**2018-02-21**

Yellowknife Farmers Market Board Meeting

February 21, 2018 at 6:30pm, CDETNO Boardroom

**MINUTES**

**Quorum**

In attendance: Emma Ambury, Caroline Lafontaine, Julie Plourde, Valerie Gosselin, Lise Picard, Jordee Reid, Tom Money, Laura Busch (market manager), Jessica Payeur (observer), Stephanie Yull (observer)

Regrets: none

Quorum attained

1. **Opening**

Caroline Lafontaine called the meeting to order at 6:35pm.

1. **Introductions:**

Our new market manager, Laura Busch, and new Music at the Market committee members, Stephanie and Jessica were welcomed by the Board.

1. **Approval of agenda**

The agenda was approved with the addition with changes as noted.

Motioned by: Jordee Reid

Seconded by: Tom Money

All in favour.

1. **Approval of February 14th, 2018 minutes.**

Postponed to next week's meeting.

1. **Treasurer’s report**
   1. Financial Report
      1. Note that under "Cheque Payable to", Square should read Squarespace.
   2. ITI Grants and City Grant
   3. Budget
      1. Bank fees have been increased due to the high cost of electronic transfers and other unexpected transaction fees.
      2. For advertising and promotion, the Board cannot use ITI funding for merchandise. This money could instead go towards reaching out to tourists through posters in various languages. Caroline noted that along with promoting tourism, these posters should be translated into local languages as well (French, Dene languages) to make them more accessible to locals.
2. **New Business** 
   1. Music at the Market – Stephanie and Jessica
      1. The grant application is now available online.
      2. Stephanie requested the YKFM not-for-profit number. This was provided.
      3. Stephanie asked what dates we are requesting. Stephanie will give them the full range of dates, and explain that performer availability will affect which dates end up being selected.
      4. Stephanie approached Casey Koyzan, Laurie Crawford, and Linda Bussey for letters of support. All three seemed enthusiastic about supporting this initiative.
      5. The Harvest Festival will likely take place in August, as this is when numbers are lowest and we would like to encourage attendance. July-August was proposed, as September weather would not be ideal for performers.
      6. Stephanie will hopefully be meeting with Dave Zerthof on Friday of this week for more information regarding the organization of Music at the Market.
      7. Stephanie will be sending us the grant proposal on Monday, and Board members must send in their comments by the following day, as the grant proposal needs to be submitted by Wednesday of next week.
   2. File management – Sync.com - Hannah
      1. Hannah explained Sync.com, the new online file sharing system that the YKFM is implementing to replace Dropbox.
      2. For duplicate files, the working file will be inside the relevant file, and at the end of a project, the file will be saved in all the relevant files as a PDF, while the working file (even as a final version), will remain a word document.
      3. **Action Item: Valerie will design a mind map to help us conceptualize what files should be duplicated.**
   3. Volunteer hours tracking options – Jordee
      1. Postponed to next week.
   4. Vendors selection process
      1. Call out for vendors will go out as scheduled.
   5. Press release
      1. Laura reviewed the document, and it was approved for release.
3. **Ongoing Business** 
   1. Produce Strategy Coordinator Decision – Tom
      1. Be it resolved that the position of Produce Strategy Coordinator be offered to Courtney Chetwynd.

Moved by: Tom Money

Seconded by: Julie Plourde

All in favour

* 1. New Board Member Decision – Caroline
     1. Be it resolved that the position of Director with the YKFM Board of Directors be offered to Brittany Scott.

Moved by: Hannah Eden

Seconded by: Tom Money

All in favour

* 1. Best Practices for Contracting
     1. The Board needs to make some decisions regarding best practices for hiring contractors, as this has been unclear in the past. It has been proposed that any contracts worth over $1000 should be advertised, while smaller contracts do not need to be advertised, particularly as posting and interviewing for jobs is extremely time-consuming and often delays time-sensitive projects. Smaller contracts also tend to be additions to previous (larger) projects, making contractors who worked on the original project well-informed and usually best suited to completing the smaller contracts.
  2. Lunch and Learn – Tom
     1. Attendance surpassed expectation at the first Lunch and Learn session. There were approximately 25 attendees. There also seemed to be a great deal of enthusiasm and networking, as many attendees stayed after the presentation to discuss gardening.
     2. Contact information was collected, which may be valuable for garden angels or other programs, in addition to sharing Christine's 'blogs'.
     3. Next week, it would be ideal to have a more coherent plan for set-up of space and structure of the presentation (for example, the YKFM didn't introduce itself or explain its role). It is recommended to set out a table for membership sign-ups as well.
  3. Selection committee update
     1. **Action Item: All board members will review the Vendors Handbook and the Vendors Selection Handbook and give their comments to Jordee by Sunday, February 25th at 7pm.**
     2. **Action Item: Jordee will shared selection.**
     3. **Action Item: All board members will sign onto Sync before March 1st, as after March 1st the transition to Sync will be complete and Dropbox will no longer be used.**
  4. Hardware - Tom
  5. Agriculture Society – Tom
     1. This will be a loose coalition of growers and farmers in the territory. As its mandate seems to be similar to the YKFM, it would be worth entering into discussion about some kind of partnership.
  6. Bella Beats letter of support
     1. Whereas Bella Beats has had a good partnership with YKFM in the past, **Action Item: Emma will draft a 2018 letter for Caroline to sign if Bella Beats gets in contact again.**

1. **Next Meeting**

March 1, 2018 6:30 pm, CDETNO Boardroom.

1. **Adjournment**

The meeting was adjourned at 9:17pm.

Pending items:

1. Whitehorse Farmers Market request
2. Environmental Health recommendations – next steps
3. Tait Communication Presentation
4. Corporate sponsorship
5. Registries, including minutes and resolution registry
6. Selection of new board member
7. TD and RBC
8. Revenue Canada
9. Vendors Handbook