

**Oak Park Farmers' Market Commission
Meeting Minutes
February 12, 2014
Village Hall – Room 101**

Present: Chairperson: Jennifer Lowe; Commissioners: Molly Carson; Warren Bakker, Aly Schoenfeldt, Market Manager: Jessica Rinks, Staff Chairperson: Mike Charley,

Excused: Commissioners: Rebekah Braslow, Lisa Capozzi; Farmers' Liaison: Jim Vitalo; Church Liaison: Jeff Petertil; Trustee Liaison: Ray Johnson

1. Call to order at 7:03 am
2. Agenda Approval - The Commission approved the agenda
3. Public Comment – None
4. Minutes - Minutes were approved from January 8, 2013 meeting after edits were made to correct the spelling of Rebekah and “Rinks” was capitalized
5. Administrative Report from Market Manager Jessica Rinks
 - a. Vendor applications went out 2 weeks ago, 2 have been received back so far
 - b. One vendor has communicated to Jessica that they may not come back. Jessica stated that she has one vendor Growing Home (organic grower) that is interested in joining if there is space
 - c. Jessica stated that Whole Foods contacted the Village wanting to partner with the Village in some form or fashion at the Oak Park Farmers' Market. The outcome of the discussion is that Whole foods can be offered an opportunity to participate as a food demo participant. The Village ordinance and/or Rules of Operation do not allow for partnerships with for-profit entities
6. Old Business:
 - a. 2014 market dates - Mike Charley will be meeting with the Village Manager, Police and Finance Department next Thursday February 20th. A decision on extending the market will be made at that meeting.
 - b. Review of ordinances - Mike met with the Law Department since the last meeting. A thorough review of the ordinance has not yet been completed yet. Mike stated that he will schedule a meeting for the Law Department after next Thursday's meeting. Mike stated that the the Rules of Operation and ordinances will be reviewed
 - c. Farmers' Market Wireless sales - Aly asked about the wireless device - are we going to continue using the device and what was the outcome of the discussion on staff working the machine? Warren stated that he believes the credit card processing adds value to the market. Charley stated that a staff person must work and supervise the wireless device, however a volunteer can work the computer (data entry).

7. New Business:

- a. Merchandise needs - Jessica will complete an inventory of all remaining inventory. Jessica stated she will purchase the same products that we already have. Jessica also stated that she will purchase clothing colors that sold well in 2013. Aly recommended women's cut shirts. Jennifer asked whether we could purchase a hanging rack for the clothing? Mike recommended purchasing clear plastic bins for all the merchandise. Mike recommended that if any of the commissioners have additional merchandise ideas that they email them to Jessica for her review.
- b. 2014 tasks – Jennifer asked what tasks must be completed prior to the market and what assignments must be made (for commissioners) to ensure everything gets completed. Commissioners provided some tasks/events that must be prepared for: Friend's Recruitment night, Vendor Breakfast, Green Days – (Assign Rebekah Braslow), Food Donations (Aly stated that she would help with food donations), A Day in Our Village
- c. Double Coupon grant program - Warren asked about funding for the double coupon program. Jessica stated that she found out today that Experimental Station has no money at this time to fund the program for 2014. Jessica stated that the Village has a small amount of monies rolled over from 2013, however based on last years' numbers this money will only last two market dates. Warren stated that on March 29th @ 10:00 am Experimental Station will be presenting information at Ascension Church regarding their organization. Past Market Assistant John Owens will be asking people to donate monies directly to Experimental Station making sure that the monies are earmarked for the Village's Double Coupon grant. Commissioners then questioned whether commissioners could encourage people to donate directly to Experimental Station (then to be dispersed to the Village for their double coupon program). Mike stated he would email the Law Department tomorrow and ask them for their opinion on this.

8. Adjourn @ 8:06 pm

Next Meeting Wednesday, March 12, 2014