**OVFC Board Meeting**

**Minutes**

**Wednesday, January 27, 2021**

**Via Zoom**

In attendance: Gregg, Cheryl, Kelly, Marshall, Chris, Dwight, Ashleigh, Joanne, Sarah

Regrets: Perri-Rae

Guest: Lynne Epps

**1. Administration**

* The agenda was approved.
* The minutes of the November 18 meeting were approved..

**2. Review of December and January Sales Cycles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month | This Year | Last Year | Consumers | Producers |
| December | $14,841.00 | $10,208 | 111 | 38 |
| January | $16,873.20 | $7,425 | 127 | 35 |

Both months were records for total orders and number of consumers.

In December, 7 signed up and 4 paid and ordered.

In January, 31 signed up and 14 paid and ordered.

Of these:

12 – word of mouth

6 – Facebook

4 – online

9 - other

**New Order System:** Cheryl reported that it is taking a while to get used to the new system. There are definite advantages to it, but challenges as well. She will be spending time with some producers in order to get more consistency in listing products.

While there is still a lot of work to do, on the average it went well.

**3. Financial Report**

Joanne will have draft financial report for 2020 for the next meeting. Since the grant for the new system has not been received yet, the profit was small.

**4. Operating Local Food Marketplace**

* Customers appear to like the new system.
* It is a learning experience for Cheryl and Joanne getting use to the reports etc.
* Some of the features that we want (and were in the old system) are not present. Cheryl will be asking for new features such as allowing customers to create notes for individual producers.
* The old system was more flexible than the new one in some areas, such as entering product weights (eg. ground beef).
* We want to make sure that producers use pictures, artwork, etc. that they are authorized to use.

**Ashleigh** will contact a group in Nova Scotia she is acquainted with, that uses LFM to find out what their experience with it is.

**5. Paula Bashford Memorial Planter**

* Lynne Epps discussed the planned bench and planter to be installed outside 210 Queen St., Eganville, in memory of Paula Bashford. For a number of reasons Lynne thinks that the bench/planter should be located in a public place. Alan Studd, the building owner, is probably going to sell the building and we may be forced to find another delivery location sometime this year.

She will talk to people in the village and make recommendations as to a suitable place.

Cost of the bench/planter is approximately $2,000.

* Lynne stated that the platform outside the from door needs replacing. Loading and unloading is dangerous. Should the coop spend some of Paula’s money on this sort of stuff.
* After discussion, it was decided to postpone the final decision to a meeting to be held on February 10.

**6. Calabogie Rustic Farm Wants to Sell Cheese Through Co-op.**

The coop currently does not allow producers to resell products. We have to follow guidelines for farmer’s markets and reselling is only allowed for items not produced/grown within our area, for example peaches from Niagara.

The coop is a conduit between the producer and the consumer. If we start selling things on our own or allow reselling outside the guidelines, then we become a store and rules change:

* nutrition labels are required.
* food must be prepared in inspected kitchens.

We do not want to go there.

The board decided:

* Tell the producer that we are looking into there request.
* **Marshall** will contact Farmer’s Markets Ontario for their input.

**7. Grants**

* **E-Commerce Grant** – Joanne reported that all the required paperwork has been done and the money should arrive soon.
* **Resilient Communities Fund –** Kelly reported that we sent in the application before the deadline. The decision should come in March. We applied for $55,300.
* We should keep an eye on the Trillium Foundation. There are other grants that we may want to apply for.

**8. Newspaper Articles**

Marshall mentioned articles by Joanne Zomers and Bruce McIntyre on local food that appeared in the Eganville Leader and the Toronto Star.

**9. Canada Summer Jobs Application**

The coop has not applied for a grant under the Canada Summer Jobs Program. The feeling is that we are not ready for this yet. A student would need to be supervised and mentored and have a place where they could work (although they could work at home?). Possible activity for a student include:

* helping producers and the coop with marketing
* helping producers inputting products in to the order system
* assisting at delivery day
* work on the front page of the website
* work on producers farms.

We need a job/work outline.

The board decided not to pursue the grant this year but hold off until next year.

**10. Budget** – to be discussed at the December 10 meeting.

**11. AGM**

**Board members** are asked to look for people interested in serving on the board.

**12. Future Meetings**

* Bench/Planter and Budget – February 10 at 1:30 via Zoom.
* Regular Board Meeting – February 24 at 2:00. Location to be determined.