**OVFC Board Meeting**

**Minutes**

**Thursday Sept 2, 2021**

**Via Zoom**

In attendance: Connie, Ashleigh, Chris, Dianne, Joanne, Perri-Rae, Marshall, Cara, Cheryl, Sarah

Regrets: Dwight, Kelly

**1. Meeting Admin**

* The agenda was approved as circulated.
* The minutes of the Aug 4 meeting were approved as amended.

**2. August Order**

* August sales were $9,974.41 compared with $11,594 last year. 74 customers ordered from 39 producers. The number of producers is going up which is good. 13 new customers registered but only 5 ordered. The test drive is still in effect. Why do people sign up but do not order? New customers learned about us:

1 – Facebook

2 – Word of mouth

2 - Other

* Since we are now running radio ads, we should add Radio as an option for new members.
* Sarah is looking for OVFC cards to distribute at Burnt Bridge.
* There was some discussion as to why this year is lower. Main reason is probably that farmers markets weren’t open last year.

**3. Financial**

* Diane is now a signing officer.
* Joanne distributed a few graphs (which were attached to the agenda). Meats are still our biggest seller. Vegetables sell well in the summer. Prepared foods are down since we do not have a pizza producer, but this may change now that Bryson Farms are back.
* Sales are still good. Definitely higher than before the pandemic.

**4. Summer Student**

* Marshall reported on the summer student hire. We received three applications, but one dropped out before the interviews since she was already working full time. Joanne, Ashleigh and Marshall conducted the interviews and used a scoring system to rate the candidates. While both candidates were good, Emily Behm scored the highest and thus was hired.
* Emily will take a leave of absence from the board while she is working for the co-op.
* She started officially started working on August 23, but her first day of work actually was Monday August 30. Our grant has been revised to reflect this. Ashleigh and Marshall will act as her supervisors and Emily will report to them regularly.

**5. Board Committees**

* Joanne reviewed the list of committees that she distributed on Aug 11.
	+ Governance - has only one member. Needs more people.
	+ Some committees do not have a lead person.
	+ Paula – Ashleigh will take the lead
	+ New Producer - Ashleigh will take the lead.
	+ Community Engagement also includes advertising.

Committee members do not have to be board members.

**6. Paula Project**

The Paula Committee will meet in person at Claire Lepine’s studio in mid-September. The goal will be to establish plans for the pre-publishing stage.

**7. Covid Vaccination Policy**

* The provincial government’s policy on Covid are changing. Difficult conversations on how to manage it are going to happen. We do not have the problems that some areas have, since our vaccination level is high and our covid rate is low.
* There was discussion as to whether we should require vaccinations on delivery day or if masks are sufficient. Masks are sufficient for grocery stores, but vaccinations are required in other places. We do not want to turn off our volunteers when the risk of infection is low. There is no right or wrong. The general view is that we should continue doing what we are doing now.
* A couple of board members stated that they are not vaccinated. Apparently this caused problems at the last delivery day. A symptom screening system should be implemented for delivery day. We probably can ensure a safe workspace without requiring vaccinations.

**Action: Marshall** to create a policy on harassment in the workspace.

**Action: Emily** to produce a sign for the entrance of the sorting area stating “do not enter if you have any Covid Symptoms”.

**8. Community Engagement Planning**

* Marshall discussed areas for outreach
	+ Promote health
	+ education
	+ local foods

Emily will make a list of organizations in these categories that we can reach out to.

* There is a possibility of joint workshops in the education area.
* We are looking for ideas. Possibilities are tasting events, or participating in events such as Eganville’s Dinner on the Bridge.

**9. Marketing via Gift Certificates**

Marshall discussed handing out co-op gift certificates at various events. One such event that he had in mind was the Ride to Bonnechere. The riders are type of people who would be interested in us. We can offer a gift certificate as a door prize (this event has many) and/or help provide food. What form should these certificates take? Should it be a trial membership or a lifetime one. This will be discussed at our next meeting.

**10. Grant Applications**

* **Local Food Infrastructure Fund –** We are eligible. This is for short term infrastructure projects such as
	+ installing a wheel chair elevator at entrance
	+ improving ventilation

Any improvement will help the building owner. We should aim for the next round of funding.

* **Events –** Can we hold events such as a Christmas Market. We need to contact the building inspector and find out the capacity of the delivery sorting space under the fire regulations.

**Motion:** to contact the local building inspector to determine the occupancy of the sorting space. Moved by Marshall, Seconded by Ashleigh, Carried. Diane to look after this.

* **Outdoor Market** – We may be able to hold one at the Centennial Park in Eganville.

**11. Sale of Alcoholic Beverages**

Farmers Markets can now sell alcoholic beverages, thus we should be able to do so. Ashleigh will look into this.

**12. Any Other Business**

Sarah raised the possibility of posting ads on Facebook in partnership with Burnt Bridge. This will be discussed with Natalie Robinson who looks after our Facebook page. Cara will help.

**13. Next Meeting**

Tentatively set for Thursday, Oct 7 in the evening. Chris will poll members to determine if Thursday is a good day for meetings.