

MEETING MINUTES

**City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, January 13, 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	Brandon Willin
Kambra Bolch	Aimee Mick	Teresa Strube
Aubrey Munguia	Vacancy	

Market Managers: Carolyn Hodges and Stacy Qualls

The Regular Meeting of the City of Dripping Springs Farmers Market Association was called to order at 10:05 AM, Tuesday, January 13, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included Gouri Johannesen, Teresa Strube, Kambra Bolch, Brandon Willin and Aimee Mick, acting as secretary. Member absent was Aubrey Munguia. Also present were Carolyn Hodges, Market Manager and Stacy Qualls, Market Manager. Carolyn Hodges announced she will be stepping back in her role as a market manager and serve in a substitution role.

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.

There was no presentation by citizens.

III. MINUTES

A. Approval of Regular Meeting Minutes, December 16, 2014

A motion to approve December 16, 2014 Regular Meeting minutes was made by Marianne Simmons and seconded by Teresa Strube, **VOTE: 6-for, 0-against, 1-absent. Motion passes.**

IV. BUSINESS

Discussion and possible action regarding:

A. Vendor Applications

1. Pending Applications

none

2. New Applications

none

B. Proposed Revisions to the Vendor Application

This subject was tabled until additional work could be accomplished by subcommittee.

C. Advertising

1. Report on Current Ads

No Board Action was taken.

D. Possible Nominees for Board Vacancy

No Board Action was taken.

E. Board Contact List – Revised

No Board Action was taken.

F. New Board Members Training

1. Required Open Meetings Act Training Video -
<https://www.texasattorneygeneral.gov/faq/og-open-government-training-information>
2. Open Meetings Act Handbook, Public Information Act Handbook, and Other Resources - <https://www.texasattorneygeneral.gov/og/open-government-resources>
3. Open Meetings Act FAQs - Texas Attorney General's website -
<https://www.texasattorneygeneral.gov/faq/og-frequently-asked-questions#oma>

G. FY 2015 Budget Review, Current Income Statement and Discuss Amendment

A motion to amend the budget to was made by Kambra Bolch and seconded by Brandon Willin. Amendments included

-increasing budget for coordinators to \$7,500.00, up from \$6,760.00.

-a \$40 application fee will apply to all vendors regardless of start date, and all application fees will be renewable each March.

-note current funding in the budget for boosting Facebook.

-note current funding to continue membership with Texas Department of Agriculture.

VOTE: 6-for, 0-against, 1-absent. Motion passes.

H. Recommendation for Creation of Advisory Committee for Veterans Memorial Park/The Triangle

Discussion regarding the City of Dripping Springs Parks and Recreation proposing to form an advisory board and at least one Dripping Springs Farmers Market Board member will participate. Possible participants, Marianne Simmons, Teresa Strube, Kambra Bolch and possibly Stacy Qualls.

I. Report on "Buy Fresh, Buy Local" Steering Committee Meeting (Jan 7, 2014)

Brandon Willin and Gouri Johannesen will attend with Marianne Simmons. No Board Action was taken.

V. ANNOUNCEMENTS

- A. Regular City Council Meeting, January 13, 2015 at 5:30 p.m.
- B. Regular Founders Day Commission Meeting, January 13, 2015 at 6:30 p.m.
- C. Special Farmers Market Association Board Meeting, January 20, 2015 at 10:00 a.m.
- D. Regular Founders Day Commission Meeting, January 26, 2015 at 6:30 p.m.
- E. Regular Planning & Zoning Meeting, January 27, 2015 at 7:00 p.m.
- F. Regular Historic Preservation Commission Meeting, February 2, 2015 at 5:30 p.m.
- G. Regular Parks & Recreation Commission Meeting, February 9, 2015, at 6:00 p.m.
- H. Regular Farmers Market Association Board Meeting, February 10, 2015 at 10:00 a.m.

VI. Adjourn

A motion was made by Gouri Johannesen and seconded by Brandon Willin to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association. **VOTE: 6-for, 0-against, 1-absent. Motion passes.**

MEETING MINUTES

**City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, January 20, 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	Brandon Willin
Kambra Bolch	Aimee Mick	Teresa Strube
Aubrey Munguia	Vacancy	

Market Managers: Carolyn Hodges and Stacy Qualls

The Special Planning Meeting of the City of Dripping Springs Farmers Market Association was called to order at 10:07 AM, Tuesday, January 20, 2015 by Gouri Johannesen. Roll call was taken and members present included, Teresa Strube, Kambra Bolch, and Aimee Mick, acting as secretary. Member absent were Marianne Simmons, Brandon Willin, and Aubrey Munguia. Also present was 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.

There was no presentation by citizens.

III. BUSINESS

Discussion and possible action regarding:

A. 2015 Market Events Planning Discussion

Discussion was held and suggestions were made to include items throughout the year to increase participation in the market. Items included Chef demonstrations, presentations by Hays County Extension office, story time with the library, Pound House related presentations and other presentations/visitors to further the mission of the farmers market.

1. Planning Worksheet
2. Coordinate Events Around Other Dripping Springs Area Events
3. Other Ideas

B. Vendor Social/Orientation Planning

C. Volunteers for Special Events

D. PA System

This item was tabled to the next regular meeting

E. Website Updates

This item is complete.

IV. ANNOUNCEMENTS

- A. Regular Parks and Recreation Commission Meeting, January 26, 2015 at 6:00 p.m.
- B. Regular Founders Day Commission Meeting, January 26, 2015 at 6:30 p.m.
- C. Regular Planning & Zoning Commission Meeting, January 27, 2015 at 7:00 p.m.
- D. Regular Historic Preservation Commission Meeting, February 2, 2015 at 5:30 p.m.
- E. Special Planning and Zoning Commission Meeting, February 5, 2015 at 6:00 p.m.

