

**Wytheville Farmers' Market
Board Meeting
January 20, 2017**

Attendees: J. Buck, Chair, S. Hermansen, Treasurer, G. Smith, Market Manager, A. Cassell, M. Cassell, V. Stepp, A. Neal, WFM membership P. and M. Bracken

The meeting was called to order at 5:03 pm.

Agenda: The motion to approve the January 2017 agenda with the addition of the community kitchen in old business was made by S. Hermansen, second by M. Cassell, all approved.

Meeting Minutes: The motion to accept the December 2016 minutes was made by V. Stepp, second by A. Cassell, all approved.

Treasurer's Report: S. Hermansen presented a new report format in which he would present the treasurer's report. As of 12/31/16 the WFM account start balance was \$6, 748.73, ending balance \$6, 566.24 which includes deductions for the new market cell phone and the market PO Box. RC&D account beginning balance \$3, 459.15, ending balance \$3, 313.65. Motion to approve the report was made by A. Cassell, second by M. Cassell and unanimously approved.

Market Manager Report: G. Smith presented the market manager report. Updated online statistics and questioned the charge for the online market. Fees will begin after this season. Went over the survey results from the 2016 post season meeting. Stated he was contacted by D. Duvall to inform of his not being a vendor for the 2017 season. An optional vendor sample class through the Wythe Co. Ext. Agency will be available again this season. Asked if sponsorships are current. Informed sponsorship is good for one season so the website will need to be updated to stay current. Motion to approve manager report was made by S. Hermansen, second by V. Stepp and unanimously approved.

Committee Reports:
No Reports

General Membership Speakers: P. Bracken addressed the board suggesting lighting during online pickup and the possibility of changing the day.

Old Business: M. Cassell addressed the market hours change by volunteering to open the market at 6:30 am for vendors that need to come early to set up. S. Hermansen provided researched options for quotes on light up signs to be placed on the WFM building. Floor plan was redesigned to accommodate more space in the WFM building allowing for 48 vendor spaces inside varying in size range 10x10, 10x9, 10x6, and 9x7. A motion to change the floor plan as presented was made by M. Cassell, second by A. Cassell and unanimously approved. Motion made to charge \$125 for 10x10 with electric, \$100 for 10x10 and 10x9 without electric, and \$85 for smaller spaces was made by V. Stepp, second by S. Hermansen and unanimously approved. Advertising options was researched by G. Smith. Wytheville Enterprise (newspaper) is running a by an ad get an ad to be used by 3/31/17 for \$140, can run a block ad with the chamber of

commerce. M. Cassell made a motion to purchase two ads with the Enterprise, second by S. Hermansen and unanimously approved. S. Hermansen made a motion to cease all communication about the community kitchen collaboration at this time, second by M. Cassell, all in favor S. Hermansen, M. Cassell, A. Cassell, J. Buck, opposed A. Neal. SNAP can't renew under RC&D due to it not being a 501c3. G. Smith will check to see if a LLC can apply.

New Business: A. Neal provided information on pursuing 501c3 status. M. Cassell and S. Hermansen will talk to Downtown Wytheville, Inc director T. Wolford to see if they will be our fiscal agent or what we need to do to start the 501c3 process. Next meeting will be February 16, 2017 at 6:00 pm.

Meeting was adjourned at 8:31 pm.