

May 17, 2022

**Coventry Farmers' Market Operating Committee
Special Meeting Minutes
Via Zoom video conferencing**

Call to order:

The meeting was called to order by Nelson at 8:02 am.

Roll Call:

Eric Trott, Kathleen Krider, Anne Marie Charland, Donna Titus, Janine Coughlin, Jean Nelson, Aileen Bastos, Erica Pagliuco

Adoption of Minutes:

A motion was made by Barry and seconded by Titus to adopt the minutes of May 5, 2022 as presented.

The motion passed unanimously.

Looking ahead to 2022 – planning, needs, opportunities:

Vendor applications continue to roll in and are being improved, including UConn Dairy Bar ice cream. Discussion occurred about potential impacts to Chet's, who has been a loyal vendor. The Dairy Bar has been at the Market previously, but Chet will be communicated with.

Whole Harmony wishes to return to the Market full time. A smoothie vendor has also been added in.

Yalla has been communicated with about not being invited for this season.

The field markers appear able to be recovered in the field during an initial visit.

T-shirts are in the process of being ordered.

Friends of the Market bags are being pursued.

Hay bales will be dropped off at the barn for the season. Ann Marie facilitated this.

The Market Manager job description was approved by the Town Council last night. This will allow for the job to be posted this week. The hope is that a person can be brought in early July. This will be a second staff for the part time Manager position. Duties will be shared during the season as training occurs.

Page 2

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New City Builders are going to be a major sponsor for the season again. A vendor recognition banner will be produced.

2022 season events were discussed. Opening day will involve seed planting. Assistance is needed to participate in facilitating the events during the season. Music performers are being slotted into the season.

The preseason to-do list for the Market was reviewed and tasks confirmed:

- : Confirm volunteers – have new ones submit waiver forms - **ongoing**
- : Prepare shopping list for Eric to prepare POs – **in motion**
- : Check with Amanda about obtaining a square reader and hot spot - **done**
- : Order more volunteer shirts, consider new color - check with vendor – **in motion**
- : Order friends of the market bags from Baggu – **to occur**
- : Reset pins in field as necessary – **pins found**
- : Purchase vendor recognition banner – **to occur**
- : Schedule golf cart maintenance – check on starting and battery issues – **being done**
- : Set up recurring POs – **in motion**
- : Work with DPW to complete site improvements – **in motion**
- : Confirm dumpster location with CWPM – get certificate of insurance and W9 – **to be done**
- : Get wifi operational with Spectrum – **to be done**

Next Meeting:

Tuesday, May 31 at 8 am via Zoom.

Adjournment:

The meeting was adjourned at 8: am.

Respectfully submitted,

Eric M. Trott
Director of Planning and Development