F. Regular Parks & Recreation Commission Meeting, February 9, 2015, at 6:00 p.m.

G. Regular Founders Day Commission Meeting, February 9, 2015 at 6:30 p.m.

H. Regular Farmers Market Association Board Meeting, February 10, 2015 at 10:00 a.m.

V. Adjourn

A motion was made by Kambra Bolch and seconded by Teresa Strube to adjourn the Special Meeting of the City of Dripping Springs Farmers Market Association at 12:18pm. **VOTE: 4-for, 0-against, 3-absent. Motion passes.**

MEETING MINUTES

**City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, February 10, 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	Brandon Willin
Kambra Bolch	Aimee Mick	Teresa Strube
Aubrey Munguia	Vacancy	

Market Managers: Stacy Qualls and Carolyn Hodges

The Regular Meeting of the City of Dripping Springs Farmers Market Association was called to order at 10:10 AM, Tuesday, February 10, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included Gouri Johannsen, Teresa Strube, Aubrey Munguia and Aimee Mick, acting as secretary. Members absent were Kambra Bolch and Brandon Willin. 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 Board President. The Board President may establish a time limit on each citizen wishing to speak.

There was no presentation by citizens.

III. MINUTES

- A. Approval of Regular Meeting Minutes, January 13, 2015
- B. Approval of Special Meeting Minutes, January 20, 2015

A motion to approve the January 13, 2015 Regular Meeting minutes with amendments and the January 20, 2015 Special Meeting minutes as written was made by Marianne Simmons and seconded by Teresa Strube, **VOTE: 5-for, 0-against, 2-absent. Motion passes.**

IV. BUSINESS

Discussion and possible action regarding:

A. Proposed Revisions to the Vendor Application

Discussion regarding the application including instructions for the application to be submitted to Stacy Qualls during her "office hours" at the market. Reasons 1-To help reduce the hours for the market manager and 2-to ensure potential vendors have an opportunity to see the market prior to attending for the first time. No board action.

B. Board Vacancy

Discussion regarding soliciting Master Gardner, Diana Black to apply to fill the vacancy on the board. No board action.

C. Injury and Safety at the Market - Procedures for Vendors Setting Up and Taking Down Tents (*Sponsor: Board Member Aimee Mick*)

Discussion on clarifying and enforcing the processes for putting up the tents and possibly purchasing weights and bungees for vendors to rent when they do not bring sufficient weight. And notifying vendors of their responsibility if their negligence causes injury or damage. No board action.

D. 2015 Market Events Planning Discussion – Update

Discussion and review of items discussed at the special planning meeting. No board action.

E. Vendor Social/Orientation Planning

Discussion and confirmation of Vendor Orientation/Social scheduled after market at 6:30pm Wednesday, March 11, 2015 to be held at the market site, with and indoor site to be selected for inclement weather. Gouri will send out an online sign-up sheet. No board action.

F. PA System

Item tabled until Brandon Willin is present.

G. Market Layout

Additional discussion and review needed.

V. ANNOUNCEMENTS

A. Regular City Council Meeting, February 10, 2015 at 5:30 p.m.

B. Regular City Council Meeting, February 17, 2015 at 6:00 p.m.

C. Regular Farmers Market Association Board Meeting, March 10, 2015 at 10:00 a.m.

VI. Adjourn

A motion was made by Gouri Johannsen and seconded by Aimee Mick to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 11:55 AM. **VOTE: 4-for, 0-against, 3-absent. Motion passes.**

MEETING MINUTES

Amended

City of Dripping Springs

Farmers Market Association Board Meeting Agenda Tuesday, March 10, 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	Brandon Willin
Kambra Bolch	Aimee Mick	Teresa Strube
Aubrey Munguia	Vacancy	

Market Managers: Stacy Qualls

The Regular Meeting of the City of Dripping Springs Farmers Market Association Board was called to order at 10:04 AM, Tuesday, March 10, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included Gouri Johannsen, Kambra Bolch, Teresa Strube, Aubrey Munguia and Aimee Mick, acting as secretary. Members absent were Brandon Willin. Also present were Stacy Qualls, Market Manager and new member candidate Diana Black.

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.

See Item IV.I.

III. MINUTES

A. Approval of Regular Meeting Minutes, February 10, 2015

A motion to approve the February 10, 2015 Regular Meeting minutes as written was made by Teresa Strube and seconded by Aubrey Munguia, **VOTE: 6-for, 0-against, 1-absent. Motion passes.**

IV. BUSINESS

Discussion and possible action regarding:

A. Recommendation on Appointment to Farmers Market Association Board

Diana Black, Master Gardner with Hays County Extension Office has agreed to serve on the Dripping Springs Farmers Market Association Board. The Dripping Springs Farmers Market Association Board will recommend, to the Dripping Springs City Council, the approval of the appointment of Diana Black.

B. Farmers Market Association Board and Vendor Participation in Supplemental Nutrition Assistance Program (SNAP)

This item was tabled at this time. The City is the responsible party the Dripping Springs Farmers Market to become a SNAP participant, so the decision would be made by the city. Individual vendors can become SNAP participants on their own.

C. New Design and Purchase of Market Banner

The Texas Department of Agriculture (Go Texan) provided the Dripping Springs Farmers Market with a new banner and a sandwich board, free of charge. The market will use these new materials until the new design of the banner can be completed.

D. Update on Status of Veterans Memorial Park/The Triangle Advisory Committee

The Parks and Recreation Committee recommended a Triangle Advisory Committee. After the Dripping Springs City Council approves the Triangle Advisory Committee, member

selection will take place.

