

**Norfolk Farmers Market Steering Committee
Skype Meeting**

Tuesday, February 7, 2023

Present: Committee members Lisa Auclair, April Carter, Marie-Christine Perry, Doug McDevitt, Vishal Grover, Darby Weigel, George Vinick. Margaret Saxe, Mary Jo Tomaselli, Dick Tomaselli

Market Manager: Angela Bollard

Chair Lisa Auclair called the meeting to order at 5:04 p.m.

Minutes of the meeting of January 24, 2023: motion to approve Vishal, second Dick.

Final review of budget line items and adjustments. Motion to approve budget: Margaret, second Vishal. Lisa will email copy of finalized budget to committee members.

Discussion of Weekend in Norfolk pop-up market. Lisa generated email blast which generated 420 opens. NFM now has a record 701 subscribers.

Lisa informed the committee that she has ordered Quicken software to facilitate market income and expenditures. She will coordinate with Vishal for setup. Future expense invoices will be sent to Lisa for input and Vishal will generate financial reports. There is a credit card dedicated to market expenses and committee members can contact Lisa for information on how to access for special event purchases.

General discussion regarding capitol campaign. Doug has written the request for support letter and Lisa will contact Goulet Printery for pricing and time-line. Target is to get letters out before the end of the month. Vishal suggested early fall party to thank high end donors.

Policies and Procedures for the 2023 season were reviewed. Motion to approve: George, second Vishal.

Lisa is updating committee contact information and will have available at the next meeting.

General discussion about farmer/artisan vendor ratio.

Motion to adjourn at 6:50 p.m. by Vishal, second by Margaret.

Respectfully submitted:

Mary Jo Tomaselli

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