

Oak Park Farmers' Market Commission Meeting – July 10, 2013

Present: Chairperson: Melissa Wittenberg; Commissioners: Warren Bakker, Rebekah Braslow, Barbara Colpoys, Jennifer Lowe, Molly McDonough-Carson, Aly Schoenfeldt; Market Manager: Jessica Rinks; Church Liaison: Jeff Petertil; Farmers' Liaison: Jim Vitalo; Staff Liaison: Mike Charley, Guests: Ray Johnson, Village Trustee; Laurie Casey, 645 N. Kenilworth

Excused: Commissioners: Nancy Fjortoft, Ashley Hopkins, Bob Melican

1. Call to Order

- The meeting was called to order at 7:22 pm

2. Non-Agenda Public Comment

- Laurie Casey, 645 N. Kenilworth – wants to make reusable produce bags from repurposed textiles (old sheets, etc.) to be sold at the Oak Park Farmers' Market booth. Cotton is compostable. \$3.50 (small), \$5.00 (large).
- Could sell during special events – Go Green Days
- Discussion of charging for plastic bags
- Casey has plain muslin ones that we could put our logo on, if she went through vendor process

3. Approval of May 2013 Meeting Minutes

- Aly moved to approve the minutes.
- Change farm visits to farm inspections
- Discussion if commissioners can attend farm inspections.
- Minutes were approved.

4. Church Liaison Report – Jeff Petertil

- Things are going well, donut sales are good
- Mug inventory is good

5. Budget & Staff Report – Mike Charley & Jessica Rinks

- Official thank you to Melissa for 6 years of service on the Farmers' Market Commission as Chairperson, presented Certificate of Appreciation, Letter from Village President and Board
- Mike presented draft of Oak Park Farmers' Market Solicitation Policy, discussion of consequences for violation of policy, Molly cautioned against infringing on First Amendment rights
- Discussion of dog issues
 - i. Jessica asked that no volunteers or staff bring their dogs to the market
 - ii. Reminder to ensure that dogs stay out of market
- Merchandise
 - i. Jessica mentioned that we are selling more merchandise in new location
 - ii. Merchandise inventory needs organization, trying to sell out of some colors, decide on 2-3 colors
 - iii. Logging sales on paper, then Jessica enters later
 - iv. Lay out t-shirts by size
 - v. Mentioned a 40th anniversary t-shirt
- Food demonstrations – Eyrie has one date, 3 spots open
- Bake sales – 2 spots open
- Farm inspections
 - i. Proposed first farm inspection for season – Nichol's and Petals
 - ii. Processed foods are lower priority
 - iii. Nordic, Tree of Life would require overnight trip
 - iv. Would like to visit 2012 violators
 - v. Only restricted by budget, need to organize farms by area, come up with budget based on rotation of every 3 years
- New assistant managers – working out well
- Molly mentioned usefulness of market vendor layout, need to print and laminate, plus farm location map, Jessica and Mike will follow-up
- Jennifer mentioned that some vendors do not have any more chits or receipts

6. Chairperson's Report – Melissa Wittenberg

- Melissa is resigning as chair as of Monday, July 15
- Barbara is resigning as commissioner as of end of July, moving out of area at the end of September
- New Chair Appointment – Jennifer will become new chair on August 19

- Division of Projects/Tasks
 - i. Facebook posts – Molly will coordinate
 - ii. Village Website, FYI, Communications, etc./contact with David Powers – Jennifer will coordinate
 - iii. Friends Scheduling – Jennifer will coordinate
 - iv. Corn Roast – Warren will continue to coordinate
 - v. Stone Soup – Molly will coordinate food donations/collections, Rebecca will coordinate overall event, Maya del Sol will be asked again to prepare soup
 - vi. Food Rescue – Aly will coordinate, starting 2014
 - vii. Go Green Days – on hold to see if absent commissioners are interested
 - viii. Vendor Breakfast/Orientation – Rebecca will coordinate
 - ix. Day in Our Village – Bob will continue to coordinate
 - x. Vendor of the Week – Molly will coordinate
 - xi. Checklist on application – Staff will coordinate
 - xii. Special Event Cards – Staff will coordinate
 - xiii. Staff will review tasks to make sure they are taken care of during commission chair transition
 - xiv. Mike will walk commission through work plan

7. Day in Our Village, Lessons Learned – Molly McDonough-Carson

- Lead commissioner should not have to be there the whole day
- Location was not ideal, music was very loud
- Guess the Vegetable was very popular, *edibleChicago* was given out as prizes
- Location of farms map was great but needed to be laminated
- Could use fact sheet or brochure or FAQ - # of vendors, types of vendors, year established, special events, etc. – Molly will mock-up
- No one signed up to be a friend
- Give aways: vegetable guides, temporary tattoos, etc. – think for next year

8. Vendors' Liaison Report – Jim Vitalo

- The Farm (corn vendors) will be at market this Saturday or next at the latest

9. New Business

- Corn Roast, August 17 – major help needed
 - i. Warren will send Jennifer volunteer needs, Melissa will send Jennifer corn roast volunteer request email from last year
 - ii. Jessica will send Warren the temporary permit request and will put in request for cash
 - iii. Need to figure out alternative info booth location
- Stone Soup, October 26 – major help needed, Maya del Sol will be asked

10. Old Business

- Ordinance review – discuss at next meeting
- Molly asked for clarification on which vendors accept LINK – only Ted's, North Wichert and Petals (non-food vendors or donuts) don't participate

11. Confirmed next meeting date as August 14, 2013 – Room 101 – Jennifer & Aly will be out, Molly will run the meeting

12. Adjourn

- The meeting was adjourned at 9:11 pm