



FARMERS' MARKET COMMISSION
Meeting Minutes
July 19, 2016
7:00PM
Village Hall – Room 101

Present: Chairperson: Molly McDonough Carson, Erin Schoop, Sandra Novack-Gottshall, Jennifer Purrenhage, Todd Kuna, Adam Gill,; Farmers' Market Manager: Jessica Rinks; Staff Liaison: Mike Charley

Excused: Commissioner: Joanne Balice, Jasmine Cleof, Dominic Cianciolo, Mary Chris Jaklevic; CIC Liaison: Frank Pond; Church Liaison Jeff Petertil; Vendor Liaison: Jim Vitalo

- 1) Call to Order @ 7:05 pm
- 2) Agenda Approval: Agenda approved, first by Schoop, second by Kuna
- 3) Public Comment: None
- 4) Approval of Minutes – June 8, 2016, Minutes approved; first by Purrenhage, second by Kuna
- 5) Church Liaison Report (Jeff Petertil): No report
- 6) Vendor Liaison Report (Jim Vitalo): No report
- 7) Chair Report:
 - a) YMCA Recipe Cards: McDonough communicated that recipe cards have been well received. Rinks recommended that the YMCA submit a schedule of recipes for the remainder of the year to ensure that the vegetables/fruits within the recipe are in season.
 - b) McDonough stated that she has received really good feedback from WBEZ and their participation at the market.
- 8) Farmers' Market Liaison Report (Mike Charley): Charley provided an update on staffing. Jessica Rinks, existing Manager will resign as soon as August 31. The plan is to promote current Farmers' Market Assistant Kelly Katzmann Calvillo to Manager.
- 9) Farmers' Market Manager Report (Jessica Rinks)
 - a) Rinks communicated that she is still in the process of purchasing merchandise for the Farmers' Market. And her goal is to purchase the merchandise soon.
 - b) Farm Visits: Rinks is working with farmers' market staff to schedule farm visits. Rinks will notify the commissioners when a schedule has been set.
 - c) Rinks communicated that the Health Department visited the Farmers' Market to complete temporary food service inspections of those vendors with temporary food permits.
 - d) Rinks communicated she has received mostly positive feedback from vendors to-date about sales and the market in general.



- e) Rinks communicated that staff really appreciate volunteers participating in set-up and tear down.

10) Committee/Project Reports

- a) Corn Roast: Schoop communicated that the corn roast still needs volunteers. McDonough stated that at the last meeting Commissioner Cianciolo communicated he could help coordinate the event. Charley communicated he would reach out to Andrea Mance in Adjudication to determine if she can coordinate the young adult volunteers, like was done for last year's market.
- b) Kid's Events: Commissioner Kuna stated that all events have gone well so far.
- c) Stone Soup: McDonough communicated commissioner Cleofe is coordinating the stone soup event this year.
- d) Food Demos: Rinks communicated that Marion Street Cheese Market is scheduled for two future food demos.
- e) Attendance Survey: Novack-Gottshall communicated that there have been two attendance surveys to-date and the plans are to have four total surveys completed this year. May 21 attendance survey estimated 4,500 patrons and on July 16 attendance survey was 5,200 attendees; although Novack-Gottshall communicated that those numbers may shift higher or lower depending on statistical analysis moving forward.

11) Old Business: None

12) New Business: None

13) Adjourn @ 7:55 pm, first by Gill, second Kuna

Next Meeting Wednesday, August 10, 2016, 7-9 pm, Room 101, Village Hall