

Brownsville Co-op

Minutes for
April 2, 2007

Present: Marilyn Peterson, Will Carey, Anne Stein, Cheryl Haworth, Margy Riggs, Patty Linn, Jenny Durringer, Penny Bridgeman, Jane MacQueen, Gian Mercurio, Sarah Fielder, Steven Brenner and Nan Van Sandt

Minutes: The minutes from the Feb. 19 meeting were read and approved.

Financial Reports:

Bank account – Steve

\$1813.90 in account + \$4522 in the CD

Book keeping and taxes - Steve

Steve paid \$150 for the Quickbooks book keeping program.

Taxes - Cindy Clark says we probably don't need to file because we have so little financial activity.

(costs \$200) Will raised the issue of filing as an essential part of creating the paper trail needed for obtaining grants. Steve will download the Federal 990 form as well as the State form and Cheryl and Nan will look them over to see exactly what involved

Insurance – Patty read from a risk assessment guideline from UC – Davis. A lot does not apply to us. After meeting on Saturday, we will make graph of Farmers' Market site and and talk about risk mitigation before going to agency. Anne reminded us that we ought to get a General Liability policy to cover us for all our activities, not only the Farmers' Market.

Committee Reports:

Legal Co-op entity – Steve

Bylaws passed – 22 voters, all voted yes.

Election of Board next: Election deadline June 1st

5 Nominees for five positions – Steven Brenner, Cheryl Haworth,
Gian Mercurio, Margy Riggs, Anne Stein

Annual Meeting, celebration & potluck: 4 pm, Sunday, June 3 at Randy's

Farmers' Market – Anne

Season Dates: Saturdays, 9am to 1 pm, April 28 -> October 27 (27 Saturdays total)

Site: Randy's Parking Lot across from City Hall Next Saturday Gian, Steve, Cheryl and Anne will meet with Willow, Rick, Randy and Ramona to hopefully settle all the remaining questions about the site and what is possible and planned for it. (Until the Hotel is started, we can use the Hotel lot as overflow if we need to, but it should get started this season.)

Community Booth shelter: Rectangular Gazebo (which Rick and Willow will build over a flagstone floor between the deck and the millrace) and Canopy (which we still need to buy)

Equipment: 2 licensable scales for sales (Steve bought on E-Bay), tables (Cheryl will buy 3 from Costco), chairs (we will borrow Steve's again this year), cash boxes,

pricing signs, pens, table cloths

Signage & advertising: (this was the vendors single greatest concern last year)
2 large signs in trucks on Hwy 228 (Jane MacQueen will make and we agreed to pay for)
1 large sign on site (Jane also)
2 sandwich boards (We will use last years plus Jane will make one)
Posters – Jane MacQueen will create and we will get up all around town. (*We might do one each year like the Oregon Country Fair and use for promotion.*)
Brochures
Co-op – Jenny Durringer has completed a nice multipurpose one.
FM Vendors – Anne will finish it
Articles for Times and D. H. Nan Van Sandt volunteered to do a “weekly” column for the Times.

Vendors:

Guideline Booklet Anne will complete both the Vendor Application and the Guidebook Vendors will need to fill out and sign the application to participate. Last year in our ignorance, we weren’t always compliant with the law and we need to be this year. Also Anne wants to strike a friendlier balance between requirements and costs passed on to vendors than the bigger markets do.

Volunteer Coordination & Training:

27 Saturdays in season / 54 Co-op members: if each volunteers only twice per season then we will have 4 people each week. We also need some especially responsible people to be **Market Day Managers** to guide volunteers, oversee Community Booth Vendor check-in and day’s record keeping and deal with unexpected situations that arise. Anne will take charge of scheduling volunteers in advance and making reminder calls each week. Before training Anne needs to complete Vendor Guideline Booklet and needs written reports on procedures that worked last year.

OFMA: We joined the **Oregon Farmers’ Market Association** to get listed on their web site and be eligible to join the program using Credit/debit cards and the Oregon Trail card program. The annual cost is \$50.

Buyers Club – Steve

Need for new pick up site: Penny is going to Uzbekistan to work with her sister for one year (starting in June) so we need a new site with truck access. We discussed Don Lyon’s and Randy’s as good possibilities.

Community Garden – (no report this month)

Other –

Pioneer Picnic Parade

Shopping Cart Imprecision Drill Team - Patty will organize after Carriage Me Back
Don Lyon’s *new* yellow 1948 truck – he asked to put Co-op Logo on doors (we OKed) so we can use it for promoting the Co-op and Farmers’ Market

Seed Swap – to be at Arbor Day opening, although no one is organizing or publicizing it

Next Meetings:

Site Committee (Gian, Cheryl, Steve, Anne, Willow, Rick, Randy & Ramona)
2 pm, Sat, April 7th at Randy's

Co-op Meeting 7:15 pm, Monday, May 14th at Brambles