

# Mabou Farmers Market - Annual General Meeting

## April 8, 2018

**Board Members:** Andy Pedley, Michelle Smith, Bill Quimby, Laurel Browne, Adrienne Gasior, Joanne Patience (interim), Sandra Maguire (Absent)

**Market Staff present:** Jane Gesner, Jessica Fogarty

**Members present:** Mary Ellin Godin, Ann Schroeder, Kailea Pedley, John Frank, Martin & Gaby Baumann, Caroline Cameron, Clarence MacKenzie, Rob Martin, Terron Dodd, Dianne Quimby, Jaymie Aucoin, Abdul Hameed

**Guests/casual vendors present:** Paul Strome, Lisa O'Neill, Charlotte Miller, Andrew Tubman, Chloe MacDonald, Patti David, Steve Gagne

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Chair Andy Pedley called the meeting to order at 1:04 pm, introducing the Board (see above) and explaining we needed a minimum of 12 members to be present for the AGM (which we have) and 2/3 minimum votes in favour to pass any reports or amendments.

A copy of the agenda, last year's minutes and proposed amendments to our Bylaws and Rules & Regulations were distributed as a handout. A limited number of Financial Reports were available too.

1) **Agenda:** Andy Pedley reviewed the agenda as presented. No additions offered.

2) **Minutes:** Andy Pedley reviewed the minutes of last year's AGM. Ann Schroeder moved they be adopted, seconded by Caroline Cameron, Carried.

3) **Financial Reports:** Bill Quimby presented the Financial Reports. The Profit/Loss statement showed that our income last year (April 2017 - March 2018) was \$23,398 while our expenses totalled \$25,134, for a net loss. The shortfall - \$1,732 was covered from our Equity accounts, leaving the Market with a total of \$12,080 total assets.

Bill also presented the budget for the upcoming year, proposing estimated income at \$28,825, due to some changes in Vendor fees (to be discussed later) and Expenses of \$26,198, with an estimated profit of \$2,630. The higher expenses are due to:

- Dues and Subscriptions - increase in FMNS fees
- Equipment rental - better sound equipment
- Insurances - Board Liability and liability
- Legal & Accounting - upcoming audit

John Frank moved the Financial reports, including the budget for the upcoming year, be adopted as presented, Gaby Baumann seconded. Carried.

4) **Market Manager's Report** - Jane Gesner advised we saw an average increase in attendance of 7% over the prior year (1156 vs 1078). We had an average of 57 vendors, 18 casuals. No casual vendors were denied a spot. We attained a 60/40 food/crafter split amongst our Full-time vendors, but that number would change with casuals (who can change week to week).

Income surveys collected show gross sales of \$304,452 last year, but since not everyone hands one in, that number is most likely on the low side. This means an economic impact to the community of over \$600,000.

The Christmas Market had 56 vendors, and all were accommodated in the expanded space (gym). It was not possible to count attendance for that Market (multiple entrances). Comments received include recommendation to have canned holiday music in between the live music, and a request for more live music.

As of today, Jane has received 48 applications, and reminds everyone who hasn't yet applied that they are due by April 30.

Andy acknowledged the great job that Jane does and everyone applauded in agreement.

5) **Parking Lot:** The Arena Federation requested funding from ACOA for a new building, but were turned down. We originally were looking for more space too, to accommodate extra vendors, but it is no longer deemed necessary. This is positive as it would have created many issues to have a secondary space outside the arena.

So the entire upper parking lot will be available for parking, but needs ditching, drainage and gravelling. Carmen Campbell provided a quote of \$5800. Mabo Farmers Market and the Arena Federation have requested financial assistance from the Municipal Council, since the arena sits on municipal land, with each of us offering to pay \$500 and requesting the balance from the Municipality. Since the work had to be completed before the Market begins, the Arena Federation have guaranteed payment in the meantime.

Discussion followed about signage being required in the loading zone, as some vendors remain too long or even park there. Jane will stress this in the welcome letter to new vendors and the Board will look into getting signage. We will also look into pricing dollies (which would remain in the building) to assist with unloading.

6) **Fire Exit and Emergency Plan** - Laurel Browne worked with John Frank to develop an Emergency Exit plan, which was drawn on the whiteboard. We want all vendors to be aware of where the exits, defibrillator and the fire extinguishers are located and to that end, Laurel has maps printed, which she will distribute at the June 3 Market for an organized fire drill on June 10. People leaving the building should gather at the AG Barn/Playground.

7) **Special Resolution Vote** - Andy Pedley explained this affects Membership only and is a change to the Bylaws. The proposal is that Membership to the Mabou Farmers Market Cooperative shall comprise of vendors who have attended **15** markets in the previous Market Season. Any vendor not attending **15** markets will be a casual vendor. Similarly, casual vendors would need to attend **15** markets before becoming eligible to apply for regular membership. The previous minimum number was 10.

Note: Casual vendors do not have voting rights at the AGM and are not eligible for monthly payment discounts at their tables. Joanne Patience moved the proposed resolution be adopted, seconded by Laurel Browne. Carried.

8) **Capital Expenditures, New Chairs, Sound System** - Bill Quimby explained that the Market has been renting his equipment so far but we feel we need an upgrade to the sound system. In a subcommittee made up of himself and Laurel Browne, they recommend we rent a

BOSE basic sound system from Long & McQuade as a trial (\$100 a month) to see if it meets our needs.

Andy Pedley discussed the Board's recommendation that we purchase 30 new stackable chairs (plastic) for \$1365, which the Arena can store for us in the off-season. Michelle Smith moved we adopt this recommendation, Ann Schroeder seconded. Carried.

9) **Rules and Regulations Update** - Adrienne presented the Board's decisions in regards to the 2018 Rules and Regulations.

- Table fees will rise by \$5 to \$25 per week, and student fees to \$12 per week. A premium table fee is being set at \$30 per week for those vendors on corners who have 18' linear feet of table display.
- Vendors are expected to remain set-up until the end of the market.
- Any vendor using a deep-fat fryer must provide a Class K fire extinguisher at their location
- Schedule B food vendors no longer require a food permit.

10) **Director Nominations:** Due to some Director retirements, there are 4 available spots on the Board.

- Andy Pedley nominated Joanne Patience, who has been serving as an Interim Director since Vicky Ogden retired last fall. Carried.
  - Laurel Browne nominated Jaymie Aucoin, who has been a vendor for 4 years. Carried.
  - Laurel Browne also nominated Rob Martin, who has also been a vendor for 4 years. Carried.
- We still require one additional Board Member, should anyone present wish to consider, please notify the Board.

11) **Communication Coordinator:** Laurel Browne introduced our new Communication Coordinator, Jessica Fogarty. Jessica is a casual vendor, and has lots of experience with communications. She has plans for building a stock photo collections so she can update social media multiple times a week, and has plans to do radio spots and even a "swag bag". Ann Schroeder suggested we re-instate updates in Church bulletins, which is something we did years ago.

12) **Ann Sherrington tribute:** Cynthia Baughman, who writes the Oran's "To Market We Go" weekly column, will write one up in late May (pre-Market start) with a special tribute to Ann Sherrington.

13) **New Business:**

- Look into a concrete loading ramp at the loading dock (perhaps could be a handicap ramp, barrier free access and eligible for a grant?)
- Look into possibly sprinkling sand on the arena floor to make less slippery, during June.
- Last year, videographer came around back of some tables - should not have been. Vendors should feel free to tell them so or alert Jane .
- Dogs in arena - confirmed only service dogs are allowed.
- To contact Board Members, Jane Gesner is point of contact.

14) **Meeting Adjourned** 3:09 pm.

