



FARMERS' MARKET COMMISSION

Meeting Minutes

April 12, 2017

7:00PM

Village Hall – Room 101

Present: Chairperson: Sandy Novack-Gottshall; Commissioners: Todd Kuna, Erin Schoop, Julia Knier, Mary Chris Jaklevic, Laura Lencioni, Jennifer Purrenhage, Jasmine Cleofe; Farmers' Market Staff: Robin Schirmer; Staff Liaison: Mike Charley

Excused: Commissioners: Adam Gill, Dominic Cianciolo; Vendor Liaison: Jim Vitalo; Farmers' Market Manager: Kelly Katzmann; CIC Liaison: Frank Pond; Church Liaison Jeff Petertil

Guest: None

1. Call to Order @ 7:04 pm
2. Agenda Approval: agenda approved, first by Cleofe, second by Jaklevic
3. Public Comment: None
4. Approval of Minutes: March 8, 2017, minutes approved, first by Knier, second by Jaklevic
5. Church Liaison Report (Jeff Petertil): Not present
6. Vendor Liaison Report (Jim Vitalo): Not present
7. Chair Report:
 - a. Official welcome of Laura Lencioni, new commissioner: Laura introduced herself to the commission.
 - b. Update on reappointments as well as commissioners cycling off: Erin Schoop's and Jasmin Cleofe's terms end in May 19, 2017.
 - c. Update on Food Demonstration blast: Sandy sent out an email blast to approximately 60 restaurants recently. Three people have expressed interest and one person has submitted an application (Illinois Dieticians). Novack-Gottshall suggested that commissioners also reach out to their favorite restaurants regarding potential food demos as well as potential partnerships for Stone Soup. Cleofe agreed, communicating that last year it took several months to find a restaurant to partake in Stone Soup.
 - d. Update on "Event" days—volunteer needs: Dominic Cianciolo communicated over e-mail that he will chair Stone Soup. Laura Lencioni will chair food donations; Sandy Novack-Gottshall will chair the pie bake-off contest; there is no commissioner chairing the corn roast at this point, however Novack-Gottshall requested that anyone not leading an event consider chairing the event.

- e. Review of OPFM leaflet for visitor's center: Novack-Gottshall handed out the draft leaflet that summarizes the market to the commission and communicated that she wants to have it ready for The Day in Our Village and also wants to share it with the Oak Park Visitor Center. Commissioners provided for recommended edits and in return Novack-Gottshall will make edits and finalize the document.
8. Farmers' Market Liaison Report (Mike Charley): Charley communicated that the Farmers' Market Assistant job application deadline was today. He will review the applications soon and schedule interviews shortly thereafter.
9. Farmers' Market Manager Report (Robin Schirmer, Farmers' Market Assistant)
- a. 2017 Application Review/Updates: Robin Schirmer presented information on the new vendors that are being selected to participate in the 2017 market. In addition, there was a presentation and discussion on guest vendors and how this will work in 2017.
 - b. Ordinance Amendment: Vendor Fee Schedule: Charley presented a draft ordinance which would incorporate vendor fees directly into the ordinance as a market fee schedule. Charley communicated that the actual fees are established by the Commission and they can vote on the fees at the May commission meeting.
10. Committee/Project Reports:
- a. Go Green update: Jaklevic communicated an email went out to past participants ten days ago. To date seven vendors have responded "yes".
 - b. Children's Activity update: Kuna communicated that we are locked and loaded for the year, with one organization committed to participating in children's activities per month, and the OP Library Book Bike participating each month as well. Novack-Gottshall communicated that all children's activities will be farm-related themes this year.
 - c. Sign-Up/Scheduling update: Purrenhage handed out a sign-up genius schedule and encouraged commissioners to sign up for slots. Thursday May 11 at 7:30 pm at the Oak Park Main Library is the volunteer recruiting event.
11. Old Business
- a. Pie Baking Contest: Novack-Gottshall presented the draft pie baking rules document to the commission. After some discussion and recommended edits, Novack-Gottshall communicated that she would make changes to the document based on commissioner recommendations.
12. New Business: None
13. Adjourn @ 8:45 pm, first by Jaklevic, second by Purrenhage

Next Meeting Wednesday, May10, 2017, 7-9 pm, Room 101, Village Hall