- E. Planning for Presentation and Information for the Vendor Social and Orientation to be held March 11, 2015

Final plans for the Vendor Social were discussed. The Social will be held in the Veterans Hall.

- F. Acquisition of Public Address System for the Market

This item was tabled until Brandon Willin can be present.

- G. Review and Possible Changes to Market Layout

Continued discussion about process for making the decision of where vendors are placed.

- H. Review and Approval of Revised Vendor Application

This item was tabled for additional review by subcommittee.

- I. Overview of Belterra Farmers Market, *Gergo Prolaky*

A presentation by Gergo Perlaky, Lifestyle Director, Belterra was made to inform the Board Members of plans to hold a farmers market at Belterra in conjunction with a food and music event already underway on the 3rd Thursday of every month, starting April 16. A number of the Dripping Springs Farmers Market vendors already agreed to attend and he will be in contact with additional vendors.

- J. Planning of Upcoming Chef Demonstration

Continued discussion about suggested dates for Demo.

V. ANNOUNCEMENTS

- A. Regular City Council Meeting, March 10, 2015 at 5:30pm

- B. Regular Parks & Recreation Commission Meeting, April 13, 2015, at 6:00pm

- C. Regular Farmers Market Association Board Meeting, April 14, 2015 at 10:00am

VI. ADJOURN

A motion was made by Teresa Strube and seconded by Kambra Bolch to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 11:52 AM. **VOTE: 5-for, 0-against, 2-absent. Motion passes.**

MEETING MINUTES

City of Dripping Springs

Farmers Market Association Board Meeting Agenda

Tuesday, April 14, 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

Brandon Willin

Kambra Bolch

Aimee Mick

Teresa Strube

Aubrey Munguia

Vacancy

Market Managers: Stacy Qualls

The Regular Meeting of the City of Dripping Springs Farmers Market Association Board was called to order at 10:05AM, Tuesday, April 14, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included Gouri Johannsen, Brandon Willin, Teresa Strube, and Aimee Mick, acting as secretary. Members absent were Kambra Bolch and Aubrey Munguia. Also present were Stacy Qualls, Market Manager and new member candidate Diana Black joined the meeting at 10:40.

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 presentations by citizens were made.

III. MINUTES

A. Approval of Regular Meeting Minutes, March 10, 2015

A motion to approve the March 10, 2015 Regular Meeting minutes as amended was made by Gouri Johannsen and seconded by Aimee Mick, **VOTE: 5-for, 0-against, 2-absent. Motion passes.**

IV. BUSINESS

Discussion and possible action regarding:

A. Review Vendor Applications

New vendor to the market will be the Fish Tender. A vendor offering wood fire pizza and bread will attend the next market and provide samples.

B. Farmers Market Manager's Monthly Report

The culvert in the parking lot is being replaced. Market manager passed out 80 swag bags at local events.

C. Market Events Update

Coming up is the Earth Day plant sale from the Hays County Master Gardner.

Stacy will provide advertisements about the Dripping Springs Farmers Market for vendors attending the Belterra Farmers Market.

D. Farmers Market Association Board and Vendor Participation in Supplemental Nutrition Assistance Program (SNAP)

The Dripping Springs Farmers Market will not be participating in SNAP.

E. Acquisition of Public Address System for the Market

Marianne Simmons will ask the City to make the purchase of a public address system for the market using Dripping Springs Farmers Market funds.

F. Review and Approval of Revised Vendor Application

New application is already out to vendors and will be due back to the Market Manager with the annual fee by the last day in April.

- G. Report on the Buy Fresh, Buy Local Program
Buy Fresh, Buy Local national program is still in process and working on website. Only Farmers Markets, who have an at least 51% grower/producer market, can participate.
- H. Submission of the Healthy Living with Texas Produce 2015 Texas Department of Agriculture Grant
Grant has been submitted
- I. Market Safety - Enforcement of Safety Guidelines
Vendors will continue to be reminded on safety guidelines
- J. 2015 Market Events Planning
A number of events have been planned. Note -Tomato Round Up June 20. Additional planning continues.
- K. New Design and Purchase of Market Banner
New Logo and marketing materials are needed. The board considered changing the name of the market and decided to table until additional marketing ideas are presented. Brandon will help work on new design. Stacy will request permission to add the time of the market to the existing sign and if approved will make a supplemental sign.
- L. Appointment of Representative of the Veterans Memorial Park/The Triangle Advisory Committee approved for 7 members the board will provide names as recommendations. Brandon has agreed to serve.
- M. Participation at the Belterra Lawn Party on May 9, 2015
We will not participate.
- N. Review of the Farmers Market Manager's Job Description
Table till next month.

V. ANNOUNCEMENTS

- A. Regular City Council Meeting, April 14, 2015 at 5:30pm
- B. Regular Parks & Recreation Commission Meeting, May 11, 2015, at 6:00pm
- C. Regular Farmers Market Association Board Meeting, May 12, 2015 at 10:00am

VI. Adjourn

A motion was made by Brandon Willin and seconded by Aimee Mick to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 11:50 AM. **VOTE: 5-for, 0-against, 2-absent. Motion passes.**

MEETING MINUTES

**City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, May 12, 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	Brandon Willin
Kambra Bolch	Aimee Mick	Teresa Strube
Aubrey Munguia	Diana Black	

Market Managers: Stacy Qualls

The Regular Meeting of the City of Dripping Springs Farmers Market Association Board was called to order at 10:10AM, Tuesday, May 12, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included Gouri Johannsen, Teresa Strube, Kambra Bolch and Brandon Willin, acting as secretary. Diana Black arrived at 10:45 and was sworn in before adjournment. Members absent were Aimee Mick and Aubrey Munguia. 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 presentations by citizens were made.

