

## Spencer Creek Community Grower's Market Board Meeting

June 4, 2023 at Andrea's house, 29141 Gimpl Hill Rd, Eugene, OR 97402

Notes taken by Andrea Turner, Secretary

Present: Rachel, Glenn, Sam, Nathan, Kelly, Maddie, Miranda, Chris, Andrea

Rachel:

Checking account balance is \$9610.59.

There is a \$40 check to be put in there. \$2000 is from Willamette Farm & Food Coalition.

Sam:

Ava has been doing well. Sam is getting less involved. There was a customer incident. There was a woman who was upset that there was not a lot of produce there this past market. She said she would not come back to the market. Miranda motioned to put into the rules and regulations that no one under the age of 18 is to be left unsupervised by an adult responsible for them. Nathan seconded the motion. All approved. This was motivated by the fact that there was a strange and aggressive man walking around with a \$100 bill and being aggressive.

Sam has put together a sign up list for an adult board member to be 'backing up' Ava when she is working.

Nathan helps quite a bit with infrastructure set up on the morning. Ava can take most of this on and Glenn has been around a lot in the mornings so anyone who is able to could possibly set up. This relates to set up and take down as well. The sign up is on-line. Nathan and Sam will be present for the market on the 17<sup>th</sup> of June but not much after that.

Andrea will be gone the 5 and 12th of August. Rachel will be gone the 10<sup>th</sup> and 17<sup>th</sup> of June. Glenn will be gone the 5<sup>th</sup> and 12<sup>th</sup> of August. Maddie will not be there July 8<sup>th</sup> and 15<sup>th</sup>. Kelly plans to be there until the end of August. Miranda will be around but doesn't have any specific days when she cannot be around.

Sam has not trained Ava on the document entry systems she uses outside of market time. Sam is waiting until after school is done to get Ava up to date on this work. Rachel may volunteer to help with the data entry work. Miranda may as well. It may be a conflict of interest for the Treasurer to also handle the market money data entry. There is a 'go-home' bin and Sam takes it home to complete the data entry after the market is over. This bin contains over \$1000 worth of tokens, etc. This may not be something that we should hand over to Ava at this point in time. We will plan to get Ava a \$600 stipend. We can take this stipend from the DUFB grant. The market manager stipend in the past has traditionally been from the general fund of the market. \$1000 of the WFFC grant is for the DUFB coupon reimbursement and \$1000 is for the grant manager.

So far Rachel has deposited a \$700 Growth Grant from the Farmer's Market Fund (for anything DUFB-related) and \$8000 from Upper Willamette Soil and Conservation District. Glenn put a spreadsheet together for the breakdown of spending of this grant.

Sam is going to put together for the next meeting her proposal for how to allocate the stipend for grant management.

Opening the Grange: Glenn can do that every weekend except August 5<sup>th</sup> and 12<sup>th</sup>. Rachel is willing to do it on those days. She will open it at 8:30.

Nathan put up the signs that say 'slow for market' one at the end of the overflow parking area and the other is across from Maureen's driveway, in front of the mailboxes. We discussed a different location, perhaps by Rachel's but it is complicated as there is not a big shoulder. It would be better on the side across the road from Rachel's but that is a little bit tricky as well.

We will reimburse Glenn for the purchase of two canopies: one that Randy will use and one that Diane will use (10x10 blue canopies). These canopies will be Market property. There are two half-functional canopies – the red one that used to be the market manager canopy and one is a blue one. We will label them as Market property and available for use. Maddie said that the commercial grade one they have is from Walmart and it was \$175.

Membership – a couple of people signed up just as members.

POP update – Ariel is not here at the meeting. Sam will read it. We had 33 kids visit already this year. Ariel and Kaylee are going to upgrade the pop booth setup – new double-height tables from Lowe's, new chairs.

Music:

Kelly has almost all the days filled in. 42 slots or so. Gordon's booth right next door is working out well for everyone.

Maddie about Publicity:

Glenn said that KOCF is airing the market audio advertisement now. This is the Oregon Country Fair radio station at 92.7 .

