**OVFC Board Meeting**

**Minutes**

**Wednesday, April 29**

**Via Phone Call**

In attendance: Chris, Cheryl, Ashleigh, Joanne, Dan, Bob, Gregg, Marshall

Regrets: Dwight, Sarah

**1. Administration**

The agenda was approved as modified

The minutes of the April 1 meeting were approved with changes.

**2. Orders**

**April Sales** were $14,458.60, compared to $7523 for last year. This is a record. 113 customers ordered from 27 producers. April was a test-drive month. We will continue this until the end of the COVID-19 lock-down.

There were 104 new sign-ups and 22 ordered. 3 people paid for membership. Also 3 customers who signed up during a test-drive month ordered and paid membership.

Those who signed up and ordered found out about us:

9 – word of mouth

8 – Facebook

3 – on-line

1 – from Taste of the Valley

1 - Other

4 people ordered in error.

There were very few mix-ups. This is amazing considering the volume. Cheryl asked producers to monitor their order volume during the order week to make sure that they had enough produce to fill their orders.

A message will be sent to producers thanking them for the work that they did – monitoring their orders and putting in their weights early.

**3. Financial**

Joanne presented the financial report for 1st quarter 2020. Our loss for this period was $30.00 compared to $435 a year ago.

**4. Delivery Day**

* Dan met with Allan Studd, the owner of the warehouse that we used for the March and April orders and he is willing to let us keep using it. The coop gave him a $50 voucher.
* **April Order**
	+ Dan did some set-up on Monday. People arrived at 10:30 Tuesday to finish the setup. There were not enough tables so the facility was cramped. Even though processing started early and the arrival of producers was staggered, Dan was 45 minutes late arrive in Renfrew which led to problems. Ashleigh did a good job of making sure that people knew what they were doing and followed protocols.
* Ashleigh reiterated the need for more tables and an improved layout. The first check-in was dispensed with due to time restraints. We were able to make sure that producers had brought all their items during the sorting process.
* **May Order**
	+ A copy of all payment sheets will be sent to Dan on Sunday so that he can prepare a layout.
	+ The requirements for delivery from Option 2 of the Farmers’ Markets Ontario guidelines were reviewed and discussed:
		- Are we allowed non-food items. These amount to between 5 and 10% of our sales.
		- Does this protocol apply to our pick-up locations – probably.
	+ Ashleigh will request approval from the Renfrew County and District Health Unit and contact Cheryl when this approval has been obtained. Cheryl will not send out the order notice until she hears from Ashleigh.
	+ Renfrew will need a volunteer to help Cathy of Pura Vida during order pick-up. Dan will arrange this.
	+ Orders in Pembroke and Petawawa will not be delivered to individual customers since this took too long. Customers will be asked to come to the usual pick-up points.
	+ We are looking for Saw Horses. If you have any, send an e-mail to Dan.

**5. Applications from New Producers**

We have received applications from two non-food producers: Earthly Essentials and Algonquin Great Healing. At least 51% of our producer members must be food producers. Currently we have 38 active producers of which 23 produce food. After some discussion the decision was made to:

* Earthly Essentials – accept
* Algonquin Great Healing – put on hold seeking more information.

**6. Next Meeting –** Wednesday May 27 on line starting at 2:30 pm.