**2018-11-01**

Yellowknife Farmers Market Board Meeting

November 1, 2018 at 6:30 pm, NORTH Boardroom

**MINUTES**

**Quorum**

In attendance: Tom Money, Julie Plourde, Brittany Scott, Jordan Reid, Hannah Eden, Lise Picard, Jenn Broadbridge, Kyle Thomas, Emma Ambury

Regrets: none

Quorum obtained

1. **Opening**

Hannah Eden called the meeting to order at 6:40pm.

1. **Approval of agenda**

Tom Money motioned to approve the agenda with amendment of “Approval 2018 minutes” to “Approval of September 20, 2018 board meeting minutes”.

Seconded by Kyle Thomas.

All in favour.

1. **Approval of September 20, 2018 board meeting minutes.**

Jordee Reid motioned to approve the minutes.

Seconded by Julie Plourde.

All in favour.

1. **Signing of 2018 resolutions**

Most resolutions up to this point have now been signed.

ACTION ITEM: Emma will scan the signed resolutions and upload them to Sync.

1. **Treasurer’s Report (Lise – 20 min)**
   1. **Final report**
      1. This year’s report will follow last year’s template. Unfortunately many weeks’ final sales were not reported on and certain end of season reports have not yet been handed in by contractors (despite being listed as a deliverable in their contracts), so there is some data missing.
   2. **Bookkeeping**
      1. Our current bookkeeper is too busy to continue working for the YKFM. Lise has someone else in mind and will let the board know whether or not this person confirms.
      2. There is some concern that the financial report is also not complete. The AGM cannot take place without the financial report. If it is not complete by 5pm on Friday, November 2, we will need to find someone else to do it.
2. **New Business**
   1. **AGM, November 7**
      1. Lise, Hannah, and Emma met last week to discuss the AGM. The structure will be very similar to last year.
      2. We will do a confidence vote on the current executive as a formality at the AGM, due to all the reshuffling of the executive this year (please reference Resolution 2018-05-09 for the most recent changes).
      3. ACTION ITEM: Tom will bring coffee maker and coffee. Brittany will bring tea. Lise will buy and bring sugar, milk, cream, cookies, and fruit.
      4. Lise, Hannah, Tom, and Emma will take on the bulk of the presentation. Jordee might be late and Kyle might be away so they do not want to commit to presenting, but everyone else is open to presenting parts of the slideshow. Brittany will take on the elections.
      5. ACTION ITEM: Kyle will contact Lorie to ask about potential board members.
      6. ACTION ITEM: Emma will send out a mass email to vendors asking them to consider joining the board when she sends out the correct link for the 2017 minutes.
      7. ACTION ITEM: Emma will print 30 copies of the 2017 AGM Minutes and the 2018 AGM Agenda to distribute at the AGM.
   2. **Christmas Market, including Market Manager**
      1. Jenn organized everything with the venue. Jessica Payeur is willing to do Music at the Market. Vendors can drop off their tables in one of the empty stores between 12pm and 5 pm on Sunday, which will then be locked until Tuesday. We have the venue from 3-9pm on Tuesday, December 4th. We might have Santa!! (Will be confirmed). They also want to put up a big tree. If this is the case, we can discuss getting ornaments made for it.
      2. Lise wants to encourage vendors to use Market Wurks properly during the registration process, which will make the whole process much more efficient.
      3. ACTION ITEM: Hannah will look at YKFM account to draft a job description and post it to FB, Insta, Twitter, CDETNO, with Tom’s help.
      4. ACTION ITEM: Julie will approach NORTH to update the branding for the Christmas Market.
      5. ACTION ITEM: Kyle will send out vendor call out with basic info for the Christmas Market (a very basic message stating that info about applications will follow, and to stay tuned).
      6. ACTION ITEM: Jordee and Lise will get the website application up and running.
      7. ACTION ITEM: Kyle and Julie will set up social media for the Christmas Market to advertise to the public.
3. **Ongoing Business**
   1. Market Admin Winter Position (Hannah/Emma 10min)
      1. Moved to next meeting after the AGM.
4. **Varia**
   1. Kyle recommends registering for Tech Soup, as they provide many free or discounted services that are useful to not-for-profits.
   2. ACTION ITEM: Brittany has offered to put together a welcome package for new board members.
5. **Next meeting**
   1. Thursday, November 22, 2018, 6:30pm, NORTH Boardroom
6. **Adjournment**

The meeting was adjourned at 8:05pm.