Are we in the Eugene Weekly? Not right now, they have something called the calendar on-line. We think we should be in the printed version. Glenn will look into it. An add in the Eugene Weekly is expensive. We still have \$1250 in the budget we can use for publicity expenses. We can start boosting posts with social media.

Miranda said that with KWAX the rate is \$17 for daytime, \$10 for evening, non-profit is \$44/week and \$176/month.

The Sundance board could be a place to post a flyer. The Locally Grown ad is also a nice flyer. Kelly would like another flyer so that we can advertise the next 3 upcoming musicians – he asked Rachel if she could help with it.

Sam would like to gather all the flyers together as they are in a Google drive and send that around by email.

Rachel is volunteering to color it in.

Maddie asked about what to say with respect to DUFBA advertising and Sam will send the publicity information to her.

Chris:

Update about new farmers. He spoke with Chad and Sabrina (possible vendors). Christina (Oak Song Farm) will be coming back. Miranda sent along a few names of possible farmers. Sam mentioned that Chris talked about a possible survey to send on to farmers. There are a lot of questions under the vendor sign up. Sam and Miranda will work on a beginning survey question.

Andrea:

Update about the chef committee

Sam proposed that perhaps Rachel should be a Grange member and the market should pay for it so that it is not awkward for Rachel to be opening up the Grange. New keys are being made and matched with the members so that they can keep track of it. Chris makes a motion that we pay for Rachel to be a member of the Grange. Kelly seconded the motion and all approved.

Sam asked about the menus.

Andrea will get the menu to Maddie a week before the market so she can advertise.

Andrea asked about the liability insurance and Glenn said we are covered as the Market is the holder.

Glenn will enter the on-line information for the liability insurance.

Total costs:

\$210 for 90-day

Rent will be \$60 + \$25 /week for Grange rental.

We will pay the musicians with coupons for the lunch.

Ava cannot stay past 3 PM. Rachel and Glenn will draw straws on closing up the grange

On the 17<sup>th</sup>, Andrea, Nathan and Glenn will arrive early to help set up the food booth.

We need infrastructure set up for trash/waste, food scraps. Glenn used to take the trash from the Grange after market day. Rachel proposed that the chef be responsible for taking away their trash.

Rachel:

Shall we allow for service vendors?

We've had requests and we haven't really vetted them. Should we have services: for example the following - massage, shamanic readings, tech/web design, henna tattooing, face painting. Non-profits are not included in this. Maddie proposed the service should be something that should be done there at the market. We all seemed to think that makes sense versus being an advertising booth. There needs to be a materials approval. Have appropriate licensing for the service.

We discussed services and feel that they will be the lowest priority for getting a booth. One week before the market, if there is room at the market and a stall space available we can then offer a space to them (so long as they are approved/vetted). We would not allow for advertising and we have committee discretion to decide that a service can be denied or not. We can have a detailed list on the google form for service providers. Sam asked Glenn if we can make it so that new members can be kept from signing up for a booth.

Rachel asked about a person who has inquired with her about doing chair massage. We need for her to provide a list of materials used during the service and get approved first. Her name is Leeda (Lida, Leada?)

Glenn proposed that there should be a link at the top of the registration process that says that if they are interested in providing a 'service' you should reach out to appropriate person on the contact list before registering and becoming a member.

Waterbury Farms – they can sell popcorn as of the 17<sup>th</sup> of June, we need to provide 25% local popcorn from somewhere.

Rules and regulations are already existing -

Nursery Rules and Regulations: ODA licensing rules for nurseries. The nurseries must check off the box and need to make sure we have the proper wording in our rules and regs.

Consignment – rules and regulations – we have it that the other person needs to be a market member but it only refers to veggies, fruits, nuts and eggs (if the person has an egg-handler's license). Now we need to talk about it with crafts, nursery stock and livestock. Rachel makes a motion that we add to the consignment categories: crafts and nursery stock. The person selling must have the appropriate handling licenses.