

**Wytheville Farmers Market**  
**BOD Meeting Minutes**  
**August 23<sup>rd</sup>, 2022**

The regular meeting of the Wytheville Farmers Market was called to order at 6:33 pm on August 23<sup>rd</sup>, 2022 at the Wytheville Farmers Market Building by Chair, Jan Hermansen.

**Present:**

Board Members: Alvin Cassell, Chris Gorman, Jeff Lucas, Julia Stephens

Chair: Jan Hermansen

Treasurer: Kevin Wallington

Assistant Market Manager: Judy Buck

Market Manager: Brooke Love via Zoom

Absent: None

Guests: non

**Approval of Agenda:**

The August, 2022 Agenda was unanimously approved as presented. Motion made by Julia Stephens. Second by Alvin Cassell

**Approval of Minutes:**

The July, 2022 minutes were unanimously approved as presented. Motion made by Alvin Cassell. Second by Julia Stephens.

**Treasurer's Report:**

The ending July 31st 2022 Treasurers Report was unanimously approved as presented. Motion made by Chris Gorman. Second by Alvin Cassell.

**Market Manager Report:**

The 08/20/2022 YTD current Market Managers report was unanimously approved as presented. Motion made by Kevin Wallington. Second by Chris Gorman.

**Committee Reports:**

- Cider Day Committee: In addition to all Cider Day preparations: Market gift basket to winner of apple pie contest. Kids seed planting with Brooke. Apple related videos. Police will be patrolling area shelter area night before.

**Registered General Membership Speaker:**

- None

**Old Business:**

- Ongoing WFM Bylaws, Mission Statement and Vendor Application review: **Motion to create committee to update Bylaws, Mission Statement, and Vendor Application. Motion made by Chris Gorman. Seconded by Kevin Wallington. Passed unanimously.** Volunteers for Committee are: Julia Stephens, Jan Hermansen and Brooke Love.

**New Business:**

- Farm Vendor recruitment ideas: Ad in Trading Times, FB Marketplace etc. Vendors to grow at least one type of produce for their table. More Vendor involvement to grow Vendor base. Incentive for new Vendors.
- 2023 planning/update sessions: Vendor training sessions ie: Marketing, Insurance, Customer Service, Booth display and presentation etc.
- Assistant Market Manager: Judy created duty list. Brooke will add to it. Will then begin search process for an Assistant Market Manager.

**Informational:**

WFM building:

- Windows have been ordered, no eta yet.
- Seals around doors have been replaced.
- New downspouts installed to replace damaged ones.
- Put covers on electrical outlets outside.
- Painted and fixed tables in shelter.
- Police will increase presence with more patrols of area.

**Next Meeting:** September 8<sup>th</sup> , 2022 at 6:30 WFM Building

**Adjournment:** The WFM Board Meeting was adjourned at 7:39pm

Respectfully submitted by:

Jan Hermansen