III. MINUTES

A. Approval of Regular Meeting Minutes, April 14, 2015

Voting on approval of April Minutes was tabled. Minutes were not complete.

IV. BUSINESS

Discussion and possible action regarding:

A. City Secretary Administers Oath of Office for New Board Member Diana Black, Term Expiring June 2016

Diana Black was sworn in as Dripping Springs Farmers Market Board Association Member prior to adjournment of the meeting.

B. Review Vendor Applications

New vendor, Sew Pinkin' Cute was approved by the market manager with inspection pending.

C. Farmers Market Manager's Monthly Report

Verbal report from the Market Manager to the Board regarding Farmers Market activities.

D. Market Events Planning/Updates

There will be no Chef Demo in May.

E. Report on the Status of the Veterans Memorial Park/The Triangle Committee No action taken.

F. Review of Farmers Market Marketing Activities

A subcommittee on marketing was created. Members Teresa Strube and Brandon Willin will serve on this committee.

1. Dripping Springs Chamber of Commerce Welcome Bags - 500 Due by May 20, 2015
2. Review of the Dripping Springs Outlook May 2015 Cover Photo and Note from the Editor
3. Dripping Springs Outlook June Advertisement Regarding the 2015 Tomato Round-Up Event
4. Discuss New Marketing Ideas such as a New Logo, New Banner, T-Shirts, and Cards or Fliers

G. Discuss a New Design for and the Purchase of a Market Banner

The discussion was around the City helping to look at marketing continuity.

H. Discuss the Acquisition of a Portable Public Address System for the Farmers Market **No action taken.**

I. Review of Possible Sponsorship of the USDA Food and Nutrition Service Summer Food Service Program (SFSP)

The Dripping Springs Farmers Market will not participate in the SFSP program.

J. Report on the Buy Fresh, Buy Local Program

The sustainable food center is working on the website design and plans to have it up in July. The Dripping Springs Farmers Market will receive free membership for one year.

K. Report on Texas Department of Agriculture Healthy Living with Texas Produce Grant

1. Status of Grant Proposal
2. Discuss Creating a Committee for Implementing the Program if the Grant is Awarded
A committee including Diana Black, Gouri Johannsen, Aimee Mick and Marianne Simmons was created.

L. Report on the Status of the 2015 Tomato Round-Up Event

Work continues to prepare for event.

M. Report on Repairs to the Culvert at Veterans Memorial Park\The Triangle Where the Market is Held **No action taken.**

N. Discuss the Donation of Six Painted Rocking Chairs from Harriet Greenlee of Furniture in the Raw and Possible Plaques to be Added **No action taken.**

V. **ANNOUNCEMENTS**

- A. Regular City Council Meeting, May 12, 2015 at 7:00pm
- B. Regular Parks & Recreation Commission Meeting, June 8, 2015, at 6:00pm
- C. Regular Farmers Market Association Board Meeting, June 9, 2015 at 10:00am

VI. **ADJOURN**

A motion was made by Teresa Strube and seconded by Diana Black to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 11:45 AM. **VOTE: 6-for, 0-against, 2-absent. Motion passes.**

MEETING MINUTES

City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, June 9, 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	Brandon Willin
Kambra Bolch	Aimee Mick	Teresa Strube
Aubrey Munguia	Diana Black	

Market Managers: Carolyn Hodges and Stacy Qualls

The Regular Meeting of the City of Dripping Springs Farmers Market Association Board was called to order at 10:00AM, Tuesday, June 9, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included, Aubrey Munguia, Teresa Strube, Diana Black and Aimee Mick, acting as secretary. Members absent were Gouri Johannsen, Brandon Willin and Kambra Bolch and. 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.

III. MINUTES

A. Approval of Regular Meeting Minutes, April 14, 2015

A motion to approve the April 14, 2015 Regular Meeting minutes was made by Teresa Strube and seconded by Aubrey Munguia, **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

B. Approval of Regular Meeting Minutes, May 12, 2015

The May 12, 2015 meeting minutes have not been completed yet – item tabled.

IV. BUSINESS

Discussion and possible action regarding:

A. Review Vendor Applications

The Dripping Springs Farmers Market Manager has approved 3 new vendors. Great Harvest Bread Company – Aubrey Munguia will perform inspection, Engle Farms and Wood Fired Pizza.

B. Farmers Market Manager's Monthly Report

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

C. FY 2015 Budget

1. Revenues and Expenses Monthly Report

2. Discuss the Acquisition of a Portable Public Address System for the Farmers Market

This discussion was continued with no final resolution on which system to purchase.

D. Market Events: Planning and Updates

1. TDA Healthy Living Grant Update

There will be six events in conjunction with this grant. Subcommittee met once.

2. Report on the Status of the 2015 Tomato Round-Up Event

The event planning is moving and Marianne Simmons is spreading the words. Outlook Magazine included large advertisement for free.

3. Rocking Chair Donation Photo-Op with City Council at Farmers Market
A picture will be taken with the City Council Members.

E. Public Relations/Marketing

Discussion continued regarding long term vs short term goals.

1. Advertising
2. New Banner/New Logo
3. "Choose Healthier" App
4. Request from Belterra for a Farmers Market Door Prize for their Annual Meeting in June 2015
Marianne Simmons will put together a bag.

F. Market Facilities/Signage

1. Report on the Status of the Veterans Memorial Park\The Triangle Committee
No report at this time.
2. Report on Repairs to the Culvert at Veterans Memorial Park\The Triangle Where the Market is Held
No report at this time.
3. Restroom Maintenance
City of Dripping Springs will be responsible for cleaning.
4. Day of Market Signage Improvements and Variance Request
Two variances for City of Dripping Springs to post.

