

**BETHANY BEACH FARMERS MARKET
BOARD OF DIRECTORS/GROUP MEETING
Saturday, October 7, 2017
10am – 12noon – BB Library**

Minutes

BBFM BOD Present:

Henry Bennett
Jenn Carter
Maggie Lowman
Jerry Morris
Nancy Sanger
Margaret Young

BBFM BOD Not Present:

Larry Fishel
Doug Mowrey

BBFM Group Present:

Dan Costello
Cullen Langford
Rich Lowman

BBFM Group Not Present:

John Himmelberg
Clair Loftus
Julie Malewski
Tracy Mulligan
Mary Lou Tietz

CALL TO ORDER: time 10:10

APPROVE MINUTES 3/18/17

Motion #1: To approve the 3/18/17 Minutes

By: Jerry

Second: Henry

Discussion:

Vote: Passed

TREASURER'S REPORT

Two reports on paper –

- 1.) QIII - 7/1 – 9/30, 2017 closing balance \$8576.50
- 2.) Tent Sales + donations (20.00) = \$2305.00

GREAT job by Tent volunteers!
END-of-YEAR Statement – Nancy will do and send to Doug
right after end of fiscal year

Motion #2: To approve the Treasurer's Report

By: Henry

Second: Maggie

Discussion:

Vendor Fees are included in new season first quarter report in Spring
JC will check Drive and with Doug for other 2 quarter reports

Vote: Passed

BOARD DECISIONS

Board Vacancy

No need to rush to fill – suggestions over the interim – send suggestions to
Doug and share via email – informal – also, nice to have a farmer added

Motion #3: To postpone the filling of the Board position, and note the attributes
needed and desired (would like to have a farm-related person)
to fill the position.

By: Dan

Second: Jerry

Discussion:

Vote: Passed

Vice President – Henry (Vendor Liaison – description needs to be ironed out)

Motion #4: To accept Henry's offer to serve as BBFM Vice Pres.

By: Jerry

Second: Maggie

Discussion:

Vote: Passed

Vendor Letter 2018 draft incl Non-Compliance Enforcement [Process – communications](#)
Adding as 'At will' action/termination clause

Suggestion of 'boiler-plate' form to use as template – legal counsel could
assist/affirm

Suggestions for legal counsel – Henry and Larry have suggestions - Larry and
others are terrific resources, but official 'attorney's' work would be
binding in event of legal need – [Town also has lawyer \(affiliation with the](#)
[town is added benefit to relationship\)](#) ...possible could offer pro bono

Jerry – have somebody who practices law in DE

Dan and Henry will draft non-compliance protocols for procedure and
communication of absences and incidents as well as Vendor Letter and
Agreement/contract pages – make changes and share via email –

discussion via email and at the Spring BoD Meeting for approval

Other discussion notes: VENDOR LETTER:

Add the EMERGENCY number (See #8 below) to the address, email, etc. at the top of the letter

Begin Vendor letter with something like “The BBFM is happy/proud to invite you to participate in the 2018 BBFM Season” – conveys the fact that participation is not a right or expected, that it’s not guaranteed just because of past participation.

3. add ‘active’ before ‘sales’ and ‘by 12:30’ after ‘found’

6., etc. . Need more attention – Henry+Dan will address – add language that reminds of our important relationship with the Town, and following State Ag rules+regs, reinstate some of ‘old language’ about the definition of ‘locally grown’ considering vendors who are grandfathered in (but still use local ingredients for end-products), Develop ‘levels’ for protocols regarding non-compliance issues (not all offenses are equal – appropriate consequence and process for different infractions), etc.

8. Cullen suggested creation of separate Emergency Number -- through Google – no one’s name associated with it – can be transferred to different person as needed – calls transferred (to that person’s number??) – Number would be for Vendors only...not to be published on the web...might precipitate unnecessary calls for issues that can be addressed by other means through the web

Henry will cross-reference our Agreement with those used by other markets ‘Food Safety’ is mentioned/covered – maybe more emphasis?

