

**Wytheville Farmers Market  
Board Meeting  
February 17, 2016**

**Attendees:** S. Hermansen, Chair, T. Wynn, Vice-Chair, J. Buck, Treasurer, D. Huete-Brunson, Secretary, J. Otey, Market Manager, G. Krause, A. Neal, J. Shrestha.

The meeting was called to order at 6:22 pm.

**Agenda:** The February 17, 2016 meeting agenda was presented. The motion for approval was moved, seconded and unanimously approved.

**Meeting Minutes:** The January 12, 2016 meeting minutes were presented for approval. The motion for approval was moved, seconded, and unanimously approved.

**Treasurer's Report:** J. Otey presented the Treasurer's Report. Current account balances: RC&D account, \$2,588.06. WFM account, \$5,500.49. The motion for approval of the Treasurer's Report was moved, seconded and unanimously approved.

**Market Manager Report:** J. Otey presented the Market Manager Report. The Wythe-Bland grant request was turned in two weeks prior. April 1, 2016 is the anticipated date to release the funds. The artisan jury has been established. The online market is going well, there has been a delay in the newspaper ads due to having to work out the funds with RC&D. Grace Messinger is the new RC&D director. There are still tickets available for the Appalachian Storyteller Fundraiser. She is receiving vendor applications for a variety of ready to eat foods. The new market space has a maximum capacity of 34 vendor spots inside with the same number available outside. There is a lot of opportunity for growth. The motion for the approval of the Market Manager Report was moved, seconded and unanimously approved.

**Committee Reports:**

**Events Committee:**

A. Neal – Chair  
E. Davis  
J. Stevens  
S. Richert

A. Neal reported that she has been on WYVE regarding the market and online market. The fundraiser is going well, there are still tickets remaining. She has 9 desserts lined up. Mtn. Empire Bee Association is coordinating for 10 participant families to receive earth boxes and a free plant for bees (herbs and vegetables). Arwen Cayton is going to do a sewing demo – making aprons. Debbie Moody (Asst. Dir. Dept. of Museums) does demonstration programs at schools and may do a "May Day" parade. We will have a "Dairy Day" on June 18<sup>th</sup>. Will ask dairy vendors to demo.

**Finance Committee:**

J. Buck – Chair  
S. Hermansen  
S. Richert

J. Buck reported that the new paperwork for the checking accounts has been completed. J. Buck and S. Hermansen from WFM added. Prior signors have been removed.

**Grant Writing Committee:** J. Shrestha – Chair  
A. Neal  
J. Otey

J. Shrestha reported that Andrea Coon, a professional grant writer, has volunteered to search for grant opportunities for the WFM.

**Promotions Committee:** A. Cassell – Chair  
A. Neal  
J. Otey  
S. Hermansen

S. Hermansen reported that there are several ideas for promotions currently being considered: Vendor open house (sometime in April), farmer interviews, representation at the Wytheville Job Fair (tbd), the Chamber of Commerce Expo at the Rec Center on 5/3, WFM will have a booth, sidewalk sign on Main Street, more market signage around town, and a tri-fold brochure.

A motion for approval for the Vendor Open House and the tri-fold brochure (including a free line ad for full season vendors signed and paid by March 1, 2016) was moved, seconded and unanimously approved.

**Secretary/Letter Writing Committee:** D. Huete-Brunson – Chair  
S. Richert

J. Otey requested that a thank-you letter be mailed to Mary Hensley of the WC School Board for her \$25.00 donation to the WFM.

**Site and Grounds Committee:** G. Krause – Chair  
T. Wynn  
M. Martin  
L. Barley

G. Krause reported on conversations/emails he has had with City of Wytheville. An article in the Enterprise had details that were not correct. The first shelter will be on the East side. The building was inspected for asbestos and none was found. The paint has “traces” of lead in it but it has been encapsulated inside and will be encapsulated outside. A note will need to be made to all vendors not to nail, drill, hammer, etc. anything into the walls. The city is close to being under contract with the USDA for building renovations. They have received quotes for replacing the front windows. They have also received quotes for installing commercial storefront entrances to both east and west sides of the building. This will probably be part of the renovations paid for by the USDA funding. The priority is to gravel pack the west side of the building so that vendors who wish may be able to vend from their vehicles on that side of the building. He will continue to speak to the city on this matter.

**Sponsorship Committee:** E. Davis – Chair  
L. Barley  
J. Stevens  
A. Neal  
J. Shrestha

J. Shrestha has researched the possibility of selling re-usable market bags with the WFM logo. She will pursue this idea with Arwen Cayton.

A motion for approval of the Market Committees was moved, seconded and unanimously approved.

**General Membership Speakers:** J. Henderson spoke and stated he was questioned by a customer as to “where the market is going.” He also stated that most of the people who spoke last month were happy to be there.

**Old Business:**

**Uninspected food sales:** Tabled.

**Checking account changes:** Completed.

**Computer:** J. Otey researching, but prefers a Lenovo. Suggestions were given for a printer.

**Food Partners:** WFM will start with donations of market excess and give to Community Kitchen.

**Growing area:** It was determined to use Earth Boxes at the new site. A. Neal is working on sourcing.

**2017 Schedule:** Vendors will be encouraged to question 2016 patrons on the desire/possibility of extending the Market season next year.

**Bylaws:** It was determined to form a committee of those experienced with bylaws to review and edit the current WFM bylaws. It was suggested to go forward with the bylaws as though the WFM was currently a non-profit, as this is the ultimate goal.

**Mission Statement:** The BOD will come up with three options for a revised Mission Statement to put forward to the general membership at the March meeting.

**WFM Rules:** Members will be made aware of vendor parking, smoking area and traffic flow requirements.

**New Business:**

**Insurance:** The WFM current has no D&O or Contents insurance. Several board members are requesting quotes from various companies. It was determined to have all vendors sign a liability waiver, similar to those signed at the Blacksburg Farmer’s Market.

A motion to put a liability waiver (language to be determined) on the vendor application was moved, seconded and unanimously approved.

There will be no further discussion on the sale of uninspected food products.

**Closed session:** The BOD went into closed session to discuss a personnel issue.

Meeting was adjourned at 9:39 pm.