would like to note that questions of language are not limited to the tourism strategy - as we are discussing local languages, this is a larger question of communication.
     3. It is unrealistic to constantly be translating advertising into various languages.  One compromise to be more inclusive would be simply to acknowledge our existence on Chief Drygeese territory on our advertising.
     4. It would be ideal to have an Opening Ceremony before the first Tuesday market bell, perhaps invite drummers and the chiefs and Cabin Radio for a more obvious and inclusive opening of the market season.
     5. **Action Item: Caroline will approach ECE regarding language promotion.**
     6. **Action Item: Caroline will notify Laura regarding the opening ceremony.**
  2. Produce Vendor Fees - Tom (5min)
     1. Tom is curious as to whether the Board would consider reduced vendor fees for produce vendors.
  3. YKFM Action Plan – Creation of a committee - Brittany (10 min)
     1. One of the Board’s biggest questions is how the Board could become pleasantly more efficient.
     2. One of Brittany’s goals is to develop an official policy manual.
     3. Lise and Brittany will discuss goals and the creation of a committee and report back at a later date.
     4. Lise would like to
     5. **Action Item: Lise will send Brittany the 2017 Annual Report.**
     6. **Action Item: Tom has been doing some work on this already and will send it to Brittany.**
  4. City of Yellowknife follow-up meeting with Kerry L. Penney LL.B. Director, Policy, Communications & Economic Development and Grant White, Director of Community Services. (Caroline - 1 minute)
     1. Lise and Caroline and possibly Jordee will be following up on the City meeting.  Their four main questions will be: City rent, communications, vendor development, waste management.
     2. Brittany proposed putting the market into the weekly City mail-outs.
  5. Corporate registry changes
     1. **Action Item: Caroline will organize the changes to Corporate Registry and deliver them.**

1. **Ongoing Business** 
   1. Transfer to Sync (Emma - 5min)
      1. Everyone needs to download the Sync extension onto their computers.  This may solve some of the issues people have been having. Brittany cannot access Google Docs.
   2. Grant to Tourism Product Diversification Fund - Tourism strategy (Lise - 5 minutes)
   3. ITI Proposal and Meeting (Caroline - 5 min)
      1. Caroline presented the proposal sent to ITI (Appendix B).
      2. We really need to assess how realistic all these projects are.  The Board agrees that we simply don’t have the capacity to manage all the projects listed.  Realistically, the Board would like to support the Northern Artists Project but cannot spearhead it this year.  We could propose to artists that they apply for funding to apply as a regular vendor, or if an organization is interested in spearheading the project, we could develop a partnership.
      3. There are no limits on how many produce vendors or artisans can share a table.
         1. **Action Item: Caroline will contact Laura about this.**
   4. Volunteer hours tracking options – Jordee (15 min)
   5. Tait Communications follow-up update (Julie – 10 minutes)
      1. Note that Hannah Eden is now employed with Tait Communications, and this conflict of interest limits her participation in discussions regarding Tait.
      2. Option 1: We must supply the printing ourselves, while Tait would be responsible for designs (Tait estimates $5500 + GST, before taxes, for 50 hours), with understanding that Tait will be recognized as a sponsor.  Option 2: Tait will coordinate the printing as well, though we would still have to pay (900 hours of work), still recognized as a sponsor. This is comparable with what we paid for the last designers.
      3. Be it resolved that the Board will accept Tait Communications’ offer of 50 hours worth of work, and the Market Manager will coordinate printing the designs.

Moved by: Julie Plourde

Seconded by: Brittany Scott

All in favour (Hannah Eden did not vote due to conflict of interest)

* + 1. Market Manager will be responsible for coordinating the printing.
    2. **Action Item: Julie will ask about contract from Tait.**
    3. As Julie will be away, Courtney and Tom will be the main contacts for Tait for the Produce Strategy advertising while Julie is away.
    4. **Action Item: Julie will contact Laura to be the main contact with Tait while she is away for the last two weeks of March.**
  1. Ecology North - Territorial Growers initiative March 7 and 8 (Tom and Jordee - 10 min)
     1. In the interest of time, this will be discussed at a later date.
  2. Market Manager tasks (15 min)
     1. Vendors call out - Caroline
        1. We already have 15 vendors.
     2. Vendors selection update - Jordee
        1. **Action Item: Lise will contact Jordee about selection committee.**
     3. Vendors development workshops update - Caroline
        1. Potential workshop leader has been approached and is interested.  Content will be ready by March 31st, while the workshop will be held in April.
     4. Communication calendar - Julie
        1. Market Manager seemed very comfortable with the communications calendar and able to implement independently.
        2. Possibility for sponsorship for communications.
           1. **Action Item: Hannah will forward the email she received in this regard to the Board for comments and discussion.**

1. **Next Meeting**

April 4, 2018 6:30 pm, CDETNO Boardroom.

1. **Adjournment**

The meeting was adjourned at 8:39pm.

Pending items:

1. Reusable container project.
2. Requests to ITI, including Produce Strategy
3. Environmental Health recommendations – next steps
4. Promotional materials – What do we order?
5. Corporate sponsorship
6. Registries
7. Revenue Canada
8. Bella Beats letter
9. Lunch and Learn
10. Hardware
11. Stanton Hospital event in September