G. Report on the Buy Fresh, Buy Local Program

Marianne Simmons provided update.

H. Review of the Farmers Market Manager's Job Description

Item tabled.

I. Nominations for Vacant Board Member Position

Discussion of possible candidates.

J. FY 2016 Budget Requests

Item tabled until July Meeting.

V. ANNOUNCEMENTS

- A. Regular City Council Meeting, June 9, 2015 at 7:00pm
- B. Regular Parks & Recreation Commission Meeting, July 13, 2015, at 6:00pm
- C. Regular Farmers Market Association Board Meeting, July 14, 2015 at 10:00am

VI. Adjourn

A motion was made by Teresa Strube and seconded by Diana Black to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 11:45 AM. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. Notice is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes, Annotated. I certify that the above notice of meeting was posted at City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com on the _____ of _____, 2015 at _____ o'clock __M.

Kerri Craig, City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.

City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, July 14, 2015 at 10:00 AM
City Hall, 511 Mercer Street, Dripping Springs, Texas

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Marianne Simmons - Chair
Diana Black
VACANT

Gouri Johannsen
Teresa Strube
VACANT

Aimee Mick
Aubrey Munguia

Market Managers: Stacy Qualls and Carolyn Hodges

The Regular Meeting of the City of Dripping Springs Farmer's Market Association Board was called to order at 10:10AM, Tuesday, June 14, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included Teresa Strube, Diana Black, Gouri Johannsen, acting as secretary. Members absent were Aimee Mick and Aubrey Mungia. Stacy Qualls, Market Manager, was also present.

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 presentations by citizens were made.

III. MINUTES

A. Approval of Regular Meeting Minutes, May 12, 2015

A motion to approve the May 12, 2015 Regular Meeting minutes was made by Teresa Strube and seconded by Diana Black. VOTE: 4-for, 0-against, 2-absent. Motion passes.

B. Approval of Regular Meeting Minutes, June 9, 2015

A motion to approve the June 9, 2015 Regular Meeting minutes was made by Teresa Strube and seconded by Diana Black. Marianne Simmons motioned to make following amendments to the minutes:

- IV. A. Fix spelling - Engel Farms; Vendor name change – Bakery Joju Woodfired Pizza
- IV. D. 3. Add at the end “and a press release will be sent out by DeNae Lee.”
- IV. E. 4. Change to “Marianne Simmons has put together a shopping bag with \$30 in wooden nickels, which was paid by Belterra”.

The motion was seconded by Diana Black. VOTE: 4-for, 0-against, 2-absent. Motion passes.

IV. BUSINESS

Discussion and possible action regarding:

A. Appointment of Board Vice Chair and Secretary

Marianne Simmons made the motion to approve the appointment of Gouri Johannsen as Board Vice Chair and Stacy Qualls as Board Secretary. Teresa Strube seconded the motion. VOTE: 4-for, 0-against, 2-absent. Motion passes.

B. Board Vacancies (Two)

Teresa Strube made the motion to approve the appointment of Claudia Oney and Gary Gilstrap to the Board to fill the two vacancies. Diana Black seconded the motion. VOTE: 4-for, 0-against, 2-absent. Motion passes.

C. FY 2015 Budget

1. Revenues and Expenses Monthly Report

The Farmers Market 2015 Income Statements and General Ledger provided by City Treasurer, Gina Gillis were reviewed by the Board.

D. Review Vendor Applications

Teresa Strube made the motion to deny the application of Hope Chapel Hill Country. Diana Black seconded the motion. VOTE: 4-for, 0-against, 2-absent. Motion passes.
Stacy Qualls will respond to Pastor Steve Sanchez

E. Farmers Market Manager's Monthly Report

Market Manager's Report was reviewed.

F. Market Events: Planning and Updates

1. Healthy Living Demo

First demo of the series will be held on July 29th. Laura Petty of Hays County AgriLife Extension Service will demo healthy summer drinks. Stacy Qualls will coordinate the event.

G. Appointment of Board Representative to Serve on the Proposed Veterans Memorial Park/The Triangle Advisory Committee

This item is tabled till next meeting.

H. Fiscal Year 2016 Budget Request (Deadline July 24, 2015)

1. Public Hearing

2. Approval of Budget Request

Gouri Johannsen motioned to approve the FY 2016 Budget. Teresa Strube seconded. VOTE: 4-for, 0-against, 2-absent. Motion passes.

V. ANNOUNCEMENTS

A. Regular City Council Meeting, July 14, 2015 at 7:00pm

B. Regular Parks & Recreation Commission Meeting, August 10, 2015, at 6:00pm

C. Regular Farmers Market Association Board Meeting, August 11, 2015 at 10:00am

VI. ADJOURN

Gouri Johannsen motioned to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association Board at 12:15 PM. Teresa Strube seconded. VOTE: 4-for, 0-against, 2-absent. Motion passes.

MEETING MINUTES

City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, August 11, 2015 at 10:00 AM
City Hall, 511 Mercer Street, Dripping Springs, Texas

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Marianne Simmons - Chair	Diana Black	Aubrey Munguia
Gouri Johannsen, Vice Chair	Teresa Strube	VACANT
Aimee Mick, Secretary	VACANT	

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 10:07AM, Tuesday, August 11, 2015 by Gouri Johannsen, acting in the place of the Chair. Roll call was taken and members present included, Teresa Strube, Diana Black and Aimee Mick, acting as secretary. Members absent were, Aubrey Munguia. Marianne Simmons 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.

There was no specific presentation by citizens; however Claudia Orey, new board member pending being sworn, in was present for the entire meeting.

