

Norfolk Farmers Market Steering Committee
Tuesday May 19, 2020
Online

Present: Lisa Auclair, Margaret Saxe, George Vinick, Mary Jo Tomaselli, Dick Tomaselli, Lisa Bequillard, Janet Alteri, Jenny Rackliffe

Also Present: Michelle Fratini

Meeting called to order by Chair Lisa Auclair at 4:05 p.m.

Minutes of the previous meeting of May 5, 2020 were presented. Motion made to approve by Mary Jo Tomaselli, seconded by Janet Alteri and unanimously approved.

Financial Report – No new report. Lisa has two bills which she will present for payment to Jenny.

Discussion on Online Ordering Platform – Lisa presented the following set up scenario to the Committee:

The Market website would have links to the vendor websites.

4 Days before Market Day Customers would place online orders and choose a pickup time. All payments are made at this time directly to the vendor.

Sales close on two days before the Market, leaving the vendors 48 hours to fill the orders

Vendors upload orders and pick up times to Excel.

Vendors arrive at the Market and are placed at tables which are appropriately distanced.

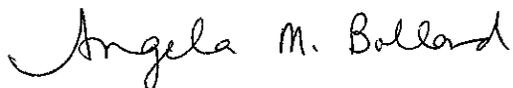
Customers arrive at their designated time slot and the Manager will announce their name and Vendors will come up one at a time and place the order on the pick-up table.

Lisa has been contacting vendors and after discussion, motion was made by Mary Jo Tomaselli to approval the opening of an e-commerce market on June 13, 2020, dependent upon approval by the First Selectman. The motion was seconded by Margaret Saxe and unanimously approved.

Discussion was held on whether to include vendors that do not have an online ordering site. Motion was made by Dick Tomaselli to approve the inclusion of vendors without active e-commerce sites in our marketing strategy for a fee of \$10.00 per Market. The motion was seconded by Janet Alteri and unanimously approved.

Janet Alteri made a motion to adjourn, seconded by Jenny Rackliffe and unanimously approved.

Meeting adjourned at 5:45 p.m.



Respectfully submitted:
Angela Bollard