

Clatskanie Farmers Market - Board of Directors Meeting Agenda

Mission: The Clatskanie Farmers Market (CFM) will serve as a community venue for farmers and artisans, in order to encourage the creation and growth of local, sustainable businesses. The CFM will promote local food literacy by offering a variety of fresh food products and nutrition education. In this way, the market can mutually benefit both local producers and consumers.

This Board Values: Open and honest communication, creativity, the acknowledgement and validation of unique perspectives, all different skills and talents and forces and seeing how those come together to bring something we can't offer by ourselves alone, like-minded collaboration, listening skills (hard listening!), building community with like-minded people.

Date/time: December 13th, 2023 9am Clatskanie Food Hub, 80 NE Art St. Steele Clatskanie

Attendees:

Board members:

- Brandon Schilling, president
- Tracy Prescott-MacGregor, secretary
- Kris Lillich, treasurer
- Sara Wells, vice president
- Wendy Schmidt
- Nancy Cary
- Terri Emrich
- Bekah Logan
- Sonja ten Hoorn

Executive Director: Jasmine Lillich; Program Manager: Kelsey Engstrom; Education Director and Hub Operations: Candy Uskoski

Agenda Item	Key Points Discussed and/or Decisions Reached	Next Steps (who will do what by when)
Welcome!	We value your open & honest discussion!	
Public Comment		
Secretary report (Tracy)	1. Approval of minutes from November board meeting	Approval of Nov. 6 minutes- Bekah motions Terri seconds. All approve.
Treasurer's report (Kris)	1. Approval of Treasurer's report from November	beginning balance \$70,944.86. Ending balance \$65,688.58. Get reimbursements in by end of month. Approval of treasurers report- Tracy motions to approve. Brandon seconds. All approve. Brandon and Jasmine request reimbursement of \$317.04. Terri moves to approve. Bekah seconds. all approve. Jasmine requests \$6,000 for John Lillich for construction on HUB facility. Motion to reimburse John Bekah moves. Sara seconds. All approve. We still have \$4,000 left from Ford grant. Earmarked for pallet jack, generator etc...we have until February to spend the rest of the Ford grant.
Tech/communications	1. Any problems need addressing? 2. Review google drive	

<p>Executive Director Report</p>		<p>Jasmine got invited to speak at a lot of groups. She is writing a grant for the Oregon Community Foundation to ask for \$40,000. We got \$1,000 from the Oregon Cultural Foundation. In the works is a slaughter house and a composting facility supported by the Port.</p>
<p>Winter Market</p>	<p>1. Debrief</p>	<p>Debrief-What went well? Good social communication between varied vendors. Excellent opportunity for off-season sales for vendors. Terri suggested these pop-up opportunities as a good place to introduce new vendors in the off-season. Jasmine offered the idea of a series of pop-ups throughout the off-season in the reduced HUB space. Sara had difficulty using the SNAP and DUFB. Jasmine says it can be done through the HUB. Jasmine is waiting to register for DUFB to open again.</p>

<p>2023 Class Series Update</p>	<ol style="list-style-type: none"> 1. Winter Folk School 2. Holiday Cooking 	<p>2023 Class Series update-Winter Folk School was amazing. Consider the different lengths of projects. There were no negative comments. Becky White did a nice review on Facebook. Good flow. It's a lot for the available space. Class sizes will need to be reduced as the space gets remodeled for the HUB.</p>
<p>Food Hub</p>	<ol style="list-style-type: none"> 1. Brief update 	<p>Last week was slowest ever. Grocery retail is slowest after Thanksgiving but next year we should be open on the week of Thanksgiving to capture the grocery buying pre-Thanksgiving. We have a new winter produce vendor from Warren called Thousand Furrows.</p>

Admin updates	<ol style="list-style-type: none"> 1. Handbook changes 2. Application simplification 3. Organization name change 4. Mission Statement 5. Budget 6. Strategic Plan 7. Annual Report 8. 2024 Calendar of Events 	<p>Kelsey will make a 2 page intro to the CFM handbook. January meeting we will approve budget and refine mission statement and approve strategic plan. 2024 Calendar of events needs to be planned. Set dates for special events. Jasmine suggests we change our organization name for branding purposes to "Clatskanie Farmer Collective." Perhaps change the "Clatskanie Saturday Market" name back to "Clatskanie Farmers Market". Terri moves to rebrand the CFM umbrella organization legally change the name to name to "Clatskanie Farmer Collective." Bekah seconds. All approved.</p>
Producer social	<ol style="list-style-type: none"> 1. January 	<p>Happening in last week of January. Getting farmers together to discuss missing food chain elements. Discuss waste stream elements. What we had too much of.</p>

<p>Program Manager Report</p>		<p>Kelsey is re-doing the handbook. Starting marketing transition. Creating a document of branding guidelines in a cohesive way.</p>
<p>Grant update (Bekah)</p>	<ol style="list-style-type: none"> 1. CCCC 2. Kitchen Grants 3. Marketing grants 	<p>Bekah started on Harry Chapin grant and is waiting for response. That's money for Kelsey. She is working on the following: Clark Foundation for the kitchen grant. PGE Grant potentially for electricity in kitchen. ODA Resilient Foods Grant application in February for equipment only. Jasmine has 4 letters of recommendation.</p>
<p>Ambassador report (Nancy)</p>		<p>Nancy contacted the CH/M school and is troubled by a lack of response. She will talk to Laurie Sherman about students from her school. Jasmine wants a teen ambassador application launched on the website in March.</p>
<p>Marketing (Kelsey & Jasmine)</p>		
<p>Data</p>		<p>Annual report data is in progress to summarize the incredible work accomplished from the last year.</p>
<p>Merch</p>		<p>A CFM C. C. Stern foundry collaboration</p>

		to create hand printed cards of vegetable illustrations and wise sayings.
Community Garden update (Brandon)	Sign Fence	Jasmine talked to the library about getting a long term lease agreement from the library to continue the use of part of the land belonging to the library used by the community garden space. The library board is considering it.
Park & Rec update (Jasmine)		
Chamber, AIC & conference updates (Jasmine)		\$81,000 grant awarded to Chamber for downtown.
Music update (Brandon)		
Executive Session if needed		
Board member updates		<p>Tracy- working on prescription grant.</p> <p>Terri Certified for next year. Arranging canning classes for next year. She's now north county expert.</p> <p>Bekha-Grants.</p> <p>Kelsey is going home grandma passed.</p> <p>Candy-had big HUB cleanup revisiting systems.</p> <p>Kris got 2 couches for the meeting room.</p> <p>Get reimbursements</p>

		<p>to her before end of year.</p> <p>Brandon is tired but feeling super hopeful and pumped.</p>
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Up next:

- Handbook changes: non-profits & fair market price for goods, sharing booths, Incubator booth
- BIG fundraiser '24
- Murdock grant/ Americorp / IDA
- Farm/food forest projects
- Stagger board member terms

Next meeting scheduled for: January 17th, 2023 (third Wednesday of each month)