

Norfolk Farmer's Market

Minutes

January 7, 2019

**Present:** Margaret Saxe, Valerie Johnson, Jim Zazra, Janet Alteri, Mary Jo Tomaselli, Richard Tomaselli, Lisa Auclair, Angie Bollard, Doug McDevitt, Lisa Bequillard, Michelle Fratini

**Call to Order:** The meeting was called to order by Lisa Auclair at 5:30 p.m.

**Old Business**

Motion as made to approve the minutes of the December 3, 2018 meeting by Janet Alteri, seconded by Margaret Saxe and unanimously approved.

**Financial Report:**

The Holiday market brought in \$1540. The outdoor markets were budgeted at \$11,000.00 and came in at \$9,822.56. FY18 budget was finalized at 14683.21. Total cash on hand was \$22,030.07.

**Winter Markets:**

There is a total of 8 vendors for the Winter Market. Colebrook rafters will now also be attending the Winter Markets. Margaret and George will place the signs out on Thursday and Lisa will take them down Saturday.

**Merchandise Update:**

Mary Jo is looking into purchasing insulated bags for the Market. Talk was held about the items left for purchase and what should be ordered. T shirts needs to be ordered for the staff to wear during work.

**Sign on the Green:**

Dick is working on a sign for the Green. The sign should be double sided and 48 x 48. Discussion was held on how to get the sign into the ground during winter and it was decided, if possible, the sign would be put into the snow and taken down and could be left out during the summer markets. The sign would have to be noticeable and not too high. Dick will work on the signage this week.

**Food Assistance Program for Winter Markets:**

\$150.00 was disbursed to the Town for the Winter Markets.

**2019 Appeal:**

Mary Jo and Valerie will be working together on getting this mailing out in March.

**Norfolk Hub Membership:**

Mary Jo has spoken to Dawn Whelan about joining and there is a weekly mailing that the Market would be included on. Lisa Auclair is listed as the contact along with Mary Jo.

**2019 Budget Preparation:**

After much discussion, the 2019 Budget line items were completed. The Budget will be completed and presented at the next meeting for approval.

**New Business**

Jenny has submitted her resignation.

**Special Event:**

If anyone would like to work with Mary Jo on the special events for the summer, please email her

Motion was made to adjourn at 6:54 by Lisa Auclair, seconded by Mary Jo Tomaselli and unanimously approved.

Respectfully Submitted

Angela Bollard  
Secretary