III. MINUTES

A. Approval of Regular Meeting Minutes, July 14, 2015

A motion to approve the July 14, 2015, Regular Meeting minutes was made by Teresa Strube and seconded by Diana Black, **VOTE: 4-for, 0-against, 2-absent. Motion passes.**

IV. BUSINESS

Discussion and possible action regarding:

A. Review Vendor Applications

New vendors include Melt Therapies and Cake De Chez Nous. Melt Therapies will alternate weeks in the booth with current Massage Therapy vendor.

B. Farmers Market Manager's Monthly Report

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

C. Market Events: Planning and Updates

Demos

8/26 – Cool Greens

9/16 – Bee Keeping

9/23 – Plant Sale

10/21 – Pumpkins

11/11 – Fall Greens

Stacy Qualls will advertise these Demos through established channels. Diana will develop a flyer to use for advertisement.

D. FY 2015 Budget

1. Revenues and Expenses Monthly Report

E. Public Relations/Marketing

Subcommittee to discuss Sponsorships will be staffed by Gouri Johannsen and Claudia Oney. The first project the subcommittee will address is reviewing rules and regulations for sponsorship.

1. Farmers Market Sponsorships

F. Market Facilities/Signage

1. Update on Culvert Repairs

G. FY 2016 Budget

Budget reviewed

1. Discussion Regarding FY 2016 Parks and Recreation Commission Budget Requests that Pertain to the Farmers Market

2. Final Revisions to the FY 2016 Farmers Market Budget Request

H. Discussion Regarding Amending the Farmers Market Fee Schedule

Board will establish a subcommittee to discuss fee schedule after the revision of all related applications by application revision subcommittee.

I. Farmers Market Manager Job Description Revisions

Discussion was held around this topic and the subject was voted down at this time.

J. Non-Vendor Application for Participation

Subcommittee will review.

K. Application to Disseminate Information

Discussion Tabled.

L. Creation of Subcommittees and Appointment of Subcommittee Members: Marketing, Sponsorships, Special Events

Subcommittee will review.

V. ANNOUNCEMENTS

A. Regular City Council Meeting, August 11, 2015 at 7:00pm

B. Regular Farmers Market Association Board Meeting, September 8, 2015 at 10:00am

C. Regular Parks & Recreation Commission Meeting, September 14, 2015, at 6:00pm

VI. 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. **VOTE: 5-for, 0-against, 1-absent. Motion passes.**

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.**

MEETING MINUTES

City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, October 13, 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

The Regular Meeting of the City of Dripping Springs Farmers Market Association Board was called to order at 10:07AM, Tuesday, October 13, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included, Teresa Strube, Gouri Johannsen, Claudia Oney and Aimee Mick, acting as secretary. Members absent were Gary Gilstrap. Diana Black joined the meeting at 10:10 and Aubrey Munguia joined the meeting at 10:48. 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.

III. MINUTES

A. Approval of Regular Meeting Minutes, September 8, 2015

A motion to approve the September 8, 2015, Regular Meeting minutes was made by Gouri Johannsen and seconded by Teresa Strube. **VOTE: 6-for, 0-against, 2-absent. Motion passes.**

IV. REPORTS

A. Farmers Market Manager's Monthly Report

Report from the Market Manager to the Board regarding Farmers Market activities.
The Farmers Market Manager's Monthly Report was reviewed with no comments.

B. Fiscal Year 2015 Final Budget Review

The Fiscal Year 2015 Final Budget was reviewed with no comment

C. Fiscal Year 2016 Budget Revenues and Expenses Monthly Report

The Fiscal Year 2016 Budget Revenues and Expenses Monthly Report was reviewed. It was noted there is \$100.00 included for training. Funds will be used for social media training.

V. MARKET EVENTS PLANNING AND UPDATES

Discussion and possible action regarding:

A. 2016 Meeting Calendar

B. Healthy Living Demonstration, October 21, 2015

C. National Food Day, October 24, 2015

1. Promotion of Healthy Living Demonstration

Healthy Living Demonstrations will be promoted through www.foodday.org

2. Use of Resources

3. Social Media

D. Holiday Market Schedule Confirmation

The Market will be open on December 23, 2015. Claudia Oney and Diana Black will help with putting together gift baskets for shoppers to purchase and fill with market goods.

Applications are being distributed for Holiday Vendors. Currently 2 applications have been approved.

VI. MARKETING AND PUBLIC RELATIONS

Discussion and possible action regarding:

A. Marketing and Public Relations Committee Report

The Marketing and Public Relations Committee report was provided and a discussion on a new banner was held. Diana Black will work on a basic layout with a short vs detailed version.

B. Buy Fresh Buy Local Update and Use of Logo

Buy Fresh Buy Local is up and running.

C. New Farmers Market Logo Design

There is no information on the New Farmers Market Logo Design. Marianne Simmons will follow up.

D. Farmers Market Participation at the City of Dripping Springs Community Open House, Thursday, October 22nd, 5:00pm to 8:00pm, Dripping Springs Ranch Park

The Dripping Springs Farmers Market will participate in the City of Dripping Springs Community Open House by having a table with some Board Members and distributing flyers.

E. Improvement of Market Social Media Outreach

1. Social Media Training Classes for Market Manager with the Austin Community College Center for Non-Profit Studies

See item IV.C.

VII. SPONSORSHIPS SUBCOMMITTEE REPORT

Discussion and possible action regarding:

A. Proposed Sponsorship Levels and Benefits

Discussion was held regarding the Proposed Sponsorship Levels and Benefits and changes were suggested. Gouri Johannsen will make proposed changes and bring back to the board for action.

