

MEETING MINUTES

City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, September 8, 2015 at 10:00 AM
City Hall, 511 Mercer Street, Dripping Springs, Texas

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Marianne Simmons - Chair	Gouri Johannsen	Aimee Mick
Diana Black	Teresa Strube	Aubrey Munguia
Claudia Oney	Gary Gilstrap	

Market Managers: Stacy Qualls and Carolyn Hodges

The Regular Meeting of the City of Dripping Springs Farmers Market Association Board was called to order at 10:02AM, Tuesday, September 8, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included, Teresa Strube, Diana Black Aubrey Munguia, Gary Gilstrap and Aimee Mick, acting as secretary. Members absent were, Claudia Oney. Gouri Johannsen joined the meeting at 10:10. Also present were Stacy Qualls, Market Manager.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.

No citizens were present to make presentations.

A. Introduce New Board Members and Oath of Office Swearing In

III. MINUTES

A. Approval of Regular Meeting Minutes, August 11, 2015

A motion to approve the August 11, 2015, Regular Meeting minutes as amended was made by Marianne and seconded by Diana Black. **VOTE: 7-for, 0-against, 1-absent. Motion passes.**

IV. REPORTS

A. Farmers Market Manager's Monthly Report

Report from the Market Manager to the Board regarding Farmers Market activities.

A survey was done by the market manager and it was agreed the market would be open the day before Thanksgiving, November 25, 2015. More information will be gathered before a decision regarding the status of the market on December 23, 2015 will be made.

B. Fiscal Year 2015 Budget Revenues and Expenses Monthly Report

The Fiscal Year 2015 Budget report was reviewed. No action was necessary.

V. REVIEW VENDOR APPLICATIONS

Discussion and possible action regarding:

A. Gray Gardens Vendor Application

A motion was made by Teresa Strube and 2nd by Aimee Mick to approve Gray Gardens as a vendor of the Dripping Springs Farmers Market. A friendly amendment was made by Marianne Simmons to limit Gray Gardens to one booth space and require restrictions on selling items until Gray Gardens revises their labels to comply with regulations and until Gray Gardens submits documentation of current Weights and Measures License. Limitations include: vendor may not sell by weight and vendor may not sell products without the correct cottage food law labeling on the products. The amendment was accepted by the makers. **VOTE: 7-for, 0-against, 1-absent. Motion passes.**

B. Lazyi Vendor Application

The Market Manager approved Lazyi as a vendor. No action was necessary.

VI. MARKET EVENTS PLANNING AND UPDATES

Discussion and possible action regarding:

A. Fiscal Year 2016 Calendar

The Fiscal Year 2016 Calendar was reviewed. No action was necessary.

B. Healthy Living Demonstration for October

VII. OTHER BUSINESS

Discussion and possible action regarding:

A. Rules and Regulations Subcommittee Report (Marianne Simmons and Aimee Mick)

1. Review of Changes to Market Rules and Regulations

Item tabled.

2. Review of Draft Changes to Market Participation Applications

Marianne Simmons provided the draft revision to the Market Rules and Regulation and the Market Participation Applications. Additional changes will be reviewed before they are published. No action was necessary.

B. Discussion Regarding Amending the Farmers Market Fee Schedule

Marianne Simmons entertained a motion to amend the Farmers Market Fee Schedule in accordance with discussion. A motion was made by Gouri Johannsen and 2nd by Aimee Mick. **VOTE: 7-for, 0-against, 1-absent. Motion passes.**

C. Creation of Public Relations and Marketing Subcommittee

A PR/Marketing subcommittee will include Teresa Strube, Gary Gilstrap, Diane Black and Marianne Simmons.

1. Buy Fresh Buy Local Update (<http://www.buylocalcentex.org>)

Marianne Simmons provided a Buy Fresh Buy Local update. No action was necessary.

2. Chef/Restaurant Outreach

Item tabled.

3. Market Advertising Plan

Marianne compiled a PR notebook of all local print and radio advertising. There was a discussion on a draft sponsorship proposal.

D. Sponsorships Subcommittee Report and Discussion Regarding Market Sponsorships

Gouri Johannsen provided information on possibilities for sponsorship.

E. Proposed Market Day Signage

This item was tabled to be taken up by the PR/Marketing Committee. No action was necessary.

1. Day of Market Product Signs

F. Non-Farmers Market Events Being Held at Veterans Memorial Park/The Triangle

1. Discuss Issues Related to: Set-Up, Parking, Culvert Repairs, Safety, Signage, and Ease of Entry and Egress

Marianne will ask the city to provide a plan for Vendor Parking. The market needs 30 spaces for vendor parking.

G. Farmers Market Manager Job Description Revisions

Item tabled.

H. Board Contact List

The board Contact was reviewed and some updates provided. Additional information will be

required before publishing the list.

VIII. ANNOUNCEMENTS

- A. Regular City Council Meeting, September 8, 2015 at 7:00pm
- B. Regular Parks & Recreation Commission Meeting, September 14, 2015, at 6:00pm
- C. Regular Farmers Market Association Board Meeting, October 13, 2015 at 10:00am

IX. ADJOURN

A motion was made by Aimee Mick and seconded by Theresa Strube to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 12:50 PM. **7-for, 0-against, 1-absent. Motion passes.**