

RVGCM FEBRUARY 2018 BOARD MEETING | AGENDA

Meeting Date: 2/15/18

Next Meeting: 3/15/18

Time: 3:00

Location: Medford Library, Carpenter Room - 205 S Central Ave

In order to have more efficient board meetings we have created a timed-agenda and are asking non board members to please sign in on any agenda items or concerns you wish to comment on. You will be given 2 minutes to voice your opinion. Please only speak when called upon and do not interrupt others. The Board will discuss items and concerns. It requires a great effort to ensure that all member concerns are addressed while balancing the need to limit the discussions in order to have more effective meetings that benefit the market as a whole, thank you for your understanding.

Regular Business

<input type="checkbox"/>	Previous Minutes	Review previous meeting minutes	Action required: board review & vote	(3 min)
<input type="checkbox"/>	Treasurer's Report	Recent financial status of market	Action required: board review & vote	(20 min)
<input type="checkbox"/>	Managers' Reports	Mary Ellen De Luca and Stacy Van Voorhees	No Action Required	(15 min)
<input type="checkbox"/>	Member Input	Members	No Action Required	(5 min)

Old Business

<input type="checkbox"/>	Action Items Summary	Check-in (see below)	No Action Required	(5 min)
<input type="checkbox"/>	Spring Membership Meeting	Discussion	Action Required: Confirm Agenda	(20 min)
<input type="checkbox"/>	RVGCM DUFEB	Follow up / Update	No Action Required	(10 min)
<input type="checkbox"/>	Bakery Bill	Follow up / Update	No Action Required	(10 min)
<input type="checkbox"/>	Incentives for Members for Spring Meeting	Follow up / Update	No Action Required	(10 min)
<input type="checkbox"/>	Rewards Program	Follow up / Update	No Action Required	(10 min)
<input type="checkbox"/>	Policy Committee Report	Follow up / Update	No Action Required	(10 min)

New Business

<input type="checkbox"/>	Marketing Report	Discussion	Action Required: Set Agenda	(20 min)
<input type="checkbox"/>	Growers Jury Recommendations	Discussion	Action Required TBA	(30 min)
<input type="checkbox"/>	Food	Discussion	No Action Required	(15 min)

Processors/Crafter's
Recommendations TBA

Non-Profit Status Discussion No Action Required (10 min)

Adjourn

ACTION ITEMS

Action items	Person Responsible	Status
Review new Hawthorne Park Layout.	Teri, Sherry, Stacy	Done
Staff reach out to other county farmers markets and extension services to invite farmers to apply to the Rogue Valley Growers & Crafters Market.	Stacy, Mary Ellen	
Email new job descriptions (ED, Site Manager, Assistant Manager) Stacy and Mary Ellen to review and make sure no duties have been overlooked.	Joyce	Done
Add DUFEB topic to Spring Membership meeting agenda.	Stacy	Done
Write letter to Membership with details of new booth collection system.	Stacy	In Progress
Create handout compliance sheet for new applicants during jury sessions.	Sherry	
Add mandatory orientation session to MMM status change reply for approved new members.	Stacy	Done
Draft new 'non-service' policy	Policy Committee	In Progress
Open new PayPal account with Tom Clarke to be assigned as primary contact.	Stacy	Done
Explore free design software options.	Stacy	Done – Student edition Adobe Creative Cloud - \$238 for year
Research / establish 'text tree' to assist with communication to Membership.	Stacy	In Progress
Discuss hazardous weather policy.	Policy Committee (Kyle)	In Progress
Talk to Food Truck Vendors re. an expedited line for vendor orders.	Ken	In Progress

Bylaw Amendments on Spring Membership agenda (motion in Spring / vote in Fall) re. Roberts Rules and Article IV Section 3	Stacy	Done
STRATEGIC SESSION ACTION ITEMS		
Invite Non-Profit attorney, Dan Thorndyke, to January Board Meeting. Add 501C3 topic to Spring Membership Meeting.	Steve	In Progress
New Vendor Mentoring Program / Committee.	TBA	Pending
Draft letter from board and market showing interest in partnering to build a permanent structure.	Stacy (after more info about becoming an NP)	Pending
Create new FB Page.	Stacy	Done
Agenda item for Spring Membership Meeting – eliminate green tokens.	Stacy	Done
Add expansion of counties motion to introduce change bylaws for Spring / Fall Membership meetings (Douglas / Curry / Klamath / Coos / 150 mile radius?) **Add hammering out details to January board meeting.	Stacy	Done
Gather returning food vendors, Tyson & Teri, to discuss solutions for sustainable waste management. Meet in the library in January before jurying / accepting new vendors.	Tom & Teri	In Progress

Member Input* *If you would like your topic to be listed on the agenda, please submit to stacy@rvgrowersmarket.com by the Sunday prior the monthly board meeting. If you are unable to do this, you may still speak at the meeting through the member input sign-in sheet on the day of the meeting. Please understand that some issues raised by members during member input may be tabled for further discussion or delegation in order to ensure that they receive appropriate thought and attention.