VIII. RULES AND REGULATIONS SUBCOMMITTEE REPORT

Discussion and possible action regarding:

A motion was made by Marianne Simmons and second by Teresa Strube to approve Item A and B as amended. **VOTE: 7-for, 0-against, 1-absent. Motion passes.**

A. Proposed Amendment of II. Definitions to include Special Event Participant and Holiday Vendor

Discussion was held and edits were recommended. Vote taken and passed.

B. Proposed Amendment to III. Market Participation to provide clarification for Application Instructions

Discussion was held and edits were recommended. Vote taken and passed.

- C. Proposed Amendment to VII. Non-Compliance, Penalties and Appeals to provide clarification for late arrival and early departure

This item was tabled for further discussion.

IX. OTHER BUSINESS

Discussion and possible action regarding:

- A. Farmers Market Association Board Contact List

Board Contact list is included in packet.

- B. Revised Farmers Market Applications and Forms

Application to disseminate information is final. Online Bio and entertainment registration will include Twitter and Instagram pages. Holiday vendor application will include same things asked of regular vendor, except inspections are waived. Approval can be made after edits are incorporated.

- C. Revised Farmers Market Fee Schedule

After discussion including information provided by the City of Dripping Springs. The Board voted to submit the revised Farmers Market to the City Council for approval. The motion to recommend for approval by City council was made by Theresa Strube and second by Diana Black. VOTE: 7-for, 0-against, 1-absent. Motion passes.

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

- 1. Update on Parking Plan and Signage Needs for Event Customers and Farmers Market Vendors

Vendors will park in City property across Mercer and up against the Veterans Hall building.

- E. Creation and Appointment of a Tomato Round-Up Subcommittee

A motion was made by Marianne Simmons and seconded by Aimee Mick to create a Tomato Round-Up Subcommittee. VOTE: 7-for, 0-against, 1-absent. Motion passes. In addition a motion was made by Marianne Simmons and seconded by Aubrey Munguia to approve the Tomato Round-Up subcommittees' recommendation of the date and new location. VOTE: 7-for, 0-against, 1-absent. Motion passes.

- 1. Approval of Date for the 2016 Tomato Round-Up, June 25, 2016
- 2. Approval of Proposed Location for the 2016 Tomato Round-Up (Veterans Memorial Park/The Triangle)
- 3. Proposed Tomato Round-Up Mission Statement

A motion was made by Aimee Mick and seconded by Gouri Johannsen to approve the mission statement for the 2016 Tomato Round-Up. VOTE: 7-for, 0-against, 1-absent. Motion passes.

X. ANNOUNCEMENTS

- A. Regular City Council Meeting, October 13, 2015 at 7:00pm
- B. Regular Parks & Recreation Commission Meeting, November 9, 2015, at 6:00pm
- C. Regular Farmers Market Association Board Meeting, November 10, 2015 at 10:00am

XI. ADJOURN

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

MEETING MINUTES

**City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, November 10, 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 Manager: Stacy Qualls

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

III. MINUTES

A. Approval of Regular Meeting Minutes, October 13, 2015

Minutes from October 13, 2015 were not available. This item was tabled.

IV. REPORTS

A. Farmers Market Manager's Monthly Report

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

B. Fiscal Year 2016 Budget Revenues and Expenses Monthly Report

V. MARKET EVENTS PLANNING AND UPDATES

Discussion and possible action regarding:

A. Healthy Living Demonstration, October 28, 2015 (Postponed from October 21, 2015)

B. Healthy Living Demonstration, November 11, 2015

Weather may be a concern, but scheduled demonstration will continue.

C. Texas Department of Agriculture Healthy Living Grant Final Report (Deadline December 15, 2015)

Grant is on track.

D. Holiday Market

Market will be open the Wednesday before Thanksgiving and the Wednesday before Christmas.

E. 2016 Vendor Gathering and Orientation

This item was tabled.

VI. MARKETING AND PUBLIC RELATIONS

Discussion and possible action regarding:

- A. Marketing and Public Relations Committee Report
Committee met.
- B. Buy Fresh Buy Local Update
Buy Fresh Buy Local provided media kit and supplies.
- C. New Farmers Market Logo Design
Designs were looked at and additional revision requested.
- D. Social Media Training Update
This item was tabled.
- E. Proposed New Banner Designs
Designs were discussed and will be submitted for samples to be created.
- F. Proposed Banner Locations
Marianne will request a variance from City Council for placing of banner.
- G. Holiday Gift Basket Plan and Supplies
Gift Baskets samples were reviewed.
- H. Special Event (Day of Market) Signage Update and Proposed Variance Request
Vendors will be canvassed.

VII. SPONSORSHIPS SUBCOMMITTEE REPORT

Discussion and possible action regarding:

- A. Proposed Sponsorship Flier and Levels
This item was tabled.
- B. Plan for Distribution of Fliers
This item was tabled.

VIII. RULES AND REGULATIONS SUBCOMMITTEE REPORT

Discussion and possible action regarding:

This item was tabled.

- A. Proposed Amendment to VII. Non-Compliance, Penalties and Appeals to Provide Clarification and to Revise Penalty Schedule
- B. Submission of Rules and Regulations Revisions to City Council for Approval

IX. OTHER BUSINESS

Discussion and possible action regarding:

- A. Review Vendor Applications
 - 1. Family First Chiropractic
A motion was made by Aimee Mick and second by Diana Black to approve First Family Chiropractic as a vendor. VOTE: 7-for, 0-against, 1-absent. Motion passes.
 - 2. Epicure, Julio Llop
Julio and Jerry made a presentation and explained they will open a new restaurant in Dripping Springs and will become a special vendor later in the year. A motion was made by Marianne Simmons and second by Aubrey Munguia to approve Epicure as a vendor. VOTE: 7-for, 0-against, 1-absent. Motion passes.
- B. Non-Farmers Market Events Being Held at Veterans Memorial Park/The Triangle
 - 1. Frosty's Trees Event: Parking Plan and Signage Needs for Event Customers and Market Vendors
Same parking for vendors as when pumpkins were there.
 - 2. City Christmas Tree Installation and Implications for Market Layout
Stacy will handel.