Henry - Good to emphasize that each vendor’s tent/operation is representative of the other vendors and of the whole BBFMarket

Dan – Good for Market Manager to have consistent contact with vendors so obligation to the BBFM to enforce agreement rules supporting the BBFM as the best market in DE – maybe needs to be stated as a description for the position? --- Doug did a great job of this – the Market Manager and BoD demonstrate flexibility and consistency in enforcing rules of the agreement

AGREEMENT (contract page):

Add the EMERGENCY number (See #8 above) to the address, email, etc. at the top of the Agreement

1. Add something like ‘a main vendor representative must be present at the tent and responsible for the duration of the market’

Discussed age parameters – the permits for young workers is the responsibility of the vendor – vendor needs to enter all ‘staff’ names on the form and names of ‘responsible representatives’ (may be different one at various BBFMarkets sue to other obligations) – all should be entered on the form

2. Create separate lines for each name for staff – again, not all will be at each market, but we’ll have names in case of emergency or incident

End of form – though it’s common sense to retain a copy, we can either suggest this on the form OR scan the submitted form with check, and send a copy

to each Vendor – we could initial it before scanning – this way they have a copy with the contact info on it for reference

Motion #5: None needed

By:

Second:

Discussion:

Vote:

Visit all Farms – **process will be outlined in revised Agreement**

Schedule maybe four or five per year

Informal visits as possible time permitting – BoD members who are not farmer/vendors – non-threatening positive experience & good p.r.

Motion #6: None needed

By:

Second:

Discussion:

Vote:

Magee No Show – handling of

Water under the bridge – clean slate with newly revised agreement/protocols presented at Vendors Meeting in Spring

Motion #7: None needed

By:

Second:

Discussion:

Vote:

MARKET ISSUES

Service Animals – ADA

Need to only ask “Is this a Service Dog?”

Signature OK re: No dogs, but all need to know THE question above

Other – signs, tent weights, prices list, clean up, police, set up/take down, opening & prompt closing

Concerns covered by discussion of the Vendors Agreement and with Henry + Dan’s revisions to come

Motion #8: None needed

By:

Second:

Discussion:

Vote:

Vendor Feedback

Can address at Spring meeting

Volunteers

Maragret – does contact in April-May at the Womens Club

Merchandise/Rack/Yard Signs/

Totes+Tshirts – will count in Spring - Margaret + Nancy

**Yard signs – Dan + MaryLou will address needs – possibly order new
Fliers**

Advertising

Carrie could address in Spring

WEB

Cullen – Nancy was wonderful feeding things to Cullen

Articles – send links to add to the web

Videos – create or have vendors send to Cullen

DISCUSSION

Motion #5: To set BBFM 2018 Season begin and end dates:

First Market – June 3, Ending Market – Sept. 2 = 14 Sundays

By: Henry

Second: Maggie

Discussion: June 3 is early, but good opportunity for those who do have product to sell, lots of customers in BB in recent years for shoulder season events, etc. - good advertisement – Vendors would benefit from having a ‘space saver’ sign(s) with info regarding coming products, other markets, their growing schedule, etc. – included in the overall Vendor Fee (vendors not losing anything by holding the Market on June 3)

Ending Market – Considered the Sunday after Labor Day – conflicts with events, not much to sell, students back in school (unsure of new schedules/calendars) – best not to book it – Sept. 2 works well

Vote: Passed

VENDOR LETTER/Agreement

First full week in February (after the BoD Meeting to approve Letter/Agreement) –

Vendor Letter + Agreement mailed to VENDORS

Mandatory VENDOR Meeting – set date – either April 7 or 14

Response/agreement and CHECK Mail+Postmarked by April 18

ADJOURNMENT: time – 11:53am

NEXT MEETING – April/May 2018

Feb 3 10-12 – SNOW DATE – Feb 10

Motion to Adjourn – by: Jerry

Second: Henry

Vote: Passed gleefully

NOTE: Attachments on the email of the Draft Agenda sent before meeting:

BOD Minutes 3.18.17

Vendor Contacts Updated

Vendor Letter 2018 Draft

Respectfully submitted by Jennifer Carter, 4:40pm, Sun., Oct. 8, 2017