**OVFC Board Meeting**

**Minutes**

**April 11 2019**

In attendance: Gregg, Joanne, Marilyn, Dan, Cheryl, Bob, Dwight, Marshal, Ashleigh,

Regrets: , , Chris, Sarah

**1. Administration**

* The agenda was approved with additions.
* The minutes of the March 14th meeting were approved.

**2. Elect New Officers**

* President- Dan
* Vice President – Gregg
* Treasurer – Joanne
* Secretary - Chris

Committees

* A list of the committees has been provided. Please review and provide Joanne with an e-mail on which committees you would like to be on.
* Marilyn has agreed to be chair of the marketing committee

**3. Orders**

* + March orders, 6577.82
  + 64 customers ordered from 26 producers
  + 10 New people signed up, 2 ordered, 4 from previous test drive
  + 6 members paid
* Website – The new test site us up using Wordpress and it looks good. Will be live soon, later this week.

**4. Board Communications**

A press release was issued after the AGM listing the new board of the OVFC. We received commitments from the Observer and Mercury to have it published.

There was a request to have the minutes from the board meeting sent to a wider audience. It was discussed and agreed that all approved minutes would be published in the website.

It was also discussed that there would be some items discussed “in camera” and these issues would not appear in the final minutes as they would be considered private.

Dan also agreed to send a quarterly update Presidents Message to all members.

**5. Marketing**

Discussed the producers’ forum, The website is not able to be used as a forum, so we are stuck with using Facebook, closed group for this forum. Marilyn will set it up.

* It was agreed that a list of categories would be added and set up in order page to help customers search for key items of importance for them.
* Dan to issue note to producers looking for input into the categories,
* Joanne and Marilyn to review and finalize list of categories,
* Cheryl to have IT to install in website
* Marilyn to issue a note to producers to inform them of the final listing and to request that they update their product listing to include all appropriate categories.

May will be promoted as BBQ month, note to go out to producers to get them to promote their products for this special month.

Marilyn will do a Facebook splash, up to $40 has been approved to promote BBQ month on Facebook.

A listing of sales initiatives was sent out previous to the meeting by Dan. Board is to review and provide feedback to Dan on their top 3 initiatives by Monday April 22.

**6.Financial**

* First quarterly report has been issued, we have $1674 in profits at the end of Q1. We do however have a insurance bill for ~$2000 that has to be paid in early April.
* The yearly government updates/filings have been started and Joanne will have these completed soon.
* A review of the last Trillium grand was completed and there are no limitations on us with regards to the assets we purchased with the grant.

**7. Fund-Raising**

Dan issued a list of fundraising activities that have been brought forward over the last year. Please send Dan any additional ones by April 22 and he will issue an updated listing to board members. The board will review the list and chose the top 3 ideas and provide them back to Dan.

**8. Other Business**

We ran out of time prior to this item

**9. Future Meetings**

* Regular board meeting – Tues May 8 at 12:30 pm at Bob Dobson’s house