**Farmer’s & Crafts Market Board Meeting February 21, 20223**

**Board Members Present**: John Guldemann-Chair, Kelly Muncrief-Treasurer, Kelly Sontheimer-Secretary, Kathy Vasile, James Brookover. Lan Stong joined meeting via Zoom at 6:10 pm.

**Staff Present**: Karin Bradshaw—Market Manager, Amando Buono—

**Vendors Present**: Debbie Bond, Wilma Durio, Wayne Steppings, Sylvia Hendrickson, Trilby Higby, Dave Black. **Visitors Present**: Peter Vasile, Sharon Carille.

**Guldemann**: Called to order the Farmers & Crafts Market Board meeting at 6:05 pm.

**Guldemann**: Read conflict of interest inquiry and privilege of the floor.

**Guldemann**: No conflict reported.

**Guldemann**: Reminded the Board members that this meeting is being recorded electronically. **Guldemann**: Called for motion for approval of the agenda.

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

**Vasile**: Seconded the motion to approve agenda.

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

**Guldemann**: Called for a motion to approve the Board meeting minutes of 1/10/2023 & 1/24/2023. **Muncrief**: Made a motion to approve the minutes of 1/10/2023 & 1/24/2023 meetings. **Brookover**: Seconded the motion to approve the minutes.

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

**Guldemann**: Called for Committee reports starting with Finance Committee.

**Muncrief**: The transition has not been made yet but did get copies of the Balance Sheet from Sharon Carrile which was shared with board members prior to meeting. At this point in the meeting, Sharon Carille not yet present. Kelly M. looked over the documents and reported they looked fine.

**Brookover**: Reported he looked over documents and did not see anything out of order. **Guldemann**: Called for Operations report.

**Bradshaw**: Reported 21 new vendors with 7 more scheduled for orientation this Thursday. We did lose a total of 61 vendors at the end of the year.

NMFA Conference is 3/8/2023-3/10/2023 in Sante Fe. Karin and Amanda will be attending mandatory meetings at conference. The office will be closed Wed-Fri. Karen will be checking emails and monitoring social media while at conference. Karen will be driving Market truck to conference so there will be no barricades at Wed. market.

Easter—Will have Easter egg hunt again like last year with same Easter bunny. Next week will start sending out requests for eggs & candy. Market will be buying plastic eggs and vendors will be asked to contribute candy & eggs.

Karin got a new radio so that the Block coordinators, staff & security will have radios. She has one more on reserve as a back-up.

Agreement with the city has been signed. We have a 1-year extension. Rent has been paid. **Guldemann**: Called for discussion of any old business.

**Brookover**: Inquired about the LAMP grant.

**Guldemann**: LAMP grant opens in March.

**Guldemann**: Called for discussion of any new business.

**Guldemann**: Called for motion to discuss appointment of additional board member.

**Brookover**: Made a motion to discuss the appointment of additional board member.

**Muncrief**: Seconded the motion.

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

**Guldemann**: Currently has 2 nominations. Frederico, who was on the ballot last time and missed by 1 vote. Also, received a resume from Anthony Thomas, non-profit vendor. Thomas is retired military, Director of the Conservation Corp & is on the Board of The Green Chamber.

**Guldemann**: Called for board members to ask any interested vendors or community members to come forward. The goal is to decide on the additional board member at the next meeting.

**Guldemann**: Called for Kathy Vasile to present her plan to promote/market the Farmer’s Market and the vendors.

**Vasile**: Presented comprehensive plan/ideas to board & visitors. See document titled “Marketing Enhancement of the Saturday Street Marketing”. Kathy would like to work to highlight the “WOW” factor of our market. Discussion included street banner signage, banners/flags/flag poles for American, NM, LC & Market flags, interaction boards with face cut-outs for children & adults to photograph themselves, Who’s Who of Vendors, and information to educate market-goers regarding the necessity of pet safety/health especially as it relates to heat and hydration. Maybe we could consider opening this up to downtown brick & mortar shops to contribute & participate in above mentioned ideas.

**Guldemann**: Complimented Kathy on her thorough presentation and also highlighted the need to draw attention to pets (dog-watering stations, waste bags, ground temperature).

