**OVFC Board Meeting**

**Minutes**

**Wednesday, April 27 2022**

**6:30 pm**

**Via Zoom**

In attendance: Chris, Connie, Marshall, Kelly, Cheryl, Cara, Joanne, Dianne, Ashleigh, Dwight

Regrets: Emily, Perri-Rae, Sarah

**1. Meeting Administration**

* The agenda was approved.
* The minutes of the March meeting were approved.

**2. Order Review**

* March sales were $12,024.06compared to $10,305 last year. 86 customers ordered from 35 producers. 8 new members signed up and 5 ordered. They heard about us:

3 – word of mouth

1 – on line

1 – other

At least one new member came from Emily’s presentation to the Deep River Senior’s Friendship Club. Kelly suggested that Emily should give presentations to similar clubs such as the one in Petawawa. She will send the contact info to Cheryl who will pass it to Emily.

* One producer missed delivery but there were extenuating circumstances so no further action will be taken.
* Chris raised a concern regarding the Deep River order. Normally he and Ashleigh transport it to Deep River but the April order just fit into their vehicles with little space to spare. We will need to keep an eye on the Deep River order and take further action if it gets too large.

**3. Financial**

* Joanne presented the financial statement for 1st quarter 2022. We are still in good shape, but some expenses will be rising which will affect us later. For example, order system fees (Local Food Market Place) will almost double in 2023 due to increase in order volume. Joanne is looking at other companies offering food order systems to see if she can find a cheaper solution.

Joanne will present an updated budget at the next meeting.

* Joanne presented some charts related to ordering. The producer with the largest volume is Bryson who sell mostly vegetables. That said, meat is still the biggest selling product. The Pembroke delivery point has the most sales volume with Deep River and Eganville tied for second place.

Sometime in the future, we should examine delivery points.

**4. Open Farm day Planning**

* Connie reported on the **logo contest.** 22 entries have been received from 13 contestants. The overall quality is good. She has established a committee of 4 people to review them and pick a winner. We have received donations for the prize of $300. The contest closes on April 30 and the winner will be announced on May 9.
* The invitation letter will be sent out once the logo has been selected.

**5. Agri-Food Career Fair**

* The Agri-Food Career Fair is a joint project of the co-op and North-Algona Wilberforce (NAW). The purpose is to educate 20 young prospective farmers in Renfrew County.
* Presentations will be done in classrooms of Fellowes and Opeongo High Schools. The presentations will include guest speakers. Some students will be taken on tours of a few local farms. Some of this will be video-graphed. We expect that this project will be completed by the end of this school year (in June).

**6. Summer Job Grant**

* Our application for a Summer Job Grant was successful, but we received funding for 8 weeks instead of the 12 that we asked for. We will have to pay $2.40/hour plus overhead costs. We will advertise the job soon using the advertisement from last year. Some questions:
  + When do we want the student? July and August.
  + What should the student do? There will be lots of work to be done.
* The board supported the plan to hire a summer worker for July and August.

**7. Annual General Meeting**

* The board decided to hold the AGM on Wednesday, June 1 starting at 7:00 pm. It will be a Zoom meeting using the Co-op’s account. The possibility of a guest speaker was raised. Dianne will contact Jennifer Doelman to see if she is interested.

**8. Pembroke Eco Expo**

* Cameron Montgomery (our contact at NAW) is one of the organizers of this event.
* The board decided to participate in this event. Connie, Emily and Lynne Epps volunteered to look after a table for us.

**Action:** Cheryl to contact the organizer of the Pembroke Eco Expo to indicate our willingness to attend.

**Motion:** to offer a $50.00 gift certificate as a door prize for the Expo. Moved by Ashleigh, seconded by Dianne, carried.

**9. Traceability / Labelling of Food**

At the last meeting, it was noted that a producer was not following rules regarding package labelling. Marshall talked to that producer and they will not be selling through the co-op for a while.

**10. Paula Project**

The committee hopes to have a working copy of the recipe book by October.

**11. Renfrew County Food Centre**

* If the grant is approved and the Food Centre Building is upgraded, then we may be able to use if for our delivery day sorting.
* NAW is looking for a community organization to oversee the operation of the Centre.

**12. Land Trust + Alternative Land Access Assembly**

Marshall attended a workshop on a scheme whereby a person can put land that they own into a trust for use by other people.

**13. Other Business**

* Ashleigh stated that there are people who would like to order but do are not able to pick up their merchandise on delivery day. We should establish a system to connect such people with members who live near them and can pick up their food for them.

**14. Next Meeting**

The first meeting of the board after the AGM is scheduled for Wednesday June 29. The chair can call a meeting sooner if he deems it necessary.