

FIREWEED COMMUNITY MARKET SOCIETY
March 30, 2017
Annual General Meeting
Agenda

- Attendance
- Call to order
- Motion to accept the agenda
- Review minutes from 2016 AGM and motion to accept
- Chair's report
- Treasurer's report
- Report on the 12 Days of Christmas market
- Motion to waive audit
- Elections of new officers
- Motion to adjourn

Fireweed Community Market Society
Minutes of the 2017 Annual General Meeting
Yukon College
March 30, 2017

Attendance:

Kate Mechan, Nancy Mercier, Milla Mercier, Karen Berrel, Pat Bort, Kelsey Metropolit, Lara Melnik, Joan Norberg, Leona Marinoske, Lois Gills, Donna Hogan, Valerie Whelan, Penny Kosmenko, Lian Goodall, Anne Cughe Goodall, Derek Cughe, Sue Warner, Katie Young, Board members: Ruth McCullough, Carlie Ferland, Darren Holcombe, Luke Legault, Bart Bounds

Call to Order

Carlie Ferland called the meeting to order at 7:07 p.m.

Motion to accept the agenda

Moved by Sue Warner, seconded by Milla Mercier that the agenda be accepted. All in Favor, **carried.**

Review of 2016 AGM minutes

The membership was asked to review the minutes from the 2016 AGM as provided in written form. No questions, errors or omissions were noted. Moved by Carlie Ferland, seconded by Darren Holcombe, that the minutes be accepted as presented. All in favor, **carried.**

Presentation of Reports

1. **Chair's report.**

Carlie Ferland outlined the highlights of the society's past year including but not limited to: the office and store, Thursday Fireweed Markets, Saturday markets, the 12 Days of Christmas Market, the special "Royals Market", the Yukon Culinary Festival and other partnering groups, our Board Development workshop, a soon to be scheduled pre-Market Season informational meeting and our current employment positions: a temporary Executive Director position and a Market Manager position.

Moved by Carlie Ferland, seconded by Ruth McCullough that her Chair's report be accepted as presented. All in favor. **Carried.**

2. **Treasurer's Report**

Darren Holcombe provided written financials with the 2017 budgeted items and a verbal explanation of items.

Joan Norberg questioned the final totals for the 12 Days Of Christmas Market. \$298,000 which is less than 2015 but still very good as there were fewer vendors involved.

Joan Norberg about the cash over differences that was explained as being the result of end of year expenses and income.

Our Budget information was explained with two scenarios provided. First was with the Yukon Made Store and the markets, the second with no Yukon Made Store and only an office and the markets.

Moved by Darren Holcombe, seconded by Carlie Ferland, that the Treasurer's report be accepted as presented. All in favor. **Carried.**

Motion to waive the Financial Review

Moved by Darren Holcombe, seconded by Luke Legault, that we waive the Financial review for the next year (2017). All in favor. **Carried.**

Election of officers

Tara Paczkowski agreed to run the election.

Position of Co-Chair

Deborah Turner Davis and Carlie Ferland agreed to allow their names to stand for this position. There being no other nominations, they were acclaimed to the position

Position of Treasurer

Darren Holcombe agreed to allow his name to stand for Treasurer. There being no other nominations for this position, he was acclaimed to the position.

Position of Secretary

Ruth McCullough agreed to allow her name to stand for Secretary. There being no other nominations for this position , she was acclaimed to the position.

Position of Directors

Bart Bounds agreed to allow his name to stand for director.

Luke Legault nominated Katie Young for director, she allowed her name to stand.

Kelsey Metropolit agreed to let her name stand

Milla Mercier agreed to let her name stand

There being no further nominations for these positions, the four individuals were acclaimed to the position.

Carlie Ferland moved adjournment at 7:37 p.m.

Respectfully submitted

T. Ruth McCullough, Secretary

Fireweed Community Market Society.

Fireweed Community Market Society
Annual General Meeting
Thursday, March 30, 2017

Co-Chair's Report, Carlie Ferland

Welcome and thank you for attending our AGM. The FCMS has had another busy year and we are anticipating the teamwork with in the society to bring a successful 2017 as well.

