

Ottawa Valley Food Co-op

14th Annual General Meeting

7:00 pm Wednesday June 16, 2020

Via Phone Call

Minutes

**1. Welcome and Introduction**

The President, Marshall Buchanen opened the meeting and introduced the board and manager . 18 people were in attendance which does constitute a quorum.

**2. Minutes**

The minutes of the 2020 AGM were approved as circulated. Moved by Chris, Seconded by Joanne, Carried.

**3. Annual Reports**

* **President’s Report**

Marshall opened his report by paying tribute to 3 co-op members who passed away this past year: Lydia Sawicki, Paula Bashford and Kendra Smith. Lydia was a member of the board, and both Paula and Kendra volunteered regularly.

Covid-19 changed a lot of things for the co-op. Fortunately, we received a grant to upgrade our ordering system. The new system started up in time for the January order and received good reviews by both consumers and producers. .

The pandemic is showing the need for more resiliency in our food system. While our sales have increased significantly which has resulted in improvements to our financial system, we do need to encourage our producers to produce more products for the co-op.

* **Treasurer’s Report**

Joanne presented the financial report. Sales in 2020 were up 60% over those in 2019, but our expenses also increased, for example. new space and more equipment for delivery day and our new order system.

We received donations, some were in memory of Paula and others were for general use.

The new order system took a lot of work to get going but now is working well. There is a monthly cost associated with it, so we need to keep our sales up.

* **Manager’s Report**

Cheryl presented the Manager’s Report. During the past year we had 78 new members for a total of 874 paid members in total. An average of 97 consumer members each month made purchases from an average of 32 producer members for an average sales of $11,350. July and August have always been our slowest months, but sales do pick up in the fall. The total sales for 2020 were $136,724 which is a significant increase over the sales for 2019 which were $86,107.

7 new producers joined in 2020 which was a great addition to the line-up. There were 2 test drive periods during the year. These allow customers to purchase without paying the $50 membership fee and do help our sales volume.

We have 2037 followers to our Facebook page which is up by about 300 from 2019. Natalie Robinson maintains our Facebook page on a volunteer basis. We had some posters produced during 2020 which were distributed to health and recreation centre’s throughout the county, but due to the pandemic, probably very few people saw them.

**4. Change of Head Office Location**

Chris introduced a motion to change the official location of the co-op’s head office. At the moment it is Laurentian Valley which is where Bob Dobson, a former president and long-time board member, lives. This does not affect our postal address which will remain Joanne’s address. Bonnechere Valley was chosen since that is the location of our current sorting facility.

**Moved** that the Ottawa Valley Food Co-operative move it’s Head Office to the Township of Bonnechere Valley in the Province of Ontario and Section 11, Paragraph 11.1 of our Terms of Reference be revised accordingly. Moved by Chris, Seconded by Dwight, Carried.

**5. Election of New Board Members.**

Board members are elected for 2 years. Kelly Kidd and Perri-Rae Boell have one year left in their term. Since we are allowed 10 board members, there are 8 vacant positions. Chris polled those present and the following people volunteered to sit on the board.

Emily Behm

Sarah Bennett

Marshall Buchanen

Cara Butler

Ashleigh Cluff

Dianne Isaacs

Connie Matthews-Cull

Joanne McManus

Dwight Mick

Chris Tanner

**Motion** to increase the number of board members to 12 temporarily. Moved by Joanne, Seconded by Dwight, Carried.

**Motion** to accept the board as listed above. Moved by Chris, Seconded by Joanne, Carried.

**6. General Membership Discussion**

Marshall opened the discussion by stating the initiatives that are underway within the co-op

* Canada Summer Job Grant – We have received a grant to hire a student during August and September for 15 hours/week. This will need a job description and a board member to supervise the student.
* Recipe Book – This book will be a tribute to Paula Bashford. We are soliciting recipes with an Ottawa Valley flavour and which highlight local food.
* Advertising – We are exploring selling ads on the website.
* Christmas Market – We should hold a Christmas Market either by ourselves or in partnership with another organization.
* Serving food at local (sports) events – one possibility is kayak races.
* Encourage valley producers to join the co-op and produce products that our customers are looking for.

Lynne Epps moved a vote of thanks to Marshall for taking on the role of president and to Gregg for his service on the board.

**7. Adjournment –** moved by Lynne and seconded by Joanne. Carried.