**Farmer’s & Crafts Market Board Meeting May 16, 2023**

**Board Members Present**: Lan Stong—Vice Chair, James Brookover—Treasurer, Kelly Sontheimer—Treasurer, Anthony Thomas, Trilby Higby (via Zoom).

**Staff Present**: Karin Bradshaw—Market Manager, Amando Buono—Office Manager **Vendors Present**: Debbie Bond, Wilma Durio, Sylvia Hendrikson.

**Visitors Present**: No visitors present.

**Stong**: Called to order the Farmers & Crafts Market Board meeting at 6:07 pm. **Stong**: Read conflict of interest inquiry and privilege of the floor.

**Stong**: No conflict reported.

**Stong**: Reminded the Board members that this meeting is being recorded electronically. **Stong**: Called for a motion to approve the agenda.

**Brookover**: Made a motion to approve the agenda.

**Thomas:** Seconded the motion to amend and approve agenda.

**Stong**: All approve. Aye. Motion passes

**Stong**: Called for a motion to approve the Board meeting minutes of 4/11/2023. **Higby:** Made a motion to approve the minutes of 3/22/2023 meeting.

**Brookover**: Seconded the motion to approve the minutes.

**Stong**: All approve. Aye. Motion passes.

**Stong**: Called for Committee reports. Finance committee.

**Brookover**: We’ve got a number of items here. Most of you got a Proft & Loss Statement. Our net income is $7,015.24. If you look at the balance sheet, our total liabilities & equity is $201,402.38. If you look at it, it says the Money Market account it says we have $92,000 at the end of April and pour checking account was about $46,000 just to give you a rough idea. Since then, we as a board met and we approved to take (we have 1 $10,000 CD) with Edward R. Jones. We approved to go ahead and take another $30,000 and put in CDs. I have them right here in front of me. We found out by going through Edward Jones it was best if we did them for 1 year. We’ve got 2 at 5.1% and 1 at 5%. So if you think $10,000 you’re talking about $500 or $510 and they’re guaranteed by FDIC so we can’t lose our money. Setting in that Money Market account they’re making like .8%. They’re not making anything. So I guess you might say on $30,000, actually on $40,000 we’re making like $2,000 off the interest. We had the money in the bank and this would leave us approximately $62,000 in the Money Market account. Now

it’s been mentioned maybe possibly taking a little bit more, but right now that’s what we’ve done.

**Stong**: Called for Operations report.

**Bradshaw**: We’ve talked with the city and they’ve booked April 27, 2024 for another Mira Las Cruces event so we’ve already reserved Sunday, April 28th for us. And, of course, the other 2 Sunday markets we will be having which are already on the schedule will be November 12, 2023 and November 10, 2024 due to the Veteran’s parade.

We have a special events committee meeting tomorrow at 10:00. I have a product integrity committee meeting on May 27th after market (2:30). I am working on getting the newsletters on the website.

I’ve been working on getting our insurance updated. As I’ve stated previously, our insurance company still had the old address. The request was put in to have everything updated. I did provide them today with information regarding this location that they requested. Also, requested to increase personal business property limit that previously had been $11,500 to $50,000. We have 3 computer systems, printers, radios…). They said changes will cost an additional $28.00/yearly.

We have a radio remote scheduled for May 27. If anybody has any ideas for talking points for the radio remote, please let her know. Magic 104 will be here. Actually we have 2 remotes that day. Magic 104 and the Spanish channel or the Deming country channel. Not sure which one.

We’ll also have the model car club here May 27.

**Stong:** No old business.

**Stong**: New Business.

Called for a motion to discuss the Summer Event idea.

**Brookover**: Made a motion to discuss the Summer Event idea.

**Thomas**: Seconded the motion.

**Buono:** Ideas of things we can do weekly to bring people in—1 week out of the month we focus on a “kids” day. This is something we can put into our regular broadcasting that there’s a calendar online for people to check out. For “kids” day we have several vendors that are kid related. We have the vendor that does the cups & snow globes & let’s the sun dry them. We have another vendor that does little eggshell gardens for the kids. Perhaps they could plant stuff. We have the library—they’re really wanting to get out here. They can give out activities for kids & information. We could use these to boost up our “kids” day.

Then we could have a “hat” day 1 day of the month. Anyone caught wearing a cool hat could be given a gift certificate. It would be put out there that we would be giving out prizes.

