

## Spencer Creek Community Grower's Market

Board Meeting March 12, 2022 at Sam's House (85129 Florence Rd, Eugene, OR)

Notes taken by Andrea Turner, Secretary

Present: Rachel, Glenn, Chris, Kelly, Gordon, Sam, Nathan, KayLee, Andrea

Rachel's Report:

\$1,533.65 is the check book balance.

Rachel needs to write a check to Glenn. Glenn needs to look up amount owed him for domain registration renewal and the OFMA renewal. Rachel said Hummingbird wholesale activity and insurance activity have been the most active things going on during the winter.

Gordon asked about Hummingbird Wholesale and what it is. We explained it to him.

Andrea's Report:

The Oregon Secretary of State sent the business renewal for the Market and Andrea got the check from Rachel for \$50 and sent out the renewal and the market is renewed.

Sam's Report:

At the booth we will have coffee. She is looking to upgrade the system. She is looking to get Square for the market to have so that can be available for all. We will have SNAP. The token inventory is good and Glenn said we just had some tokens made.

Glenn was talking about a suggestion: We could have SNAP tokens turned into the Market Manager and then instead of getting cash back the token count could be put on a ledger and then the money transferred by direct deposit to individual vendor's accounts. This could also be done with Square charges. This would make for a lot of work. Someone would have to spend a lot of time each week doing this.

Sam is talking about how they (Sam and Nathan) will be serving coffee and her property-mate wants to cook food.

They will be paying the \$25 fee to use the Grange kitchen. She proposed that we could use the indoor space upstairs as well. Discussion ensued.

Glenn said the market uses the Grange for \$50 per week and another \$25 for the kitchen – these are special deals for the market. The use of the upstairs as well may cost more. Rachel pointed out that no one really goes inside the grange (no customers). The people who are inside vending feel left out.

Gordon asked about how to set up vending for the season and Sam said it was already available on-line.

Glenn:

He said Nathan has proposed moving the website onto a different platform.

Nathan said the platform is called WIX. It does all of what the current system does but in an easier format. It costs \$23/month: e-commerce, can pay yearly memberships, subscriptions, domain hosting and support. Glenn said that right now the Grange is paying for our website (since the Grange's plan comes with 5 sites). We are paying for our domain registrations (2). At the moment we are not paying hosting fees. It only costs \$10 /year to stay on the same system. Sam pointed out that it would be very difficult for someone other than Glenn to be able to access and maintain the website under the current system. The system cost could drop down to \$18/month if one signs up for 3 years.

Glenn said we are a C4 non-profit but it would be better to be a C3 as you can access more grants with that status. The Grange is a C3 and perhaps, according to Kelly, one can have a C3 serve as an umbrella organization and then the market could go ahead and get the benefits of that C3.

If we had a new website managed under WIX, then individuals could log in and update the website without having to go through Glenn.

Sam:

Vendor pages. It would be cool if each vendor could have a page about them and there could be links to the vendor's website and social media.

Nathan said he could get the proof-of-concept up and running for the website to demonstrate that it could work. Glenn said that we could decide on this more at the next meeting.

Nathan asked if the website needs to be up and running before the first market. Glenn said, it doesn't have to be.

The question came up about how often to have board meetings. It was suggested that we have it monthly, quarterly or as needed. We could also vote on issues by email.

May 28<sup>th</sup> will be our first market of the season.

Glenn:

Statutory Officers – Glenn still feels he is the acting president. Andrea is OK remaining as secretary. Rachel is OK staying as treasurer, so long as we don't have TSIS work anymore. We have broken away from TSIS for good.

Glenn mentioned that Kelly had said that maybe Gordon would be interested in helping with music. Gordon said he was interested. Gordon asked about electrified equipment. Rachel responded that we have had plenty of electrified bands they just need to keep it down. Gordon said he would like to upgrade the equipment. Gordon said he is willing to volunteer his equipment to get higher fidelity. Kelly said it would be nice to have more channels to have on board to get better sound.