Our office and Yukon Made Store is open Tuesday through Saturday, 11am-6pm. We currently have 27 members showing their wares at the YMS, that is about half capacity. We welcome all our vendors to give the YMS a try with their product for year round sales opportunity.

The Thursday Fireweed Markets were successful and well run by our Market Manager, Nina Reed. Thank you to all the members that made these markets a success. We had 18 Thursday Markets, as we will again this year. Our Thursday Markets, attracted a total of 74 different vendors. Of these vendors we saw, 14 art and craft vendors, 19 food vendors, 9 farm vendors, 16 information vendors, and 16 vendors that did not fall into any of these categories (eg. Bath products, fundraising, fly fishing etc.)

This year, we found that our 'market tents' were often full and reserved during our Thursday markets. While we encouraged returning vendors to consider purchasing their own tent, we were delighted to see first-time vendors out making use of our provided tented spaces.

The Ag based and the Arts based workshops were loved by market goers and we will be doing both again this year, provided the Arts funding comes through. That application is in and we are just awaiting approval. These two programs lent themselves to one another, and we often saw people moving between the arts and agriculture workshops. We believe that this led to greater numbers in our agriculture workshops throughout the summer.

The Saturday Market was held at the Wharf again this year with a shorter season than the Thursday Markets. We hosted 8 Saturday markets with a total of 27 different vendors. Our Saturday markets continued to be prominently arts-based, and we saw a total of 9 art vendors, 2 food vendors, 2 farm vendors, 2 information vendors, and 6 other vendors (eg. bath products, fly fishing etc.)

We won't be holding the Saturday Markets this year as there was not a lot of commitment from vendors and it was too costly to staff. Fortunately, this year we have been informed that there will be a Saturday Flea market with 12 dates scheduled this summer up at the old Adorna Greenhouse site, run by the second hand sports store up there. The owner called to let us know and invited all interested sellers to contact him.

The 12 Days of Christmas Market had another successful year at the KDCC. 86 vendors on 65 tables this year vs. 83 vendors on 72 tables last year. This number includes 9 vendors on the newly added community table and does not include the musician vendors. We received sponsorship for daily musicians and the vendors provided several daily draw prizes that were gladly won by shoppers. Thank you to our 12 Days coordinator, Darren Holcombe, and the other dedicated volunteers that helped bring together all the facets that make the 12 Days a success.

In lieu of having a Celebration of the Harvest, the market worked with the Government of Yukon in order to arrange a **special 'Royals Market'** in downtown Whitehorse during the Royal's visit to Yukon on a chilly September morning. We were able to accommodate 32 enthusiastic vendors and introduce our market to a much larger crowd that is able to make it to Shipyards Park regularly.

On August 20th, we were able to partner with the **Yukon Culinary Festival** by hosting 2 Saturday workshops that focused on local food. We were also able to continue **partnering with community groups**, including the

Whitehorse 4H Club (and their many farm animals who made it out to the market!), as well as the Yukon Fish and Game Association.

We received NGO training funds to do a **board roles development workshop**. It went well and our finalized document will aid future boards and Executive Directors with defined roles as guidance.

We will schedule a **Pre-Market Season informational meeting** in late April or early May, date to be announced.

And lastly, **we are hiring for Executive Director and Market Manager** positions. Tara has job descriptions at her table tonight. Tara's Maternity Leave is from starts mid May for 12 months. Ideally, we would prefer to fill these positions within our membership but please spread the word if you know of someone who might be interested.

Thank you all for being here tonight, I hope you all have a successful 2017 season.

Sincerely,

Carlie Ferland

Co-chair FCMS Board, 2016

Fireweed Community Market Society
Income Statement 01/01/16 to 12/31/16
Year End 2016