Everyone will be wearing a hat during summer. I’m just trying to play off of the little things that are already going on.

**Stong:** When we were talking about kids you talked about a scavenger hunt.

**Buono**: I keep little scavenger hunts at my table like “go talk to a farmer” or “did you find something red?”

I have little signs posted all throughout my table that have information taken from NMFMA with fruits, vegetables, little fun things. If the kids come through and they talked to a farmer or tell me something new they learned today, I’ll give them prizes. It could be little things like a tube of bubbles or a 4-pack of chalk or pack of seeds. Something to get them involved in moving around & doing stuff. I would incorporate this on the “kid’s day”.

If the board could pitch in on some of those little prizes. Go to the Dollar Tree & get the bubbles or whatever.

**Brookover**: The board can definitely put money towards this.

**Stong**: I think this is a good idea to teach kids.

**Brookover**: I like the idea.

When we had all the medical people a couple weeks ago, that looked like it went over really well.

**Bradshaw**: They do that in the Spring & Fall. It’s a health fair by Burrell College with their students.

**Brookover**: I was wondering if you’re going to have a “kid’s day”, possibly have a pediatric bunch.

**Bradhsaw:** We’ve tried to get them out here.

**Buono:** We tried in a different fashion.

**Bradhsaw:** Burrell doesn’t do pediatrics.

**Buono**: We could reach out to other groups.

**Bradhsaw:** We’ll have to check our non-profits.

**Brookover:** I like the idea of the library doing something.

**Buono**: They have actually approached me about doing something.

We’ve given them a spot as a non-profit. They want to do more and are ready to go. They have games, activities and could bring down books from the library.

**Brookover:** When would you plan on this? July?

**Buono**: As soon as possible. We can put it on the radio & put out that we’re going to have summer events and put out the dates.

**Stong:** Maybe with the grants we’re working on we could use next year.

**Thomas:** Reaching out to The Boys & Girls Club and the organization I’m a part of, we have a White Trails Club (which we partner with the BLM). We do a summer camp & we incorporate NMSU and work with the professors. I’d like to integrate them with the Farmer’s Market. agricultural specialists.

**Stong**: Called for a motion to vote for the Summer Event.

**Durio**: I just have a comment. We could do an “Appreciation Day”

**Buono**: I have extra days to fill on Saturdays so let’s make one an “Appreciation Day”. **Bradshaw**: We have had the police department, fire department and border patrol. **Brookover:** You could reach out to AMR.

**Stong**: Called for a motion to approve the Summer Event.

**Brookover**: Made a motion to approve the Summer Event.

**Thomas**: Seconded the motion.

**Stong**: All approve. Aye. Motion passes.

**Stong**: Called for a motion to discuss “Stock the Bus School Supply Drive”. **Brookover**: Made the motion to discuss “Stok the Bus School Supply Drive” **Sontheimer**: Seconded the motion.

**Bradshaw**: I sent you guys the email. We will not do the $10,000 option. 2 other options are: one is a live remote and that’s $1,495. The other one (which makes more sense to me) would be the $500 investment where we would do the drop off location like we do with the pet supplies but it’s for school supplies for the upcoming school year. They would drop it off at the market on Saturdays by Amanda’s table and during the week they would drop off at the market office. We would be on the donation page on Las Cruces Today. It’s an 8-week thing and starts May 22 and runs through July 18th.

**Higby**: Can we also incorporate something for the teachers? The teachers spend money out of their pocket. Could we support our local teachers as well?

**Bradshaw:** That’s what this is all about. Dropping off school supplies helps anybody who needs it.

**Buono**: If a teacher or student needs supplies, these supplies go to them. They go wherever needed at the time.

**Brookover**: Having been a former administrator in a former school, so many teachers spend so much money because we don’t supply them with enough stuff. I’m all for whatever we can do to help.

**Stong**: Called for a motion to approve the “Stock the Bus School Supply Drive” $500 package. **Brookover**: Made the motion to approve the $500 option for “Stock the Bus Supply Drive”. **Thomas**: Seconded the motion.

**Stong**: All approve. Aye. Motion passes.

**Stong**: Opened the floor for board comments.

**Brookover**: I’d like to address #1 in the comments that came from Debbie on profit & loss on the balance sheet. Sharon is a volunteer; she is not being paid.