Kelly said he is willing to book the music. He is not up for signing up to set up the music at every market. He would like to have some free time to himself. Gordon said he would be willing to do the setup. Gordon said he thinks that a different PA system would be good.

Glenn:

Mentioned to Sam that he hates to give her more hats but he said that she has taken great photos, et. so he asked if she would she like to wear the publicity and photography hats.

Sam would like to give vendors a Google form for them to fill out and then she can post a vendor of the week item on-line for social media. We could spread this form to the public. Put them on Instagram, Facebook and Nextdoor. Maybe a vendor wants to do a paid advertisement. A woofer established a Spencer Creek Community Grower's Market account on Nextdoor but we have no login information. Sam will look into getting this account under control.

Glenn said we had 200 past members and he is a third of the way through to getting the proper expiry date on their accounts. He wants to send out an email to all members so they can check out their previous accounts and see if they are up-to-date and pay/renew it, etc. Glenn was thinking about having a quarterly newsletter go out. At least one in the spring. Sam said it is a great way to get a community collaboration. Members of the community can contribute to it as well. Glenn mentioned that we have a variety of interest groups you can see when you logon.

Kids' activities: Kay Lee said that she could be able to participate 2 weekends during the season. She works with kids so she has a lot of stuff in the trunk of her car for kids.

Glenn:

Market of Choice will not donate to us this year. We want to migrate from a C4 to a C3 and it will cost \$650-ish dollars to do this. We don't have enough money to do this. Last year we got most of our money from vendors. Last year we had a \$3000 grant from Market of Choice. They were willing to donate to us (even without the write-off).

Chris made a motion to have a committee to look into the C3 transition. Andrea seconded the motion. Glenn asked for all who are in favor. All said 'yay'.

Rachel made a motion : for the following positions

Market Manager/Publicity & Photography/Membership Coordinator – Sam (3 positions)

Kids Activity Coordinator/Publicity & Photography: KayLee Sullivan

Music Coordinators: Gordon and Kelly

Webmaster: Glenn and Nathan

And Chris seconded this motion. Glenn asked if there is any more discussion. Glenn asked for all of those in favor. All said 'yay'. No one said 'nay.' The motion to have all those people holding those positions was passed.

Glenn on the BUDGET:

1. We are already renewed for OFMA. Great organization.
2. The locally grown guide – we haven't renewed this yet and because it is late in the season, Glenn suggests we let it go for this year. – this got removed (-\$225)
3. OR SOS we've paid the fee.
4. Liberty Mutual comes out automatically
5. Grange rent – we will pay \$50/month
6. Site manager stipend – we pay \$30/market and monthly by check, we keep it so low since \$600/year triggers all sorts of other forms, fee reqs, etc. With the grant for DUF, \$1000 will be given to the one who administers this (separate from the manager stipend). We will bump the market manager up to \$600. (+\$30)
7. Social media boosts: \$100
8. Shade sails – OK from the Grange to install them for the season so long as we pay for the installation. Creative awnings is local. Wayfair- Glenn got a quote from them. Installation may be more. Let's bump this to \$300. (+40)
9. Funding of the POP program tokens: \$300 should cover. (see below -\$150)
10. POP booth supplies: \$100 for supplies (see below -\$50)
11. Point of sales hardware: \$200, for both chip reader and tablet (+100)
12. Vendor recon forms printing: \$100
13. Miscellaneous: \$100
14. New item – WEBSITE: +\$280

We had a discussion about the fees for the 'credit card-to-token fees'. The Market absorbs this. We will continue to do this for now.

Proposed Income:

\$2000 for stall fees

\$1000 for renewals

(about line item #9) Sam proposed that we drop the POP token funding to \$150.

(about line item #10) Sam proposed to drop the POP supplies to \$50

Sam made sure we add - New line item #14, \$280 to be for the website maintenance/hosting/etc.

Rachel added up the numbers for the Budget: \$3470.

We have a projected budget shortfall of \$470.

Gordon first motion on budget and Andrea seconded it. All in favor. The budget was approved.