

Clatskanie Farmers Market - Board of Directors Meeting Agenda

Mission: The Clatskanie Farmers Market (CFM) will serve as a community venue for farmers and artisans, in order to encourage the creation and growth of local, sustainable businesses. The CFM will promote local food literacy by offering a variety of fresh food products and nutrition education. In this way, the market can mutually benefit both local producers and consumers.

This Board Values: Open and honest communication, creativity, the acknowledgement and validation of unique perspectives, all different skills and talents and forces and seeing how those come together to bring something we can't offer by ourselves alone, like-minded collaboration, listening skills (hard listening!), building community with like-minded people.

Date/time: January 23rd, 2024 10am Clatskanie Food Hub, 80 NE Art St. Steele Clatskanie

Attendees:

Board members:

- Brandon Schilling, president
- Tracy Prescott-MacGregor, secretary
- Kris Lillich, treasurer
- Sara Wells, vice president
- Wendy Schmidt
- Nancy Cary
- Terri Emrich
- Bekah Logan
- Sonja ten Hoorn

Executive Director: Jasmine Lillich; Program Manager: Kelsey Engstrom; Education Director and Hub Operations: Candy Uskoski

Agenda Item	Key Points Discussed and/or Decisions Reached	Next Steps (who will do what by when)
Welcome!	We value your open & honest discussion!	
Public Comment		
Secretary report	<ol style="list-style-type: none"> 1. Approval of December minutes 	<p>Approve December minutes-Kris moves Wendy seconds all approve.</p>
Treasurer’s report	<ol style="list-style-type: none"> 1. Approval of Treasurer's report from December and final 2023 financials 2. Approval of 2024 budget 3. Approve pay increase for Programs Manager 4. Approve reimbursements 	<p>Transaction report Balance \$65,688.58 Beginning \$62,291.25 End.</p> <p>Expenses were John’s window repair and Low Tide Farms.</p> <p>Kris went through reimbursements. SNAP was off because some people aren’t cashing mini checks.</p> <p>Nancy still needs to get teen Ambassador reimbursement from Food Hub drawer.</p> <p>Wendy Moves to approve CFM 2023 Financial statements. Tracy seconds. All approve.</p> <p>Jasmine will post amended budget reflecting higher DFM numbers online and we’ll vote there.</p> <p>Wendy motioned Nancy scoonds all approve motion to raise Kelsey’s hourly wage to \$20 Hour.</p>

Tech/communications	<ol style="list-style-type: none">1. Any problems need addressing?2. Review google drive	Brandon needs to be reimbursed \$1,064.63 for generator. Terri motions Kris seconds all approve.
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<p>Admin updates</p>	<ol style="list-style-type: none"> 1. Handbook changes 2. CFM application simplification 3. Vote on new Mission Statement 4. Strategic Plan Review 5. Annual Report 6. 2024 Calendar of Events 	<p>1. Kelsey needs a week in advance for drop out before festivals.</p> <p>Non-Profits pay \$20 application fees. limited to 4 non-profits per regular market and 6 per Festival market.</p> <p>Should and how can CFM rep reserves right to dictate Fair pricing?</p> <p>No sharing booths.</p> <p>Incubator booth? Kelsey and Jasmine will draft a proposal for February meeting.</p> <p>2. CFM Application looks good.</p> <p>3. Mission statement changes Kris moves to change CFC mission statement to “Clatskanie farmer Collective cultivates a resilient local agricultural system by increasing market opportunities , community engagement, and producer support.” Tracy seconds-all approve.</p> <p>4. We’ll wait to approve strategic plan in February for publication in March.</p>
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		<p>5. Annual report contact except for photos of teen ambassadors. Nancy will check in with those students to see if she can get their permissions to publish it.</p> <p>6. Jasmine and Brandon will be on Honeymoon in Novemeber.</p> <p>We will be posting the schedule.</p>
Special Events	<ol style="list-style-type: none"> 1. Simon & Wes Concert 2. Producer Social February 2nd 	21 producers signed up so far for producer social.
2024 Class Series Update	<ol style="list-style-type: none"> 1. Seed to Supper 2. Dr. Pauls class 	
Grant update (Bekah)	<ol style="list-style-type: none"> 1. CCCC 2. Kitchen Grants 3. Marketing grants 	<ol style="list-style-type: none"> 1. We got CCC grant for projector. 2. Bekah is working on 3 other grants for equipment. Kitchen plumbing has started. 3. Kelsey applied for United Way Grant for Food assistance to get the word out about our Food assistance programs.

Teen Ambassador report (Nancy)		Nancy and Candy will go over Teen Ambassador application and shifts for TA o help set up and take down. nancy will deliver the new TA application draft to Jasmine and she will integrate it into the website. Nancy suggests a flier for vendors of what tasks the teens offer.
Marketing (Kelsey & Jasmine)		We're ordering 3 banners. A market list for Kelsey.
Community Garden update (Brandon)	1. Sign & fence	
Community updates (Jasmine)	1. Chamber, AIC, Park & Rec, library * conferences	
Music update (Brandon)	1. Out of pocket this year, start booking!	out of pocket this year.
Food Hub Operations Report		
Program Manager Report		Kelseys working on handbook.
Executive Director Report		
Executive Session if needed		
Board member updates		Nancy-none Brandon-none Wendy -what are the thoughts on photos for the market. Kelsey- Candy- Kris-none Terri-Working on Value added piece will propose dates. Tracy-none Bekah- Sara-Cap for pop-up fees at HUB.

		<p>Jasmine's propose solution if you commit to a month you get a day free. Revisit and discuss once a week pop-ups.</p>
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Up next:

- Fundraising 2024
- Murdock grant/ Americorp / IDA
- Farm/food forest projects
- Stagger board member terms
- Internships

Next meeting scheduled for: February 21st, 2024 (third Wednesday of each month)