

**Wytheville Farmers Market  
Board Meeting  
April 12, 2016**

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

The meeting was called to order at 6:04 pm.

**Agenda:** The April 12, 2016 meeting agenda was presented. The motion for approval was moved, seconded and unanimously approved.

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

**Treasurer's Report:** J. Otey presented the Treasurer's Report. Current account balances: RC&D account, \$3,103.60. WFM account, \$5,084.39. 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. There are 5 vendor spots remaining inside and 5 vendor spots remaining outside. She is receiving inquiring calls and emails from new vendors. The building is scheduled to be power washed and the floor will be marked with vendor spots. The building will be opened on 4/30/16 to allow set up of permanent equipment. The handrails will be installed shortly. There is some confusion regarding the VDACS/VDH Farmers Market oversight changeover. She is waiting to hear from the VDH.

**Committee Reports:**

**Events Committee:**

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

A. Neal reported that there will be a bee presentation on 5/21. Still waiting on the grant check for the Appalachian Storyteller. There will be a sewing demo on May 7<sup>th</sup>. There will be a \$20 fee for materials. BOD members will poll the vendors for demo volunteers. Dairy day will be June 18.

**Finance Committee:**

J. Buck – Chair  
S. Hermansen  
S. Richert

No report.

**Grant Writing Committee:**

J. Shrestha – Chair  
A. Neal  
J. Otey

J. Shrestha reported that she is still working on getting additional grants. She is researching grants from Lowes and Walmart.

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

S. Hermansen reported that the City is redoing all signs over town. The Market will wait to see what signs they will do for the WFM. He is working on folding signs. We need 2-3 “no-parking” signs for the parking lots. We have a banner ready to be hung on the building.

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

No report.

**Site and Grounds Committee:** T. Wynn  
M. Martin  
L. Barley

The city is working on the plumbing inside the building. The sidewalk is done. The storage room is getting organized.

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

Sponsorship levels have been added to the website. We will need stamps/envelopes to send out sponsorship requests. We will have sponsorship banners and are considering plaques. We are considering allowing sponsors to have a booth at the market.

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

**General Membership Speakers:** Two members spoke. Questions were asked regarding a possible booth for rotating guild members (sharing a booth) and the new VDACS/VDH changeover.

**Old Business:**

**Insurance:** S. Hermansen will have 1MM coverage (2MM aggregate) bound before the market opens.

**Manager’s Contract:** The manager’s contract and the program director’s contract were approved.

**New Business:**

**Food truck:** There is no current ordinance to allow food trucks. The town of Wytheville wants to allow a food truck one Saturday a month at the Market. A motion for approval was moved, seconded and unanimously approved.

**Sponsorship question:** A sponsor would like to have an extra day at the market (5 v 4) instead of a ticket for Bibs and Bowties. This was approved. J. Otey was authorized to make these types of decisions going forward.

Meeting was adjourned at 8.01 pm.