

Wytheville Farmers Market Association Board of Directors

Regular Board Meeting

DATE	MAY 21, 2014
TIME	6:30 PM
LOCATION	WYTHEVILLE COMMUNITY COLLEGE

PRESENT AT MEETING	Rath Anderson, Board Chair Julia Stephens, Board Member Suzie Richert, Secretary Emily Davis, Board Member Jim Henderson, Board Member Jen Otey, Market Manager Rein Walker, Public Advisor (non-voting)
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- Fundraiser WFM T-shirts are available to the public for sale at \$20 each. Tote bags, hats, and cookbook fundraising ideas have been put on hold until we can get a little more capital and volunteer time to work on these things.
- Per the board's approval, Jen purchased a small mp3 player so that music could be playing over the speaker system at the market. She noted that the speakers in the back shed are not hooked up, that we would need more speaker wire and probably a new speaker. Suzie noted that she spoke to the vendors in the back shed about whether they wanted music back there and that it was about 50/50 with some in favor and some would prefer not to have music playing back there during the market.
- Jen reported that the credit/debit machine is working but the SNAP/EBT machine is not working and that she is waiting on information about a manual voucher system to process SNAP/EBT purchases.
- Jen noted that the electrical breaker box at RP Johnson should be more secure and would be best to have a door with a lock on it. She is going to call Smith Enterprises to see what they can do to fix. The primary reason is that when the credit/debit or the old SNAP/EBT machine is plugged in to the electrical outlet, if someone turns off the electricity then turns it back on while the machines are still plugged in, the machines may be ruined. The previous market manager, Melanie Hanshew, noted to Jen that this was how the first and now the WFM's second SNAP/EBT machine was ruined.
- Suzie mentioned that when she substituted for Jen as the market manager on May 17 that because the SNAP/EBT machine was not working, and thus SNAP customers could not use their cards to purchase food, she provided them with \$5 in SNAP tokens for free, which would have been provided to these SNAP customers as matching funds if they had been able to use their cards. Suzie asked the board if they were OK with this and all board members agreed that this was ok and that Jen is authorized to continue to provide \$5 free to SNAP customers while the WFM SNAP/EBT program is not functional.
- For the hot food market fundraiser (to occur July 26), the Board and Jen need to sit down with the caterer, Roxanne Winesett and discuss food options. We agreed that this meeting should occur at the beginning of our next board meeting (set for June 21 at the WFM).
- Tom Wynn, who is a full season vendor at WFM, is the new Rural Retreat farmers market manager. This should be an excellent opportunity to interface directly with the Rural Retreat market and work together.
- A question was presented to the board by Adam Musick regarding if we would approve of Adam to keep a freezer at the RP Johnson site full time (not take it home each week, but stored on-site during the entire market season). The board discussed this and decided not to allow the storage of any freezers, refrigerators, or other storage bins for vendors' items outside of market hours. The WFM technically only has use of RP Johnson on Saturdays and is not responsible for what happens to things stored on site during the week. Board is concerned about liability for storing high-value items on site and cannot guarantee that the items could be kept safe. The WFM is not allowed to use the main part of the RP Johnson building and the part that was offered to us for storage of some things

in 2013 was an area that leaked when it rained and several WFM items mildewed and were dripped on and were ruined as a result. The WFM does not store anything related to the market in the RP Johnson building. There is also an issue about electrical capacity to run freezer full time and the cost of electricity and who pays that – for a single freezer, probably not an issue, but if we let one vendor store a freezer on site then we have to open it to any other vendors. The primary concern is that we do not have enough on-site storage for all vendors to retain items at the market during the week and to be fair to all, the WFM, as most markets do, will require that vendors not store goods on site (some chairs and extra tables are OK).

- Joell Eiffert is holding a class called Enhancing the Safety of Local Produce on June 3 at Wytheville Community College at 6:00 pm. Emily will book the room for the class.
- Jen has not had a chance to try and return the damaged pop-up tent to Sam's Club in Bluefield.
- Tommy Hundley asked if the WFM would allow him to put up a second banner at the side street entrance. The board agreed that we would not approve of a second banner at this time but we would reevaluate the placement of signs at the WFM for the 2015 season.
- Suzie asked the board if anyone knew where the banner was that has been hung across Main Street in the past. No one knew. Suzie is going to ask Melanie and Farm Bureau to see if they know. We should get that hung again, perhaps now it will wait until the 2015 season.
- Jen did not provide balances for the WFM account at First Bank and Trust or the RC&D account at First Bank and Trust but says that she will send this information to the board after the meeting – she did not bring the statements along with her today.
- Suzie asked if anyone knows where the tent poles are that used to support the large RC&D tent. The tarp part of the tent ripped last season and the poles were stored somewhere but no one seems to know where. David Richert asked Gary Boring if Gary knew where the poles were and Gary did not. Melanie Hanshew said she did not know where the poles are either. The board discussed purchasing a new tarp for this tent if we can find the poles.
- Jen noted that she would like to have additional volunteers to help with projects and duties at the market. The board suggested Friends of the Library, 4-H, FFA and Moribana Garden Club. Suzie is going to talk to the Garden Club.
- Jen noted that USDA requires a single person (not the WFM as an entity) to “own” and therefore be responsible for the SNAP/EBT machine at the market. That person has to provide a photo ID and social security card to USDA along with other detailed information. The board approved for Jen to “own” the machine.
- Board discussed that we would like to start setting aside some funds on a monthly basis out of our fundraising efforts (not RC&D/Wythe-Bland Foundation grant money) to supplement Jen's salary. After some discussion, the board decided to wait until the end of the market season (October) to get a snapshot of our financial situation in both bank accounts and determine at that time how much supplemental funding (in addition to the approved salary provided through the RC&D/Wythe-Bland Foundation grant) could be provided to Jen. Suzie motioned that the Board supplement Jen's salary \$100/month for each month during the market season starting this month (June – October) and that a minimum of \$500 be given to Jen at the end of the season. Jim seconded this motion and all board members voted aye.
- Next regular Board meeting will be held at the WFM on June 21, 2014 at 1:00pm.