REVENUE

<i>General Membership Fee</i>	2,715	181 members
<i>Vendor Membership Fee</i>	6,320	c.124 @ \$50 . Some fees waived
Membership Fee	9,035	
Yukon Made Store Rental Fees	5,829	mostly April - December
Yukon Made Store % Fee	5,605	mostly April - December
12 Days Market Rental Fees	14,122	table fees
12 Days Market % Fee	14,772	5% of vendor sales
<i>Outdoor Market Fees -Thursday</i>	10,212	complete season (18 markets)
<i>Outdoor Market Fees -Saturday</i>	1,219	complete season (8 markets)
Total Outdoor Market Fees	11,431	Thursday (x18) / Saturday (x8)
Outdoor Market % Visa Fees	104	5% of vendor visa sales
<i>12-Days of Music (private sponsors)²</i>	1,800	from private businesses and individuals
<i>Misc Other Income</i>	470	tent rent to YTG, misc Jan sales, interest
Other Income	2,270	
<i>Yukon Made Store</i>	1,279	products that are sold as fundraising
<i>12-Days of Christmas</i>	2,466	products that are sold as fundraising
Market Product Sales	3,745	Coffee, clothing, books (incl. 12days)
<i>Royal Market (YTG Culture)</i>	2,630	for wages and expenses / YTG culture
<i>Arts Fund (YTG Culture)</i>	4,250	Artists Showcase Series / YTG culture
<i>NGO training Fund (YTG Education)</i>	1,950	Board Roles Workshop / YTG education
<i>GF2 / 5 Year Funding (YTG Agriculture)</i>	50,000	Growing Forward 2 / YTG agriculture / yr4
Government Funding¹	58,830	
TOTAL REVENUE	125,742	

EXPENSES

<i>12-Days of Christmas</i>	1,850	
<i>Outdoor Market</i>	3,049	Thursday (x18) / Saturday (x8)
<i>Yukon Made Store</i>	1,630	mostly April - December
Advertising & Promotional	6,529	WUY / CKRW / Astar / Inksp.
<i>2015 related (bank reconciliations)</i>	1,200	split is an estimate
<i>12-Days of Christmas</i>	600	split is an estimate
<i>Outdoor Market</i>	600	split is an estimate
<i>Office</i>	1,000	split is an estimate
<i>Yukon Made Store</i>	1,782	split is an estimate
Bookkeeping	5,182	
Bank Fees	645	includes \$200 for cash deposits @ 12 days
Depreciation	5,617	3yr linear depreciation
Dues, Fees and Licenses	239	including bad debt (\$65)
Interest/Late Fees	73	
Cash Over/ Short	-802	overage \YMS + 12 Days (about half each)
12-Days of Music	1,800	performers (12x \$150)
Insurance	1,438	market, store, directors

Staff Development		2,682	ED ads / Board Development
Professional Fees		606	lawyer fees (YMS lease)
Market Product Costs		1,870	coffee
Phone		512	Cell phone / internet incl. in rent
<i>12-Days of Christmas</i>	4,241		12 days % + rental POS (x2)
<i>Yukon Made Store</i>	1,859		12 months % + rental POS(x2)
Merchant Fees		6,100	Visa/MC/Debit
<i>Park Rental - Thursday</i>	2,678		Shipyards Park (x18)
<i>Yukon Made Store Rent</i>	11,100		12 months
<i>Rent - Storage unit</i>	996		12 months
<i>Kwanlin Dun Cultural Centre (12days)</i>	6,206		12 days
Rent		20,979	YMS, 12-Days, Shipyards, Storage Unit
<i>Royal Market</i>	751		manager + decorations
<i>Office</i>	1,388		includes equipment R&M
<i>12-Days of Christmas</i>	1,677		
<i>Outdoor Market</i>	531		
<i>Yukon Made Store</i>	694		
Supplies		5,040	including Royal Market decorations
<i>Royal Market</i>	1,376		ED time
<i>Executive Director</i>	26,544		Includes YMS hours
<i>12-Days of Christmas</i>	5,880		Cashiers only
<i>Outdoor Market</i>	10,062		Saturday & Thursday
<i>Yukon Made Store</i>	16,423		Does not include ED hours @ store
<i>Skookum Jim Friendship Centre credits</i>	-4,558		salary program for one staff member.
Payroll		55,727	includes MERCs (c.12%)
<i>Arts Workshop</i>	2,900		19 presentations
<i>Ag Workshop Expenses</i>	1,095		
<i>Ag Workshop</i>	6,150		18 presentations
Workshop		10,145	Ag + Art based + supplies
Small Furniture Expenses		1,050	Challenge Shelving for YMS
Software		578	Sage50 accounting software
Web Expenses		354	godaddy website/emails (x3)
TOTAL EXPENSES		<u>126,365</u>	
NET INCOME		<u><u>-623</u></u>	

