

Friends of the St. John's Farmers' Market (FoSJFM)

Annual General Meeting

26 April 2009 @ 1-4 p.m.

Eastern Edge Gallery

72 Harbour Dr

St. John's, NL, Canada

SJFM Mission Statement and Objectives

- promoting locally grown, fresh, high quality produce and goods
- providing an economic outlet for local farmers, producers, and artisans
- creating an alternative marketing opportunity that allows farmers, artisans, and consumers to interact directly with each other, rather than through a third party
- preserving the connection between farmer and consumer
- educating consumers about the benefits of supporting local agriculture and using locally produced foods and products
- building a healthy community by creating a social opportunity to gather and interact
- celebrating the city's history, uniqueness, cultural diversity, charm and potential

Meeting Agenda

1. Approval of Agenda

2. Overview of the SJFM up to 2008

1. After a few pilot markets held in 2007, a steering committee came together to devise a plan of action to make a regular farmers' market in St. John's a reality. The committee consisted of six individuals from various backgrounds, some farmers and potential vendors in the market, as well as some people who simply wished to see the market concept get off the ground.
2. The market was held on 25 Saturdays from June 7 to Nov 29 for 2008, there were 3 other markets held in 2007
3. Open hours were from 9am-2pm (vendors arrive at 8am)
4. Locations for 2008 included the Lion's Chalet and the CEI Club
5. Financial report at end
6. Special thanks to the founders of the market, vendors and all our dedicated volunteers for a successful first year

3. Overview of the SJFM for 2009

1. At the beginning of 2009 we received funding from Co-operative Development Initiative (CDI), for a "Feasibility Analysis of the Co-operative Model" in relation to the SJFM. A group of volunteers formed a steering committee and we

contracted the work for the report to the consulting team of 5 people. A summary of the report will be presented near the end of the meeting today.

2. Due to time restrictions of the upcoming market, the **Friends of the St. John's Farmers' Market was incorporated**, to support the St. John's Farmers' Market mission statement (as listed above). The FoSJFM is a non-profit organization that will allow us time to decide what the best direction for the SJFM will be.
 1. Today we will be electing the board of Directors for the FoSJFM
3. The market will be held on 24 Saturdays from June 6 to Nov 28 for 2009
4. Open hours will continue to be from 9am-2pm (vendors arrive at 8am)
5. The single locations for 2009 will be the Lion's Chalet
6. Market Manager - This year we have a market manager that will be the primary contact and organizer for each market
7. Call for Volunteers - along with the board of directors, we are looking for volunteers to help out with the general running of the market (we need help each market with coffee, setup/breakdown, counting visitors, cleanup, etc).
8. We are holding a fundraising Flea Market, May 30th @ Lion's Chalet
9. Special thanks to our intermediate steering committee and consulting team for all their work this year thus far

4. Board of Directors Description

1. Requirements
 1. Once the board is formed, the board will elect one director to each of the following positions
 1. Chair
 2. Vice-Chair
 3. Secretary
 4. Treasurer
 2. Directors shall serve for a term of one year, to a maximum of three consecutive terms.
 3. Director must be a resident of Newfoundland/Labrador and be 19 years of age or older
 4. Directors must sign a "Conflict of Interest Policy"
 5. Directors should be willing to provide their SIN number as it is required for the initial registration of a business number for the FoSJFM
2. Responsibilities
 1. Directors should be committed to meeting at least once a month.
 2. Update/finalize by-Laws (we have a working draft)
 3. Update/finalize vendor guidelines and market rules (we have a working draft)
 4. Update/finalize organizational chart (Community - Board of Directors - Sub-committees - Market Manager - Volunteer Coordinator - Volunteers)
 5. Financial year end report
 6. May be required to become a signing authority on bank account

7. Planning and monitoring of goals for the upcoming year
8. Management of staff
9. Directors (along with non-voting-member/general-volunteers) should be able to allot time to at least one sub-committee, such as:
 1. Volunteer
 2. Community-outreach/Education
 3. Coop Development
 4. Funding
 5. Vendor standards/issues
 6. Media/Marketing
 7. Finance
10. Research permanent location for the SJFM
11. Board training will be provided for various positions when available

5. Nominations and voting for the Board of Directors

1. Call for director nominations will occur at the AGM
 1. Directors can be nominated by someone else and the nominee will have to accept or decline the nomination
 2. A nominee can nominate themselves either
 1. in person at the meeting
 2. by written/signed acceptance if not able to attend the AGM
2. FoSJFM will have from 3 up to 9 directors. Voting will only be required in the event we have more nominations than the 9 director seats available
3. Voting (if required)
 1. Voting will be done at the meeting, where each person in attendance can register to vote (name, phone number and email required)
 2. Vote by writing names of 1 up to 9 of the nominated names on the ballot
 3. Multiple votes for any individual on a single ballot will invalidate that vote
 4. Secret ballot, fold and place in box provided
 5. An objective third party will oversee the vote count
 6. Nominees with the most votes will get the director positions
4. Nominees that were not voted in can decide to remain on the board as "non-voting members"

6. Consulting Team Presentation

1. Project Final Report Summary
2. Questions and Discussion

7. Other Business

8. Next Meeting for the New Board of Directors

Financial report to the end of December 2008

	Category	Totals
Expenses	Banking	-\$11.70
	Coffee-Supplies	-\$1,872.16
	Insurance	-\$777.65
	Marketing	-\$4,798.04
	Misc	-\$625.44
	Office-Supplies	-\$121.25
	Rental-Cost	-\$6,763.00
	Website	-\$119.76
	Expenses Total	-\$15,089.00
Revenue	Coffee-Sales	\$3,957.73
	Table-Fees	\$15,154.25
	Revenue Total	\$19,111.98
Final	Balance	\$4,022.98