**Stong**: She didn’t get paid when she was on the board & she is not getting paid now. **Stong**: Addressed question from Debbie regarding how do we advertise for new vendors? We have the website. We don’t advertise. You can link to our website & click it.

**Bradhsaw**: How do we advertise to get new vendors? I’ve ha it on social media for the last 4-5 months that we were taking new vendors. I finally pulled the post down because we’re running out of room.

**Buobo**: I also put it out there. I’ve been tracking down farms to mail our post cards to. I’ve been tracking out dairies, farmers and gardeners and sending them out all over the state.

**Bond**: So Karin, you’re saying we’re full?

**Bradhsaw:** We’re not full but we’re close. I have filled the South 200 block. It was empty when we started at the beginning of the year and it’s now full.

**Bond**: We have empties in our block.

**Bradshaw**: You have 1 official empty space. That’s all. According to the attendance sheet. Well 2, one is a non-profit and one is between Ms. Lopez and Kelly.

**Bond**: Who’s in Woody’s space?

**Bradshaw**: That’s Dave & Diane.

**Stong**: Number4. I see this as Karin’s job and my duty to do those things. We have not started yet.

**Stong**: Number 5. What?

**Bond:** My intent for all these questions was to give you guys time to think and come up with your answers because John said we need to send questions in email. My computer was down so I hand delivered these to you. They will come through email as soon as my computer is up. That is something that needs to be looked up by each one of you in the by-laws along with number 6. I’m not trying to cause any grief at all, please don’t take that, but if this is the way we have to do things. Tonight is pleasant, we get to talk. We were told we couldn’t do that anymore. That’s why I did this.

**Stong**: This is really nice that we can see the questions and ideas. Thank you. I think we have to look at numbers 5 & 6 when we get the email.

**Bond**: No, number 6 is you need to look into the by-laws and read them for yourself is my intent. I keep a notebook. I think you all know I keep a notebook everywhere I go. I keep it at the market & when someone comes to me and asks a question I refer to my notebook all the time. Right here in the front I have a copy of Robert’s Rules of Order because I didn’t have one in my notebook. We just pulled it off the internet. I doubt it’s one the board is going by. It’s from San Diego State University. It’s more for students than adults I guess. I’d like to know if we are all on the same page on meetings & what version of Robert’s Rules of Order does the board go by?

**Stong:** Regarding participating is what you’re saying, right?

**Bond**: Yes. That’s maybe something you can’t answer right now. But I think you all need to..

**Stong**: I think as long as we follow the agenda and then follow the rules. I think we all can participate and do this efficiently. We have by-laws, I don’t know about Robert’s Rules of Order. I think everybody has an equal right to participate. But we have to follow the agenda. Does that answer your question?

**Bond**: Not really.

**Durio**: All boards follow Robert’s Rules of Order. There’s more than one out there. All it is, is a procedure about how you do your business at your meeting. Follow your agenda which is part of it. It has an order so it’s really good to know the basics of Robert’s Rules of Order and every board follows it. This board, not so much. If you read Robert’s Rules of Order you would have

an idea of the formality of it.

**Thomas**: So what they’re getting at is like the last board meeting some people weren’t permitted to ask questions and some were and this caused confusion. So, yes we need to understand which version of the rules so we understand what we need to follow so it’s more orderly.

**Bond:** Yes, so it’s consistent at every meeting. You can’t single people out.

**Stong**: We can talk about it and see what version we will follow. Is that ok? **Bond**: Yes. I appreciate that. I do.

**Durio**: I’d like to say thank you James for your finance report and for addressing the audit. I appreciate that very much. That’s the first real finance report we’ve had since January. And I would like to ask who are the committee members on the Special Events Committee?

**Bradshaw**: The Special Events Committee is myself, Carrie Carmona, Matt & Josie Hall & Ivan Seanz.

**Hendrikson**: I have one comment. I like the idea of you guys doing something for summer events because we used to do different events. I want you to remember that when it comes to fall and we have a few events then.

**Bradhshaw:** The committee is meeting tomorrow.

**Hendrikson**: The best one we had was for Halloween and we did a pet contest. **Bradshaw**: We’re doing it again.

**Stong:** We’ll have the next board meeting June 20, 2023 at 6:00-7:30.

**Stong**: Called for a motion to adjourn the board meeting.

**Thomas**: Seconded the motion.

Meeting adjourned at 6:46 p.m.

Minutes submitted by Kelly Sontheimer, Secretary.