¹ as per section 8(2)(a) of the Societies Act Regulations (2015)

² as per section 8(2)(b) of the Societies Act Regulations (2015)

below as per section 8(2)(c) of the Societies Act Regulations (2015)

membership no.	name	amount	
2016-001	Tom Rudge	\$ 2,700.00	Yukon Made Store rent
2016-002	Joan Norberg	\$ 2,111.25	Bookkeeping Services
2016-003	Claire Martel	\$ 4,324.00	Executive Director wages
2016-017	Darren Holcombe	\$ 468.71	Royal Market manager
2016-018	Lara Melnik	\$ 100.00	End of season cake
2016-122	Robert Ryan	\$ 8,400.00	Yukon Made Store rent
2016-155	Gary Mitchell	\$ 1,050.00	Yukon Made Store shelving

Fireweed Community Market Society
Balance Sheet at 2016 Year End
Year End 2016

ASSETS

Cash on Hand	2,064	YMS / deposits to be made
Scotiabank Account	39,527	
Scotiabank GIC	1,008	held to cover FCMS visa
Chase Receivable	367	Chase Paymentech (Point of Sale)
Accounts Receivable	26,672	GF2 funding outstanding (25,000)
TOTAL CURRENT ASSETS	<u>69,638</u>	

CAPITAL ASSETS

Trailer	4,230	
Accum Depreciation Trailer	-2,798	
NET TRAILER	<u>1,433</u>	
Market Equipment, Tables & Chairs	7,620	4 new tents in Dec. (c.\$3000)
Accum Depreciation Mkt Tables etc	-2,946	
NET MARKET TABLES AND CHAIRS	<u>4,674</u>	
Cash Registers	764	
Accum Depreciation Cash Registers	-293	
NET CASH REGISTERS	<u>471</u>	
Computers and Software	8,792	GENESIS nutritional facts
Accum Depreciation Comp. & Software	-5,071	
NET COMPUTERS & SOFTWARE	<u>3,721</u>	
Furniture & Fixtures	3,162	
Accum Depre Furniture & Fixtures	-1,644	
NET FURNITURE AD FIXTURES	<u>1,518</u>	
Prepaid Insurance	642	Co-operators / + directors
Prepaid Expenses	846	2017 WUY ads
TOTAL CAPITAL ASSETS	<u>13,304</u>	
TOTAL ASSET	<u><u>82,942</u></u>	

LIABILITIES

Yukon Made Store	3,698	Dec sales to be paid in Jan
TOTAL VENDOR PAYOUT	<u>3,698</u>	
Accounts Payable	3,477	
Scotiabank Credit Card	96	
YMS Shelf Rental Prepaid	2,631	2017 rental income
TOTAL LIABILITIES	<u>9,902</u>	

EQUITY

Retained Earning	73,663
Current Earnings	-623
TOTAL EQUITY	<u>73,040</u>
LIABILITIES AND EQUITY	<u><u>82,942</u></u>

Fireweed Community Market Society
Income Statements 2013 - 2016 (from SAGE file - 25 Mar 2017)

