



# EPFM Board of Directors (BoD) Meeting Minutes - 1/25/2022

## Welcome / Attendance

- Joyce B., Liz C., Suzy M., Steve N., Christina Z., Ian R., Lance S.
- Lance recommended starting the meeting at 6:42 pm PST. Meeting was officially called to order by Christina at 6:50 pm PST
- 11/22/21 BoD Minutes motioned to approve by Liz C and seconded by Lance S. Passes unanimously.

## Treasurer Report (Joyce B.)

- ★ Financial Activity Report for 2021 is posted to the EPFM website under the *Welcome* tab. Ending balance was \$38,595.24
- ★ Total spending for 2021 was \$7560.46 including Harvest Market.

## President Report (Christina Z.)

- Nothing officially was listed on the agenda. Christina will coordinate offline with other board members regarding specific topics.

## Market Manager (Liz C.)

- 2022 funds from Enumclaw have not been paid. Liz suggested invoicing the city by June 1st. \$15,000 has been approved, decision on installments TBD.
- Recommendation that Harvest Market 2022 format be different with 3 total dates.
- Requesting Board input on a draft (01/26/22) vendor application beginning with the goal of the application being ready for vendors beginning of February 2022.
- Saint Patrick's Day Dash sponsorship - board has voted to participate, waiting to hear back from Kerry S.
- Farmers Market Conference - Liz will submit sign ups for Board Members that intend to participate. Anticipating Christina, Ian, Liz.

## Report of Committees

- ★ Finance Committee (Joyce, Suzy, Liz)
  - Budget was discussed and 2022 income and expenses were projected.
  - Budget proposed approval - Lance (seconded Steve)
- ★ Vendor Guidelines
  - Guidelines document was discussed, final edits need to be completed and document finalized and adopted by January 28th, 2022. Board approved the removal of the entire section regarding Visiting Vendors.

- ★ 2022 By-Laws
  - By-Laws document was discussed, final edits need to be completed and document finalized and adopted by January 28th, 2022.
- ★ ALL BoD members should be keeping track of calendar requirements. Suggested that it become a standing agenda item for the Board to review the calendar at each meeting.

## Action Items

- ★ More info on PeachJar costs needed.
- ★ SNAP matching funds need further investigation
- ★ Will add mileage log to volunteer forms
- ★ Liz will group register WSFMA conference for attendees
- ★ COVID test kits - Lance will pursue

## Open Discussion

- Vendors - fees shall remain the same with a goal to have 20 vendors in 2022. Membership fee income target of \$600.00
- Sponsorships - select targeted efforts to recruit particular sponsors.
- Annual membership dues for Board Members, vendors, and the general public are due on April 1st, 2022. Board Member dues are required to be paid for members to be able to vote. Treasurer will send payment request links.
- Christina has been given access to BECU bank account
- Conex storage container - Liz recommended a board member take over the responsibility of pursuing this task: Northwest Safe & Planning Commission (Chris Pasinetti)
- Goal of at least one board member attending 2022 monthly Chamber of Commerce meetings. Board members will notify the rest of the Board if they intend to attend a meeting.

## Adjourn

- The next board meeting of EPFM will be held on Apr. 22, 2022 at 6:30pm via Zoom Conference
- Motioned by Christina to adjourn; seconded by Lance. Adjourned @ 8:41 pm.

Approved Date: 2/22/2022 \_\_\_\_\_ EPFM Secretary: \_\_\_\_\_  
Lance Smith / Ian RockMoore