

**Wytheville Farmers' Market  
Board Meeting  
October 12, 2016**

**Attendees:** S. Hermansen, Chair, J. Buck, Treasurer, J. Otey, Market Manager, J. Shrestha, Tom Wynn, A. Neal, membership V. Stepp.

The meeting was called to order at 6:38 pm.

**Agenda:** The meeting agenda was presented. The motion for approval was made by T. Wynn, seconded by J. Buck and unanimously approved.

**Meeting Minutes:** The September meeting minutes were presented for approval. The motion for approval was moved, seconded, and unanimously approved.

**Treasurers Report:** J. Buck reported RC&D account balance 8/31/2016 \$3,688.80 and 9/30/2016 \$3,713.34. She will check on bank fees and verify deposits made on 9/8/2016 and 9/28/2016. WFM account balance 8/31/2016 \$5,950.44 and 9/30/16 \$6,762.71. S. Hermansen added a grant status report from RC&D. J. Otey explained previous years handling of the grant with RC&D. Motion for approval J. Shrestha, second T. Wynn, unanimously approved.

**Market Manager Report:** J. Otey presented the Market Manager Report. The report included information on statistics in comparison to last year were about the same although the number of produce vendors is down. The online market program had some technical issues that have now been corrected and the operating system will be changing. Currently there isn't a fee to vendors but to use the online market but beginning next year one will need to be charged due to the \$1,000 per year online operating fee. Motion for approval made by J. Buck, seconded by J. Shrestha, unanimously approved.

**Committee Reports;**

**Events Committee:**

A. Neal, Chair

E. Davis  
J. Stephens  
S. Richert

The report included information on the success of programs at the market from the Master Gardeners, the pollinator series, and the cooking with kid's series. The continuation of the mobile computer lab and partnering with local senior citizens' organizations to have programs for them at the market. The December 3 Christmas parade was discussed.

**Finance Committee:**

J. Buck, Chair

S. Hermansen  
S. Richert

No report.

**Grant Writing Committee:**

J. Shrestha, Chair

A. Neal  
J. Otey

J. Shrestha reported going to look for grants at library in Washington Co. Asked for ideas on what type of grants the market needs. Suggestions for a market leverage grant (includes signs, brochures, etc.).

**Promotions Committee:**

A. Cassell, Chair

A. Neal  
J. Otey  
S. Hermansen

No report.

**Secretary/Letter Writing Committee:**

No chair

S. Richert

The secretary position will rotate among the WFM board members.

**Sites and Grounds Committee:**

T. Wynn, Chair

S. Hermansen reported we needed to file a signage application (\$100) that will be reimbursed by the Downtown Wytheville Inc. Exterior painting should take place October 17, 2016 by Superior Painting. Town is working out a detailed plan to complete the bathrooms, door, windows, and sheds to be completed by May 2017.

**Sponsorship Committee:**

E. Davis, Chair

L. Barley  
J. Stephens  
A. Neal  
J. Shrestha

No report.

Motion for approval of committee reports made by J. Shrestha, seconded by J. Buck, unanimously approved.

**General Membership Speakers:**

No speakers. V. Stepp was a guest.

**Old Business:**

Market Manager contract given to Greg Smith. Contract needs to be updated. G. Smith will sign two contracts one 11/1/2016-12/31/2016 and 1/1/2017-12/31/2017.

**New Business:**

**Post season meeting** will be November 9, 2016 at 6:30 will include questionnaire for the season to be filled out by the vendors. Bylaws need to be updated; including change the mission statement, update the bylaws to say vendors can come from a 75-mile radius to the WFM, the

market manager will no longer be treasurer, rewording for vendor's fees. 2017 election of WFM Board members.

**RC&D** will be losing its director October 31, 2016. Council members will handle day to day operations.

Next meeting will be November 9, 2016.

**Closed Session:** personnel matter

Meeting adjourned 10:08 pm.