

**Wytheville Farmers Market  
Board Meeting  
May 15, 2017**

**Attendees:** J. Buck, Chair, G. Smith, Market Manager, A. Cassell, M. Cassell, A. Neal, V. Stepp

The meeting was called to order at 5:59 pm by J. Buck.

**Agenda:** The motion to approve the May 2017 agenda was made by A. Cassell, second by M. Cassell, all approved.

**Meeting Minutes:** The motion to accept the April 2017 minutes was made by M. Cassell, second by A. Cassell, all approved.

**Treasurer's Report:** S. Hermansen sent via email the report. WFM account beginning balance \$4,276.39, ending balance \$3,072.36. Expenses include advertising, manger salary, incorporation fees, and the market phone bill. The two accounts have not been merged yet. NRH RC&D beginning balance \$4,435.48, ending balance \$4,645.48 which includes a deposit. WFM owes NRH RC&D \$3,200 due to the grant reimbursement. Discussion on purchasing new checks to move forward with combining the two accounts as soon as possible once the reimbursement to NRH RC&D has been done. Motion to approve the report was made by V. Stepp, second by A. Cassell and unanimously approved.

**Market Manager Report:** G. Smith presented the market manager report. The report included an itemized breakdown of all WFM weekly total of vendor sales, activity participants, EBT tokens used, and a projected revenue and expenses breakdown for the 2017 WFM season. A question was asked by A. Neal on why the amount of EBT tokens given and what was on the report were different. The EBT tokens had been carried over from the previous season. Per discussion, the only way to monitor what should be spent is to remind vendors to display they accept the tokens and verify from that activity. This itemized report will happen on a regular basis. Sales for the first two markets are down. No activity has occurred on the online market. Motion to approve manager report was made by M. Cassell, second by V. Stepp and unanimously approved.

**Committee Reports:**

**Events:** Report was given by A. Neal on the progress of the farm to table dinner fundraiser. Chef Chris Dissibio will prepare the food. The market will be responsible for picking up the food to bring to the event site. A menu hasn't been decided yet. Event insurance will need to be obtained per the request of the host farm owners. S. Hermansen has been notified to obtain such insurance. Tables and chairs will need to be obtained. A. Neal will continue to ask the town overseer of some possible available tables and chairs if the market may use them. G. Smith was asked to put in an order for the tickets and advertising flyers. A. Cassell has obtained permission for use of plates and silverware. J. Buck has an idea for the table décor and is working on getting those items ready. Items for door prizes still need to be obtained. The banquet license for the alcohol needs to be obtained. T. Reynolds is working on the games and will need to see available

space. The importance of everyone working towards the execution of the event was stressed by A. Neal.

**General Membership Speakers:**

None

**Old Business:** The WFM is now its own 501c3. J. Buck obtained all other information necessary.

**New Business:** J. Buck organized all important market information in color coded labeled folders so thorough record keeping can be done and the transition to new board members can be done efficiently. Discussion took place on how to be more self-sufficient since the WFM is now a 501c3. Continuing with the farm to table dinner as well as ideas on how to use the market building to generate income was discussed. Further discussion was tabled until the next meeting so board members not present could participate in the discussion. G. Smith added we are now required to have all money up front to cover all expenses. Notifying NRH RC&D of our 501c3 status will need to be done. Kim Wynn approached J. Buck on the potential use of the WFM building for the Mountain Home Spun Fiber Guild in the winter months. Verifying the bathroom winterization, if they need heat, and what the market may charge for use of the facility before a decision can be made. Blue Ridge Mountain Bounty a newly established food hub requested using the WFM as a distribution pick up site. The discussion was tabled until the next meeting. Solicitors of any kind are not allowed at the market. G. Smith has ordered signs saying such. G. Smith would like to place a banner on the fence at the bank beside Ruby Tuesday at the Walmart entrance to let passersby know of the market location. A request for cost of the banner was made and G. Smith will secure the quotes. G. Smith asked if the WFM should buy VA grown bags to hand out to customers. The board did not feel that doing so was a necessary expense. A. Cassell said the vendors can obtain a certain amount free to give to customers if desired. G. Smith will notify vendors of the option to obtain the bags. G. Smith would like to set up a coffee lounge sitting area. The board agreed it was a good idea and to move forward. The Rural Retreat Depot Foundation is having an auction July 29. The free-standing heaters we used at the Christmas markets will be included. J. Buck will inquire on the price they might be willing to sell them. Next board meeting will be June 12, 2017, 6:00 pm at the WFM building.

Meeting was adjourned at 7:50 pm.