



Enumclaw Plateau Farmers' Market

Board of Directors (BoD) Meeting Minutes - 04/22/2020

Welcome

- Attendance: Lisa Smith, Lance Smith, Kamielle Shaffer, Tamie Waugh, Joyce Behrendt, Liz Clark, Haylee Mensonides, Wendy Burdette, and Kimmi Devaney
- ***Zoom Conference Call in lieu of Covid-19 social distancing restrictions***
- Meeting was called to order at 4:20pm. Postponed start for President Lisa S.
- 03/25/20 BoD Minutes approved. Motioned by Haylee M., seconded by Lance S.
- 04/22/20 BoD Agenda approved with the following corrections:
 - No acronyms for Market Manager, ie: V/M Gs
 - Remove Kimmi D. and replace Kamielle S. for Fundraising CommitteeMotioned by Kamielle S., seconded by Lance S.

Officers' Reports

Treasurer

- 2020 Budget Report for 03/01/20 → 03/31/20 was presented. Please see our website, under Welcome! tab. Account balance as of 03/31/20 is \$13,105.90
- Vendor approved list to be sent to Treasurer 4/22/20 for invoicing membership\vendor.
- BoD member annual fee due to be invoiced week of 4/27/20. Link to payment.

President

- Covid-19 Restrictions \ Contingency plan
 - WA Dept. of Health & other officials will be posting guidelines on 4/28/20.
 - EPFM will form a Covid19 response committee. Lisa S. (chair) with Kamielle S., Kimmi D., and Haylee M. residing. This committee will handle media postings.
 - Lisa S. spoke with Chance L. on the Enumclaw City Council
 - 2020 money amounts granted (\$15,000) to EPFM will not roll over.
 - \$10,000 for City of Enumclaw SNAP\WIC use won't be billed. It is unknown how or when Federal Food Access programs will be sanctioned. EPFM is approved for WIC, but guidelines are pending.
 - \$5,000 for marketing will be utilized.
 - Conex Container (storage unit) will be looked into by Chance L. to see if the city has surplus.
 - Vendor Insurance has been decided as a requirement starting this 2020 season. Since EPFM is insured with Campbell Risk Mngt, we are required to have all vendors carry insurance. This will be announced and reflected in the Guidelines.
 - Annual Membership Meeting will be virtual through Zoom Meetings.

- Selecting a date, getting the word out, and establishing Google Form to record voting will go to Covid19 Committee. Expecting 20-80 members. An upgrade of Zoom will be required (See Open Discussion below).

Market Manager

- Vendor Applications: No new vendors applied in April. Liz C. presented a spreadsheet of the current vendors.
- Hand washing stations must be available for all vendors, as well as for customers & volunteers as required by WA state guidelines. Perhaps the city will assist.
- Liz C. & Lisa S. have been attending WSFMA webinars to keep abreast on the latest.
- Vendor/Member Guidelines have not been posted. Liz C. will now include vendor insurance requirements and post to the website as of 4/23/20.
- Guidance & signage from WAFMA, PHSKC, WADoH coming Monday 4/27/20.

Committee Reports

- ❖ Food Access: SNAP/EBT/ (Liz C.) See report under President (above).
- Fundraising (Lisa S.) No report.
- Volunteer (Joyce B.) Notices placed on Facebook, but no replies. No applications off the webpage. The Enumclaw Senior Center is closed due to the pandemic.
- Marketing (Kimmi D.)
 - Signage: Fast Signs in Auburn to simplify banner for Cole St. (TBD). Posting banners at Triangle Park, HWY 164 (DeVaney) and HWY 169 @ 416th (TBD). Kimmi recommends signage looks different so public knows there are changes.
 - Social Media: Lisa S. insists all postings go through committee for review; remaining **non-alarmist or tone deaf.** Kimmi will construct the reporting of our contingency plan (TBD). Liz C. recommends following the WSFMA website. Haylee M. will monitor postings and send drafts to BoD prior.
 - ◆ Suggestion of promoting market shopping for home cooking.
- Vendor (Tamie W.) Food trucks are not allowed to vend at farmer markets, currently.
- Marketing Events (Haylee M.) EPFM is now a member of Farmers Market Coalition.
 - Pop Club for kids to add community involvement.
 - ◆ Color contest to start mid-May.
- Strategic Planning (Lance S.) No report.
- Governing Documents (Exec. Members) Lisa, Lance, & Kamielle will Zoom meet for Conflict of Interest Policy and Conduct Policy Manual (TBD).

Unfinished Business → Pull carts (No report)

New Business → (No report)

Open Discussion

- ❑ Motion was made by Lance S. to purchase Pro Zoom Meeting for \$149.90/yr.
 - ❑ Discussion by Liz C. stated it has 24 hr meeting length for 100 participants. Seconded by Wendy B. Motion passed unanimously.
- ❑ Joyce B. suggested phone orders by vendors for curbside pick up. (No discussion)

Adjourn

- Motioned by Liz C. to adjourn (session ending); seconded by Lisa S. Adjourned at 5:20p.
- Next BoD Meeting will convene May 27, 2020. Zoom meeting time TBD.

Approved Date:_____EPFM Secretary: _____

Lance Smith