

Oak Park Farmers' Market Commission
Meeting Minutes
March 19, 2014
6:00 PM
Village Hall – Room 101

Present: Chairperson: Molly McDonough Carson; Commissioners: Warren Bakker, Rebekah Braslow; Market Manager: Jessica Rinks, Staff Chairperson: Mike Charley, Church Liaison Representative: Sally Olson

Visitors: Maureen O'Brien & Joanne Balice (Possible new commissioners)

Excused: Commissioner: Aly Schoenfeldt; Farmers' Liaison: Jim Vitalo; Church Liaison: Jeff Petertil; Trustee Liaison: N/A

1. Call to order at 6:05 pm – Staff Liaison called the meeting to order and chaired the meeting until item 5(a) Appointing a temporary commission chair, after that point the new interim chair Molly McDonough Carson chaired the meeting.
2. Agenda Approval - The Commission approved the agenda
3. Public Comment – None
4. Minutes - Minutes were approved from February 12, 2014 commission meeting after edits were made to add a “t” to the spelling of the.
5. New Business:
 - a. Appointing a temporary commission chair: The commission voted unanimously for Molly McDonough Carson to become the Interim Chair of the commission.
 - b. Appointing a permanent commission chair: Mike Charley described the process of appointing a permanent chair. Mike communicated that two of the existing commissioners Molly McDonough Carson and Aly Schoenfeldt had expressed interest in the chair position via email prior to this meeting, however Aly stated that she would be okay with Molly being chair if Molly would accept the position. The decision was made at this meeting that Molly would be recommended to the Village Manager for this position.
 - c. Staff versus commissioner coverage responsibilities: Mike Charley communicated that the tentative plan is for the Village to hire three additional Farmers' Market Assistants prior to the start of the 2014 Farmers' Market. The end result would be a total of six total staff members with three working on each market Saturday.

Mike communicated that the extra staffing (two to three staff) will take some pressure off of Friends and Commissioners in regards to helping staff the booth. Mike presented to the commission the definition of what the Commission's responsibilities are directly from the Oak Park Farmers' Market ordinance. Next Mike provided some history on what tasks the commissioners have been responsible for since 2004 and communicated that the commission has since 2004 had a more significant role than what the ordinance requires. Mike communicated that in 2014 staff can take over many of the responsibilities that Commissioners have done in the past, however prior to delineating the tasks Mike wanted to review each task individually to determine which tasks would remain commissioner tasks, which tasks should be completed by Farmers' Market paid staff and/or which tasks can be shared between the two groups.

The following is a summary of the different commissioner tasks:

- Warren Bakker stated he would be interested in doing a count of the market attendees.

	2014 Responsibility		Commissioner Assigned	Notes
	Commish	Staff		
Non-Special Event Tasks				
Monthly Commission Meetings	X			<i>Required task</i>
Work Farmers' Market Booth	X	X		<i>Three shifts 7- 9am, 9-11am, 11am-1pm, commissioners helping with merchandise, special events, answering patron questions, assist farmers' market staff</i>
Caring Carrots	X		Ally	<i>Vendors leave left over product that is donated to several organizations</i>
Merchandise - purchasing	commish input	X		<i>In the past the commissioners have assisted in purchasing merchandise</i>
Advertising the Market	commish input	X		<i>In the past the commissioners helped with advertising, Betsy did this in 2013</i>
Customer Survey			TBD	<i>Survey monkey to customers via email?</i>
FRIENDS of the Market				
Friends Recruitment Night	X		Rebekah	

Coordinating Friends Market Schedule	X		Aly/Molly	Molly stated that she could use "Signup Genius to schedule Friends for market dates. Must contact friends, schedule them and then contact them to remind them of their shifts
Opening Day Breakfast	X		Rebekah & Molly	First morning of farmers' market. Starts at 6:30 am. Commissioner purchases juice/coffee and sweet rolls. Also coordinates some free donuts from the church.

SPECIAL EVENTS

GO GREEN DAYS				
Pre-event planning/coordination		X	STAFF	Email green day vendors, confirm their attendance, schedule them. Discussion was made to possibly make one green day, including "Kid's Day" activities
Day of Event *Tables, chairs, etc.		x	STAFF	Set-up tables/chairs, greet green day vendors, etc.
Day in Our Village	X		Molly	Molly already applied for the 2014 event. Molly will schedule volunteers to work different shifts, transport tables & fm tent, guess the vegetable
CORN ROAST				
Pre-event planning/coordination	X		Warren	Order corn roaster, contacting vendors for corn, purchasing supplies, coordinating volunteers
Day of Event *Tables, corn roaster, corn, etc.	X		Warren	Collecting corn, setting up roaster, supplies and table
STONE SOUP				
Pre-event planning/coordination	x		Rebekah	Rebekah BTF permit, Collecting vegetables, bread, purchasing bowls, spoons, contacting Maya Del Sol
Day of Event	x		Rebekah	Drop-off of soup, table set-up, hand wash set-up, etc.

6. Farmers' Market Manager Administrative Report
 - a. Update on 2014 vendor application status
 - i. Jessica stated that all the 2013 vendors re-applied for 2014 except for Tree of Life
 - ii. Jessica stated that there are other vendors that applied and she will be selecting one of the new applicants to fill Tree of Life's spot.
 - iii. Jessica will provide a summary of each potential new vendor to the commission and allow for commissioner input.
 - b. Update on extending the market until November 1st – Jessica communicated that the last Market date in 2014 will be November 1st.
 - c. Jessica showed the commissioners the options for purchasing merchandise including colors of clothing and showed the commission clothing display organizers she is considering purchasing
7. Report from Farmers' Market liaison –no report
8. Report from church liaison – The church liaison at an earlier point in the meeting had communicated that she is very interested in the food donation program continuing, which it will in 2014.
9. Report from vendor liaison – no report
10. Old Business
11. Board Member Comments
12. Adjourn @ 7:40 pm

Next Meeting Wednesday, April 9, 2014