**Muncrief**: Added that the Market needs to be pet-friendly.

**Vasile**: Discussed the idea of highlighting the vendors (how many years at market, backstories). **Steppings**: Inquired who would be responsible for handing flags on Saturday.

**Vasile**: Volunteered if she could have someone help her.

**Sontheimer**: Volunteered to assist her.

**Sontheimer**: Will contact local newspapers regarding spotlighting vendors as a regular segment. Discussion that Bulletin currently features artists every month at no charge to artists. Maybe they could do the same with our vendors.

**Guldemann**: Called for a motion to pursue promotional considerations.

**Brookover**: Made a motion to pursue promotional considerations.

**Muncrief**: Seconded the motion.

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

**Steppings**: Thanked Kathy V for all of her work and presentation.

**Guldemann**: Called to add to next agenda an archive of the market.

**Vasile**: Suggested we make a digital history of the market.

**Guldemann**: Opened the floor for comments from board members.

**Muncrief**: Made a motion the board move next month’s meeting to the 3rd Wed. (3/22/2012) due to a scheduled event she has.

**Vasile**: Seconded the motion.

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

**Guldemann**: Opened the floor for comments from vendors.

**Stepping**: Thanked Kathy V for all of her hard work and ideas and acknowledged we all want to make the Market successful.

**Bond**: Discussed that in the beginning we used to do a roll call of board members & vendors and would like to return to this practice as well as having individuals state their names prior to speaking (which would make it easier for secretary when taking notes).

Asked about the approved minutes of 1/24/2023 the nature of this meeting.

**Guldemann**: This was a closed session.

**Bond**: Discussed that the board is to announce the conclusion of closed meetings.

Asked why there was no Product Integrity Committee report.

Stated we are to have 4 standing committees.

Glad the LAMP grant brought up. Asked that more information be given about this grant since it was discussed at meeting.

Discussed appointment of new board member and the need for vendors to be involved in this process. Asked if we now have a woman as part of security team as she has been walking around the Market. **Muncrief**: This woman is security for the museum and spends time walking the Market. **Bond**: Hours of operation P & P.

EBT question. Had a market goer very upset with her because she would not take token for pecans. **Muncrief**: It is acceptable to take tokens for pecans but it is up to each individual vendor if they accept tokens.

**Bond**: Asked about how much money is left in the office. Years ago it was determined the bookkeeping was not done in appropriate time & cash was being left in the office. Additionally, how much cash is left in the office to reimburse vendors for gift certificates? Are gift certificates tracked & if so, how are they tracked? Concerned about the danger of keeping large amounts of cash in office. How often will this cash roll into the bank? Discussed the trouble in the past with audit.

**Bradshaw**: Reported she sees the accountant every week or two. Once she takes money to the accountants it’s out of her hands.

**Bond**: Asked about the numbers on the vendors & a more specific breakdown.

**Bradshaw**: We lost 61 total. 23 musicians, 2 permanents for non-payment,1 permanent was removed,2 retired. 21 new vendors brought in and 7 new vendors scheduled for Thursday.

**Bond**: Discussed in the past had contests—Easter Hat Contest.

**Guldemann**: Asked if any more vendor comments.

**Durio**: Had asked at last month’s meeting to be on tonight’s agenda.

**Guldemann**: Informed Wilma she did not submit an email & to get on the agenda vendors must submit an email to the office.

**Durio**:Asked where is this rule written in the organization’s documents.

**Muncrief**: Suggested we put in the newsletter the requirement to submit an email a request to be put on agenda. **Guldemann**: On subject of audit, not actually getting an audit. It’s called an agreed upon procedure. **Carille**: Found an auditor in El Paso. Just heard back from him. Had contacted 4 auditors: 1 had a conflict of interest. 1 cannot do it. L/M with 1 but has not heard back.

 The 1 she found is willing to work with us, but it may be closer to May. Will see how much he charges. **Guldemann**: Called for a motion to adjourn the meeting.

**Brookover**: Made a motion to adjourn meeting.

**Muncrief**: Seconded the motion.

**Guldemann**: All Approve. Aye. Motion passes.

Meeting adjourned at 7:05 pm.

Meeting minutes written by Kelly Sontheimer, Secretary.