2017 Budget Scenarios

	2013	2014	2015	2016	estimates 2017	comments	w/o STORE estimates 2017	comments
REVENUE								
Memberships	8,096	8,491	8,420	9,035	9,000	same	7,500	reduced due to YMS only members
Yukon Made Store Rental Fees	12,779	11,552	2,393 ¹	5,829	8,000	increased for full capacity	0	not applicable w/o YMS
Yukon Made Store % Fee	5,912	6,726	1,122 ¹	5,605	8,000	increased for more sales	0	not applicable w/o YMS
12 Days Market Rental Fees	10,148	9,601	15,788	14,122	14,000	same	14,000	same
12 Days Market % Fee	10,377	12,419	15,676	14,772	14,000	same	14,000	same
Outdoor Market Fees -Thursday	10,856	14,030	10,835	10,212	12,000	some growth	12,000	some growth
Outdoor Market Fees- Saturday	0	3,021	2,368	1,219	0	not applicable	0	not applicable
Total Outdoor Market Fees	10,856	17,051	13,203	11,431	12,000		12,000	
Outdoor Market % Visa Fees	135	243	255	104	300	some growth	300	some growth
Horizon % Fee	1,099	1,782	189	0	0	not applicable	0	not applicable
Other Income	261	208	2,938	11,100 ²	6,800 ³	arts funding + 12 days music	6,800 ³	arts funding + 12 days music
Saturday Market Funding	0	11,526 ⁴	0	0	0	not applicable	0	not applicable
Market Product Sales	5,337	4,927	3,539	3,745	4,000	some growth	3,000	decrease w/o YMS
5 Year Funding (2013-2017)	50,000	48,935	49,064	50,000	50,000	fixed amount	50,000	fixed amount
TOTAL REVENUE	114,999	133,461	112,586	125,742	126,100		107,600	
EXPENSES								
Advertising & Promotional	5,337	8,525	9,342	6,529	8,000	increase to 2014/15 levels?	8,000	increase to 2014/15 levels?
Bank Fees	933	849	627	783	700	same	700	same
Bookkeeping	1,536	3,249	2,629	5,182	5,000	same	3,500	decrease w/o YMS
Depreciation Expense	0	2,196	4,939	5,617	6,500	fixed	6,500	fixed
Dues Fees and Licenses	144	460	210	174	250	same	250	same
Cash Over/ Short	-54	-39	-114	-802	0	ideally =0	0	ideally =0
12 Days of Christmas Music	240	250	1,800	1,800	1,800	same	1,800	same
Supplies (office, store, market)	2,936	4,646	2,960	5,040	5,000	same	2,500	decrease w/o YMS
Nutritional Facts Panel Expenses	0	0	7,930 ⁵	0	0		0	
Insurance	1,018	1,018	1,150	1,438	1,450	same	1,200	decrease w/o YMS
Staff Development	272	0	79	2,682	500	ads for staffing	500	ads for staffing
Market Products Costs	1,507	2,190	1,819	1,870	2,000	same	1,500	decrease w/o YMS
Merchant Fees (VISA/MC/debit)	7,579	14,166 ⁶	4,991	6,100	7,100	increase for sales growth	5,200	decrease w/o YMS
Phone & Internet	1,842	2,598	1,952	512	520	same (just phone)	1,800	phone & internet
Park Rental - Saturday	0	2,020	165	0	400	Canada Day/Harvest markets	400	Canada Day/Harvest markets
12 Days of Christmas Rent	0	4,214	7,370	6,206	6,300	same	6,300	same
Park Rental - Thursday	0	3,098	2,637	2,678	2,700	same	2,700	same
Store/Office Rent	12,877	5,905	3,800	11,100	14,400	2017 increase @ YMS	7,200	office @ 600/mth
Rent - Storage unit	0	0	771	996	1,000		0	storage not req'd
Total Rent	12,877	15,237	14,742	20,979	24,800		16,600	
Professional Fees	0	0	0	606	0		600	legal for new office lease
TOTAL PAYROLL EXPENSE	54,767	58,367	45,219	55,727 ⁷	60,000	same but w/o SJFC credits	40,000	without YMS staff
TOTAL WORKSHOP	9,404	8,245	9,635	10,145	10,500	same	10,500	same
Miscellaneous expense ⁸	1,297	3,182	812	1,050	0		0	
Web Expenses	0	0	58	354	1,500	new planned website	1,500	new planned website
Software	0	0	0	578	300	accounting software	300	accounting software
TOTAL EXPENSES	101,634	125,138	110,781	126,365	135,920		102,950	
NET INCOME	13,365	8,323	1,806	-623	-9,820	loss	4,650	contingency

Notes

- 1 YMS closed from May - December 2015
- 2 includes Arts Fund, Royal Market funding, Volunteer Yukon funding, 12Days music sponsorship
- 3 Arts Fund + 12Days music sponsorship
- 4 one-time GF2 funding
- 5 re-allocation of GF2 funding due to closed store
- 6 Error in merchant fees not corrected in SAGE file?
- 7 includes the SJFC wage credit of \$4558
- 8 previous year's expense in 2013,2014. 10yr celebration in 2015. Shelving in 2016