



FARMERS' MARKET COMMISSION
Meeting Minutes
August 9, 2017
7:00PM
Village Hall – Room 101

Present: Chairperson: Sandra Novack-Gottshall; Commissioners: Dominic Cianciolo, Julia Knier, Laura Lencioni, James Robinson-Parran; Staff Liaison: Mike Charley; Market Manager: Colleen McNichols; Church Liaison: Karen Migneault

Excused: Commissioner: Adam Gill, Mary Chris Jaklevic, Todd Kuna, Jennifer Purrenhage; Vendor Liaison: Jim Vitalo; Church Liaison: Jeff Petertil

1. Call to Order at 7:14 pm
2. Agenda Approval, approved, first by Cianciolo, second by Robinson-Parran
3. Public Comment: Dina Ross, she is attending the meeting because she is interested in joining Farmers' Market Commission.
4. Approval of Minutes – July 12, 2017, approved, first by Cianciolo, second Lencioni
5. Church Liaison Report (Karen Migneault): Last Saturday was really good for donut sales, sold out of all donuts. Sales are still down overall for the season. Migneault communicated that she doesn't know exactly why sales are down. Food donations can be left by the back door to the church. Novack-Gottshall communicated that that food pantry isn't open on Saturdays, but will use the food on Wednesday. There are several groups that will pick up food donations including Fraternities Notre Dame, Hephzibah and the OPRF Food Pantry.
6. Vendor Liaison Report (Jim Vitalo): No report
7. Chair Report (Sandy Novack-Gottshall)
 - a. Budget Discussion: Novack-Gottshall asked about budgeting extra staff for set-up and tear-down at market. Charley communicated that the initial budget recommendation for 2018 increases External Support by \$5,000. This increase could accommodate the increased staffing, however staffing must be scheduled and prioritized so that the extra staffing falls within the budget. Charley communicated that having extra staff at the market for two hours per day would cost approximately \$700/market season. Novack-Gottshall recommended purchasing extra tents for special events. Charley communicated that in most cases the existing budget could accommodate purchases like this within the operational supply account. FM Manager McNichols recommended purchasing a large banner to display at the market during the season or year-round. Robinson-Parran recommended looking into using Facebook for targeted marketing. Robinson-Parran will conduct more research on prices and availability and get back to the commission.
 - b. Work Plan Discussion: The 2017 Work Plan was discussed. Novack-Gottshall will update the Work Plan and will have a copy for Farmers' Market Commission approval at the September meeting.
8. Farmers' Market Liaison Report (Mike Charley)

- a. Composting/Recycling Waste Program: Commissioners communicated that the presentation by Mindy Agnew this last Saturday at the market regarding composting and recycling went well.
9. Farmers' Market Manager Report (Colleen McNichols)
10. Committee/Project Reports
 - a. Corn Roast: Corn roast is scheduled for this Saturday, August 12. All supplies have been ordered for the event. Novack-Gottshall communicated that the Snapchat filter will be tested this weekend.
 - b. Pie Bake-Off: Novack-Gottshall communicated that there are eleven applicants so far for the contest. She still needs volunteers for the event.
 - c. Friends' Tees, if Jen is present: No report
11. Old Business: None
12. New Business: Note
13. Adjourn at 8:21 pm, first by Robinson-Parran, Lencioni

Next Meeting Wednesday, September 13, 2017, 7-9 pm, Room 101, Village Hall