C. Final Review of Approved Farmers Market Fee Schedule and Submission to City Council for Approval

This item was tabled.

D. City of Dripping Springs Restructuring: Implications for the Dripping Springs Farmers Market

City has new staff.

E. New Municipal Officer Packet Review

This packet was reviewed.

F. Farmers Market Manager Job Description

This item was tabled.

X. ANNOUNCEMENTS

A. Regular City Council Meeting, November 10, 2015 at 7:00pm

B. Regular Parks & Recreation Commission Meeting, December 14, 2015, at 6:00pm

C. Regular Farmers Market Association Board Meeting, December 8, 2015 at 10:00am

XI. ADJOURN

A motion was made by Teresa Strube and seconded by Aimee Mick to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 11:55 PM. VOTE: 7-for, 0-against, 1-absent. Motion passes.

MEETING MINUTES

City of Dripping Springs
Farmers Market Association Board Meeting Agenda
Tuesday, December 15, 2015 at 10:00 PM
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

The Regular Meeting of the City of Dripping Springs Farmers Market Association Board was called to order at 10:02AM, Tuesday, December 15, 2015 by Marianne Simmons, Chair. Roll call was taken and members present included, Teresa Strube, Claudia Oney, Diana Black, and Aimee Mick, acting as secretary. Members absent were Gouri Johannsen, Gary Gilstrap and Aubry Mungia. 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.

III. MINUTES

A. Approval of Regular Meeting Minutes, October 13, 2015

A motion was made by Theresa Strube and second by Claudia Oney to approve the Regular Meeting Minutes for October 13, 2015. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

B. Approval of Regular Meeting Minutes, November 10, 2015

A motion was made by Theresa Strube and second by Claudia Oney to approve the Regular Meeting Minutes for November 10, 2015 with suggested revisions. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

IV. REPORTS

A. Farmers Market Manager's Monthly Report

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

B. Fiscal Year 2016 Budget Revenues and Expenses Monthly Report

V. MARKET EVENTS PLANNING AND UPDATES

Discussion and possible action regarding:

A. Farmers Market Calendar of Events

B. Texas Department of Agriculture Healthy Living Grant Review and Final Report

C. 2015 Holiday Market

VI. MARKETING AND PUBLIC RELATIONS

Discussion and possible action regarding:

A motion was made by Claudia Oney and seconded by Diana Black to authorize Marianne Simmons to write a comprehensive sign plan and represent the Farmers Market Board and make recommendations to the planning and zoning commission and the City Council for a Banner

Variance Request (Item C), Special Event Market Sign Variance Request (Item D) and a Variance Request for the Comprehensive Sign Plan (Item E). **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

A. Marketing and Public Relations Committee Report

No report at this time.

B. Proposed New Banner Designs

The committee will continue to work on a new design that is agreeable to the Board.

C. Banner Variance Request

D. Special Event (Day-of) Market Signs Update and Variance Request

E. Comprehensive Sign Plan

F. Insight Ad for 2016

The ad has been placed and the City of Dripping Springs paid for it.

VII. SPONSORSHIPS SUBCOMMITTEE REPORT

Discussion and possible action regarding:

A. Proposed Sponsorship Flier and Levels

A motion was made by Theresa Strube and seconded by Aimee Mick to approve the Proposed Sponsorship Flier and Levels with discussed edits. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

B. Plan for Distribution of Fliers

Flyers will be made available and the Farmers Market Board will have final approval of all sponsorships.

VIII. RULES AND REGULATIONS SUBCOMMITTEE REPORT

Discussion and possible action regarding:

A. Proposed Amendment to VII. Non-Compliance, Penalties and Appeals to Provide Clarification and to Revise Penalty Schedule

A motion was made by Marianne Simmons and seconded by Theresa Strube to approve the proposed amendment to VII. Non-Compliance, Penalties and Appeals to provide clarification and to revise Penalty Schedule with discussed edits. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

B. Final Review of Rules and Regulations Revisions for Submission to City Council for Approval

When edits are made the Final Rules and Regulations will be submitted to City Council for approval.

IX. OTHER BUSINESS

Discussion and possible action regarding:

A. Review Vendor Applications

No new vendor applications.

B. Farmers Market Fee Schedule Revisions

A motion was made by Aimee Mick and seconded by Theresa Strube to approve the Draft of December 7, 2015 Farmers Market Fee Schedule Revisions. **VOTE: 5-for, 0-against, 3-absent. Motion passes.**

C. Authorization to Prepare and Submit Master Signage Plan and Variance Requests for Farmers Market Signage

See Item VI.

X. ANNOUNCEMENTS

- A. Regular Parks and Recreation Commission Meeting, January 11, 2016 at 6:00pm
- B. Regular Farmers Market Association Board Meeting, January 12, 2016 at 10:00am
- C. Regular City Council Meeting, January 12, 2016 at 7:00pm
- D. Regular Planning and Zoning Commission Meeting, January 26, 2016 at 7:00pm

XI. ADJOURN

A motion was made by Marianne Simmons and seconded by Diana Black to adjourn the Regular Meeting of the City of Dripping Springs Farmers Market Association at 11:41 PM. **VOTE: 5-for, 0-against, 3-absent. Motion passes. absent.**