

## Norfolk Farmers Market Steering Committee

### Minutes of December 3, 2018 Meeting

Present: Lisa Auclair, Jim Zazra, Valerie Johnson, Mary Jo Tomaselli, Dick Tomaselli, Jan Alteri, Darla Lovett, Doug McDevitt, Margaret Saxe, George Vinick, Lisa Bequillard, Katherine Kasacek (secretary)

5:32 Lisa calls the meeting to order.

Overall, the 2018 Market season produced about \$1000 less than budgeted (\$13,402 vs \$14,600). There were more cancellations than usual this season, mostly due to weather. There have been no changes to the AKC, Petty Cash, or Capital Improvement budgets since the November 5<sup>th</sup> meeting.

There was generally good turnout of customers to the Pre-Thanksgiving and Holiday markets. Unfortunately, the large sign for the Green broke before the Holiday Market, so there was not as much advertisement as anticipated. A new sign needs to be procured, however. Perhaps one that sticks in the ground, so it does not blow over, and also lighter, so it is easier to move. Dick will speak with Giordano Signs. In addition, the Committee requests stickers with "Saturday 10-1" that could be placed on all the road signs. There is \$1,100 left in Capital Improvements, enough to cover these expenses.

The 2019 Holiday Market will be hosted the same time next year – first Saturday in December. Despite competing with Whiting Mills (and thereby losing vendors), the Norfolk Market does not struggle with finding vendors or customers.

The Town asked about Food Assistance for the Winter markets. Jan motions to allocate \$400 towards the Food Assistance Program, Margaret seconds, passed unanimously. These Market Bucks will have an expiration of 12/31/2019.

Two people were interviewed for the Administrator and Market Master positions – Michelle (sorry, didn't catch her last name) for Administrator and Angie Bollard for Master. Lisa, Jim, and Val all highly approve of each woman. George moves to vote for hiring them, MJ seconds. Jim moves to hire the applicants, Dick seconds, passed unanimously.

MJ motions to put Secretary as a separate line item. Angie will likely take this position in addition to the Market Master.

Lisa will send out an email to the Committee members with dates and times for an informal gathering at Norbrook Farm Brewery to meet the new Administrator and Master. Committee will do an Appeal in March 2019, like last year. MJ will write the letter and Val will organize the printing.

George motions to keep current officers in their positions for the next two years. Margaret seconds, passed unanimously.

MJ will look into a market insulated bag with the new logo. Committee will need aprons with the new logo for 2019. Do not get any more hats. Will wait for costs to determine budgeted lines.

The 2019 Budget Proposal was started with the following lines: Donations - \$2000, Friend's Pins - \$1000, Hats - \$150, and Pre-T & Holiday Mkts - \$1,500, Indoor Mkts - \$2,000, Outdoor Mkts - \$10,000 for a Total Vendor Fee Income of \$13,500. Other line items will be addressed at a later date.

Dick motions to adjourn the meeting. Jan seconds. Meeting adjourned 6:56 PM.

Respectfully submitted,

Katherine Kasacek