

BBFM BOARD MEETING
Saturday February 4, 2023
10 AM (open at 9:30)
Chamber of Commerce (*Zoom link on last page*)

BBFM BOD Present:

Henry Bennett
Ron Calef
Jenn Carter
Carolyn Corrigan
Jerry Morris
Doug Mowrey
Nancy Sager

BBFM BOD Not Present:

Larry Fishel - Zoom

BBFM Group Present:

Call to Order - Doug

Meeting brought to order: 10:07am

I. APPROVE MINUTES 10/15/2022 – attached in email

MOTION # 1 : Motion to approve the 10/15/22 BBFM BoD Minutes

BY: JERRY

Second: CAROLYN

Disc:

Vote: PASSED

II. TREASURER'S REPORT – sent in email

MOTION # 2 : Motion to accept Treasurer's Reports as of 12-31-22 – FOURTH quarter and ANNUAL

BY: HENRY

Second: JERRY

Discussion:

Vote: passed

III. DATES OF MARKET – 14 WEEKS – JUNE 4 – SEPT. 3

**MOTION #3 : Motion to MAINTAIN THE CURRENT DATES OF THE MARKET WITHOUT
ONE WEEK EXTENSION**

By: CAROLYN

Second: JERRY

Discussion:

Vote: passed

IV. VENDOR FEE - \$400

Lewes Takes 6% of sales – mail check for that – they have paid secretary/finance person

2 more vendors this year

REHOBOTH IS \$450

MOTION #4 : Motion to MAINTAIN THE CURRENT fee of \$400

By: JERRY

Second: CAROLYN

Discussion:

Vote: passed

- V. VENDOR PRESENT WHEN OUT OF PRODUCE POLICY**
LEWES MAKES THEM KEEP TENT UP UNTIL THE END OF THE MARKET
TRAVELLING DISTANCE IS A BURDEN FOR SOME
GRAY AREA WITH THE GRADUATION LAST YEAR
CONSENSUS - DEAL WITH INDIVIDUAL SITUATIONS AS THEY ARISE
- VI. VENDOR LETTER DRAFT – ATTACHED**
- a. CREDIT CARD sales; related fee(s) and PR regarding this**
TENT SALES – CANCEL CLOVER PROCESSING AND WAIT UNTIL ABOUT APRIL WHEN A
DECISION CAN BE MADE TO RESEARCH (POSSIBLY SQUARE) AND SWITCH &
ORDER THE DEVICE, ETC.
DO NOT CHARGE FEES FOR CHARGES
VENDORS – ADD INFO SPACE TO LETTER/AGREEMENT AND POST AT THEIR TENTS
- b. Should Vendor or representative be present when vendor is out of produce/product? -**
policy?
RECORD OF ABSENCES OR NO PRODUCT KEPT BY NANCY
- c. REVISIONS:**
ADD LINK TO DDA RULES & REGULATIONS IN THE EMAIL ANNOUNCEMENT OF THE
VENDOR LETTER THAT THE AGREEMENT SENT WITH CERTIFIED MAIL
ADD LINE ABOUT SNAP OPTIONAL ACCEPTANCE
KEEPING HIGHLIGHTING, UNDERLINED, ETC. - BRINGS ATTENTION TO THESE ITEMS
- VII. 2023 Vendors Tentatively To Receive Letter Of Invitation - discuss.....(BENNETT, 302**
AQUAPONICS, DAVIDSON, FICNER, FRESH HARVEST, HERBS/SPICES, HONEY BEE, LAVENDER, OLD
WORLD, RIVER COTTAGE, STORY HILL, WIMBROW, JACKIE BLUES CRABS, CLAMS & OYSTERS)
ACTION ITEM: FORMALLY INVITE SHUCK-IT OYSTERS

MOTION # 5 : Motion to ACCEPT ALL 14 VENDORS TO THE BBFM

BY: NANCY

Second: JERRY

Discussion:

Vote: passed

MOTION # 6 : Motion to ACCEPT SHUCK-IT OYSTERS TO THE BBFM

BY: CAROLYN

Second: RON

Discussion:

Vote: passed

DISCUSSION:

