

# Wytheville Farmers Market Association Board of Directors

## Regular Board Meeting

<b>DATE</b>	NOVEMBER 12, 2014
<b>TIME</b>	6:30 PM
<b>LOCATION</b>	WYTHEVILLE COMMUNITY COLLEGE
<b>PRESENT AT MEETING</b>	Rath Anderson, Chair Suzie Richert, Secretary Julia Stephens, Board Member Emily Davis, Board Member Jim Henderson, Board Member Jen Otey, Market Manager

- Jen is still waiting to determine if we are going to be getting a new point of sale machine for EBT or if a smartphone swiper device will work. As soon as we move to the smartphone/swiper set up we will cancel our phone line at RP Johnson site and no longer use point of sale machines.
- Jen reported that we will receive our EBT reimbursements during the time we were using the EBT paper vouchers (totaling approximately \$400). She has been dealing with USDA's third party contractor for the EBT program, Xerox.
- Because Smart Beginnings has been unresponsive for months regarding a possible donation of \$1,000 towards EBT program, the WFM will drop this as a potential funding source and no longer attempt to contact Smart Beginnings staff.
- Jen has not heard back about the USDA Downtown Initiative grant to fund our online market and therefore we assume that WFM was not awarded funding for the online market through USDA.
- The WFM did receive grant funding from the Wythe-Bland Foundation for the online market. Jen will begin researching which software to use and come up with questions that the WFM Board will need to answer to move forward with the online market.
- During the upcoming post-season vendor meeting we need to discuss ideas for how to heat and/or enclose the sheds for the Christmas Market, cookie decorating station and advertising.
- We need to establish a Christmas parade float committee and should ask for volunteers at the end-of-season annual meeting in November.
- Earlier in the year Jen noted that St. Paul United Methodist Church may have tables and chairs to donate to the WFM; however, they have since been given away so that is no longer an option for WFM.
- Due to uncertainty regarding long-term location of WFM, the Board decided not to pursue purchasing an outdoor storage shed that would provide some storage for us at RP Johnsons. The WFM is no longer interested in purchasing a storage shed from Ms. Susan Tomaselli.
- Jim had emailed a draft of the revisions to the by-laws as suggested from the by-laws committee meeting. Suzie is the only one that had comments and noted that she thought the details about where smoking is permitted should be removed from the by-laws themselves and placed in the rules and regulations. Julia motioned that it be removed and added to rules and regulations, Emily seconded and all voted aye. Suzie is going to type up a clean version of the by-laws that incorporate the committee's proposed revisions and have copies available at the post-season meeting on Nov. 19 for vendors/WFM Association members to review before the Association votes on the revisions during the Nov. 19<sup>th</sup> meeting.
- Jim asked about clarification regarding the existing vendor application process regarding who – the Board or the market manager – makes the decision on which stall is assigned to each vendor. Rath and Suzie noted that this is the Board's decision but the manager typically will make stall assignment recommendations for the Board to review and revise.
- The Town of Wytheville along with the downtown revitalization non-profit have requested that the WFM commit to going with the Town's potential long-term site for the WFM, for which both groups have requested grant funding from the Wythe-Bland Foundation to purchase the site. Rath motioned that the

Board approve moving forward with the Town at a site located near downtown on Spring Street near Elizabeth Brown Park and Jim seconded the motion. All Board members voted aye with the condition that the Town work with us and agree to the following conditions:

1. The design of the building is for a farmers market.
2. The market's Board of Directors and Market Manager are part of the renovation design process.
3. The town agrees to maintain the building in perpetuity.
4. The building sides are opened up for a more open-air market (design and specifications to be determined).
5. The fence on the outside of the building is removed and the outside areas are cleaned up.
6. The building is renovated to be more aesthetically pleasing and to reflect the look of a farmers market; in particular, the exterior is modified to be more appealing.
7. The farmers market is the priority use of the building; we are guaranteed to have the building for our use during the market's open hours and for any special events.
8. The town will apply for and manage any grant funding for renovations and upgrades to the building.

Rath will notify Steve Moore (Town) and John Woods (Downtown Wytheville Inc.) that the Board has approved for the WFM to work with these two groups on the site that has been selected and for which grant funding has been requested.

- The WFM account at First Bank and Trust has a current balance of \$2,074.38. The RC&D account at First Bank and Trust has a current balance of \$2,382.50.
- Jen is preparing the final report to the Wythe-Bland Foundation and will turn it in by the end of the year. She is waiting on accounting information from Joanna (RC&D Administrator) and Gary Boring.
- The annual post-season vendors meeting will be Nov. 19<sup>th</sup> at WCC Grayson Hall 219. The Board should send any items for the agenda to Jen.
- Thursday Nov. 20<sup>th</sup> at 9:00am Rath Anderson and any other Board members that can attend will be meeting with Town of Wytheville and downtown revitalization representatives to discuss the business of the WFM being on a site owned and managed by the town. The Town requested funding from the Wythe-Bland Foundation to purchase a site for the primary/sole purpose of using this undisclosed site for the new long-term home of the WFM.
- The next regular Board meeting will be held on December 10 at 6:30 PM at WCC.