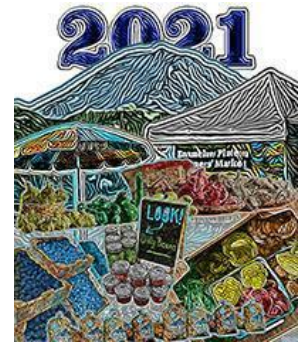


## EPFM Board of Directors (BoD)

### Meeting Minutes - 11/22/2021



#### Welcome / Attendance

- Joyce Behrendt, Liz Clark, Suzy Moen, Steve Neason, Christina Zolko, Ian R. (Lance S. Excused)
- Meeting was called to order at 6:23 pm PST
- 10/15/21 BoD Minutes motioned to approve by Steve N and seconded by Joyce B. Passes unanimously.
- Is Ian R. an official board member? Pending approval at winter/spring annual member meeting.

#### Treasurer Report (Joyce B.)

- ★ Financial Activity Report for Oct 2021 is posted to the EPFM website under the *Welcome* tab. Ending balance was \$33,447.40
- ★ There are some missing vendor fees. Joyce to follow up with Gramma Berta for technical difficulties, Liz to follow up with others.
- ★ Budget for 2022.
  - Board can submit proposals in Dec. Liz suggested paying for market management software for next year. Also the Peachtree advertising in schools. Joyce mentioned PoP Club for kids activities. Steve brought up that we have plenty of cash on hand – do we still need more sponsorships for 2022?
  - Will discuss budget at January 2022 Board meeting

#### President Report (Christina Z.)

- Sponsorships: Liz will start the sponsorship spreadsheet for 2022.
- Announcement at Chamber Meeting Ian R. He introduced himself and mentioned sponsorships but did not get any response.
- USDA Pandemic Response and Safety Grant (\$1.5 – 20k) due Nov 22 (submitted)
- Working on understanding SNAP and Matching funds. May do a job shadow at another market.
- Christina asked the board how we wanted the market to look for next year? Things to think about. Hopefully, Covid is less of an issue.

#### Market Manager (Liz C.)

- Liz will order tents to be paid for by 2021 budgeted amount.
- ★ Harvest Market Update; conclusion
  - We reviewed the sales and customer attendance for Oct-Nov. The numbers were low.
  - After discussing with vendors, it may be better next year to try two Saturdays; once in October before Halloween and in Nov before Thanksgiving.
  - Discussed getting a chef or food trucks to make a more festive atmosphere.
  - KC Health Dept representative said we could get a temporary event permit for the two days (less expensive than the farmer's market permit).

- ★ City sent an Outside Business application for 2022. Liz will complete and send back.

### Report of Committees

- ★ Hometown Holiday Display Expo Center Dec 10-11
  - Liz will submit application.
  - Help with setting it up the display would be nice.
  - Suzy mentioned that the event was very well attended last year.
- ★ Finance Committee (Joyce, Suzy, Liz)
  - Reimbursement/Mileage Request form - Liz will draft form. Next year, when these are submitted to treasurer, a check will be written to the person requesting it.

### Action Items

- ★ Liz, Joyce and Christina need to go to BECU to get Christina added to bank account and get debit card.

### Open Discussion

- Joyce suggested minor additions to vendor request forms such as a description of farming practice or how the processed food is made. Liz said there may be a centralized vendor application (has been in progress for three years?)
- Swag for next year (hoodies, T-shirts, shopping bags) (Liz and Christina)
  - Reed brought samples and submitted quote for sweatshirts and tote bags.
  - These can be sold at the information booth next year.

### Adjourn

- ❑ The next board meeting of EPFM will be held *At Lance's house* on Dec 8th at 5:30. This will be a fun potluck with White Elephant gifts - repurposed is fine or new, not to exceed \$15.
- ❑ Motioned by Steve N. to adjourn; seconded by Joyce B. Adjourned 7:43 pm.

Approved Date:\_\_\_\_\_ EPFM Secretary: \_\_\_\_\_

Lance Smith