FULL, BUT SPACE FOR 15 VENDORS

- VIII. HOLD A VENDORS MEETING? YES**
HAVE VENDORS COME FOR THE WALK-THROUGH WITHOUT TENTS
QUESTIONS, DISCUSSION, GROUP PICTURE, ORIENTATION FOR THE SEASON
POSITIONS WILL BE CHALKED OUT
REQUEST VENDOR UPDATE/CONFIRMATION OF PHONE NUMBERS AND CONTACTS
ON AGREEMENT
2022 FIRST SUNDAY IN MAY – 2023 MAY 7 AT 10am IN THE PNC LOT
- IX. CANCELLATION PROTOCOL – ATTACHED**
MOTION # 7 : Motion to ACCEPT THE OCT. CANCELLATION PROTOCOL
BY: CAROLYN
Second: JERRY
Discussion:
Vote: passed
- X. VOLUNTEER REPORT**
CAROLYN WILL SOLICIT BEGINNING IN MARCH
SOME EARLY COMMITMENTS FOR SLOTS ALREADY
- XI. COUNT SHOPPERS**
NOT COUNTING
- XII. TENT ITEMS**
ORDER 300 MORE THERMAL BAGS (HIGHER # BROUGHT THE PRICE DOWN)
NO INCENTIVE LIKE LAST YEAR AT \$5 TO VOLUNTEERS
USE T-SHIRT GUY DAVE – UNDER \$8/SHIRT – SM MED LG XL XXL
DARK BLUE SHIRT WITH WHITE LOGO AND LIGHT BLUE SHIRT WITH DARK BLUE LOGO
\$15/SHIRT TO CONSUMER
CONTINUE CANVAS BAGS – REPLENISHING
HISTORY BOOKS – BBLA’S SUPPLY – DOUG HAS ONE FULL CASE – LESLIE KOPP
- XIII. RACK CARDS (MARY LOU)**
USE CURRENT BASIC DESIGN
CHANGE/EDIT DESIGN WITH NEW VENDORS’ NAMES AND ADD BAR AT THE TOP WITH 2023
YARD SIGNS – CURRENT SUPPLY IS FINE
- XIV. MARKETING and SOCIAL MEDIA**

- a. **WEB – WHEN NEW VENDORS CONFIRM PARTICIPATION, WE WILL SET UP A MEETING WITH LISA FOR REVISIONS TO THE WEBSITE**
- b. **FACEBOOK – HENRY & JENN TRY TO RESHARE VENDOR POSTS, ETC. ADDING US TO POSTS WHEN POSSIBLE**

XV. OTHER

**SUMMER POLICE TO MONITOR PARKING - LACK OF EMPLOYMENT – OTHER THAN THAT, THE TOWN HAS FEW APPLICANTS, BUT WILL SURELY SUPPORT AS BEST THEY CAN
CAROLYN – CALENDAR OF RACES AND EVENTS IN TOWN – ASK JULIE**

XVI. INDIVIDUAL BOARD MEMBER COMMENTS

XVII. SNAP/ WIC

In the past, markets were in charge of receiving SNAP/ WIC (food stamps) payments and reimbursing vendors. Due to limited staffing and the added burden on the market, we have traditionally opted out of accepting these at our market. However, the department of ag this year will allow customers with SNAP/WIC to purchase directly from the vendors via an app so it is between shopper and farmer and farmer can decide whether to do it or not. Therefore, it does not put any added effort on behalf of the BBFM to accept WIC/SNAP. We should probably make a motion to allow this at our market if everyone agrees, as well as let Kathy Jackson at the DDA know that we accept it as well so they can list on their website/ publications. I will forward you her email from the market managers summit they had earlier in January. I did not attend but she sent me all of the info from meeting. I also included the info on the app that farmers will be using as an attachment to this email.

**INDIVIDUAL VENDORS CAN ACCEPT SNAP AS OPTION
LINE WILL BE ADDED TO THE VENDOR AGREEMENT**

**MOTION # 8 : Motion to ALLOW VENDORS TO ACCEPT SNAP, AND TO ADD LINE REGARDING THIS
IN THE VENDOR AGREEMENT**

BY: HENRY

Second: RON

Discussion:

Vote: passed

XVIII. PRODUCE/ FOOD SAFETY

I have included the produce safety rule to this email just so that all are aware of the federal/ state regs. We do not need to discuss this much but I just thought it would be useful to discuss for a minute or two since we now have seafood vendors which adds a little more risk to food safety concerns. We can also discuss any food safety concerns specifically related to seafood and if we need to edit vendor agreement to cover this. However, with that being said, both Rehoboth and Lewes have seafood vendors as well and are fine. We can reference the Lewes application should we need to update any language in vendor agreement but I think it is already covered by “applicable state and federal regs” in agreement.

DDA RULES & REGULATIONS WILL BE SHARED VIA A LINK

- XIX. (ADDITION FROM EMAIL) Also, once we finalize the market dates at the meeting someone should let Kathy Jackson know and submit the market information sheet(attached) unless Doug or anyone else has done so already**

BBFM BOARD MEETING Saturday, February 4, 2023, 10 AM Chamber of Commerce

NEXT MEETING – MAY 7 – IN-PERSON VENDOR MEETING IN PNC LOT, THEN BBFM BOARD OF DIRECTORS MEETING AT 12NOON – LOCATION TBD

ADJOURN

MOTION # 9 : Motion to Adjourn

BY: JENN

SECOND: NANCY

DISC:

VOTE: PASSED

Meeting ended: 11:22 am

Respectfully submitted: Jennifer Carter Respectfully submitted at 4:44pm on Sunday, February 5, 2023

ZOOM LINK:

Jenn Carter is inviting you to a scheduled Zoom meeting.

Topic: **10am, SAT., 2-4-23_BBFM_BOARD MTG_CHAMBER of COMMERCE**

Time: **Feb 4, 2023 10:00 AM Eastern Time** (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/74576452874?pwd=aneSBXYZZ1bYE1QvYSE2Th3qWNfBPE.1>

Meeting ID: 745 7645 2874

Passcode: E07ej0