

Norfolk Farmer's Market
Minutes
February 4, 2019

Present: Margaret Saxe, Valerie Johnson, Jim Zazra, Janet Alteri, Mary Jo Tomaselli, Richard Tomaselli, Angie Bollard, Doug McDevitt, Lisa Bequillard, Darla Lovett

Call to Order: The meeting was called to order by Jim Zazra at 5:32 p.m.

Old Business

Motion as made to approve the minutes of the January 17, 2019 meeting by Janet Alteri, seconded by Margaret Saxe and unanimously approved.

Financial Report:

To date we have collected \$1,200.00 in vendor fees. Currently we are at a budget of \$5,687.81. Grant money has been transferred into the actual balance. Petty Cash is at \$214.00 as of January 30, 2019.

2019 Budget Preparation:

The 2019 Budget was completed and presented for approval. Motion to approve the budget as presented was made by Mary Jo Tomaselli, seconded by Richard Tomaselli and unanimously approved. It was also discussed that the Budget should be re-reviewed in July 2019.

Winter Markets:

There are approximately 9 vendors for the next market. Michelle will be sending an updated listing before the end of this week.

Merchandise Update:

Mary Jo found burlap looking bags for the Market at a cost \$1,275 for 250 bags. A motion was made to purchase the bags by Janet Alteri, seconded by Darla Lovett and unanimously approved.

Sign on the Green:

The new sign was presented. It is two sided and will be put on the green on Thursday to Saturday. Approval from the Town was given for placement up until the summer months. The cost of the sign was \$255.00.

2019 Appeal:

The Appeal letter was written by Mary Jo and Valerie will be taking it to Goulet Printing. The packets should be ready to be mailed in early March. Valerie will send it out for review to the Committee.

Website Content Discussion:

All the dates on the site are current. There are also places to add events. The graphics are looking better. It was suggested that the photos may be stock or need better pixelization. It was discussed that they be left the way they are until the new photographer is up and running.

Mail Chimp Options:

It was suggested that this option be used more than once per week. Maybe on the off week a message can be sent to email subscribers to remind them of the upcoming markets. Valerie has volunteered to take on this task going forward.

Setting Event Dates and Volunteers:

Margaret Saxe has volunteered to assist Mary Jo with scheduling the special events. Lisa Bequillard has also indicated she will assist with these events as well. Doug has indicated he could assist with phone calls if needed.

New Business

Lisa Bequillard has indicated she would like to join the Committee. Lisa Auclair will need to ask Matt Riiska to send out a letter of appointment.

Rescue Organizations:

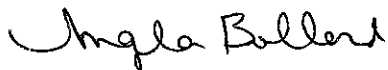
Mary Jo has indicated that she would like to have a different rescue organization each week of the Market. The Committee agreed this was a great idea.

Meetings:

The next scheduled meeting will be held and discussion will be done at the time whether we need two monthly meetings.

Motion was made to adjourn at by 6:32 pm by Janet Alteri and seconded by Richard Tomaselli and unanimously approved.

Respectfully Submitted



Angela Bollard
Secretary