

**Jefferson County Farmers Market Association  
Summary of Pending Action Items:**

<b>Item</b>	<b>Who</b>	<b>Added</b>	<b>Due</b>	<b>Status</b>
Follow up on Fort Worden Proposal	??	2/11/08		
Update Vance Corum on retreat desires	Bob	2/11/08	ASAP	Done 2/12
Follow up on multi-year permit uptown	Bob	2/11/08		
<b>Action items from previous meetings</b>	<b>Who</b>	<b>Added</b>	<b>Due</b>	<b>Status</b>
Order hard drive for office computer	John/Nick?	1/14/08		
Upgrade to Quickbooks	John/Arran (knows a cheap source)	1/14/08		
Get a written rental agreement for office	Nick?	1/14/08		
Follow up on cooperating with Library on healthy food initiative.	Education committee	1/14/08		
Create policy on generators	??	9/17/07		??
Get our 501c(x) designation	Ann	2/12/07		Working on it
Document Strawberry Festival procedures and store with permanent records	Karen	7/16/07		
File IRS tax return	John	7/16/07		
Compile a list of the various licenses and permits that various vendors are missing.	Annual task	5/14/07		
Reinstate Kids activities	New manager task	5/14/07		
Web site				Ongoing
Prepare music banner for stage with publicity for sponsors.				

**Jefferson County Farmers Market Association**  
**Board Meeting Minutes, February 11, 2008**

**Members Present:** Karen Lee, Bob Alei, Katherine Baril, Anne Pougiales, Ariane Bertucci, Craig Weir, Arran Stark, Karyn Williams

**Members Absent:** Lori Bernstein, John Estes, Nick Hill

**Guests Present:** Steve Shively (Fort Worden), Scott Lewis (Bon Appetite, GM), Jay Payne (Chef), Kate Burke (Fort Worden Area Manager), Thatcher Bailey (Centrum)

Karen called the meeting to order at 4:10 pm. Katherine moved and Craig seconded approval of the minutes for January. Motion passed unanimously.

Fort Worden Presentation (Steve Shively)

Want the market to locate permanently at the Fort.

- Plot – 145 or 100 booths (10x10) near the commons
- Partners – lots of them, trying to grow the number of partners
- People – lots of visitors, 5000 looking through windows to the market from the workshop spaces
- Practitioners – Centrum, Bon Appetite. Could use some cold storage in FW walkins. Bon Appetite is very supportive of local food.
- Potential – Parking with 100 booths in the alley – 130+ . Power/Water – at least 6 possibly more power/water access. No option for weatherproofing. Kitchen, cold storage.

FW wants 3 booths, cycled through the partners. They haven't looked into liability. We're subject to leasehold excise tax – 12.8% if we're not 501c(3). Time frame: they're looking at as soon as we can. They want to transform FW into a local place that's more than a natural destination. Neighborhoods nearby, lots of people from out of town too. They propose a lease to cover utilities, trash, impacts, etc. – 5 years at roughly \$4,000 per year. Each vendor gets an annual permit, just for the FM. Park will have a new management structure so that it's not the State that's the leaseholder. Not sure how that will be. Likely more nimble than the state park service. The board went once around with initial responses. General sense was opposed to moving the full market there, but possibly trying with Wednesday markets. Need to understand customers and vendors better.

Officer Reports

- **President (Karen):**
  - Hiring of Wendie Dyson is in process. Hopefully to be confirmed soon.
- **Vice President (Lori):** Absent
- **Secretary (Bob):** None
- **Treasurer (John):** Because of John's absence and some budget uncertainties, we decided to postpone the budget conversation until next month.

Committee Reports

**Strategic Planning (Karyn, Bob, Katherine, Lori, Craig):**

- **Retreat.** Set for March 1, 9:00 – 5:00 at the Community Center. Lunch will be potluck. After some discussion, we agreed that we want the retreat to focus around the question:

- **How do we get out market to the next level?**

We don't want to do a SWOT, rather we want to try to get to that via a series of questions:

- **What is the next level?**

- Do we want to grow? If so, what does that mean?
- Do we want to focus on organic or local? How do we define local. Clarify our values – “who are we?” use that to create a plan?
- Are we JCFMA or Port Townsend Farmers Market?

- Do we want to be a year round market?
- **How do we get there?**
  - Do we centralize or do we decentralize – could we be a neighborhood Farmers Market alliance (Seattle)? Need measurable results.
  - Can we agree on 2-3 educational programs that we will implement in 2008. Cooperative measures with other groups.
  - How do we increase and broaden our customer base? What data do we need to get about our current customers and how do we do it?
  - Do we want a new site?
  - What do we do about demand exceeding supply?

Bob will communicate our desires to Vance Corum.

- **Permit.** The city will be entertaining an ordinance that may allow multi-year permits on March 10. Bob will talk with Rick Sepler to see about how to make sure that it does and try to arrange for a three year permit starting in 2008.

**Marketing, Outreach** (Karen, Arianne, Karyn):

- No report

**Education** (Aaran, Ann, Nick, Craig, Arianne):

**Personnel** (Bob, Karen, Nick, Lori, Katherine):

- Offer was sent to Wendie Dyson this afternoon. Offer was good until Feb 15 when Wendie leaves for 10 days to California.

**Finance:** (John, Karen, Klaus)

- No report

**Crafts:** (Lori)

- No report

New Business:

- Dept of Ecology new Water management proposal. Current rights stay but no new water rights will be given after Dec 31, 2008 apart from about 300 new houses in the county. In the county, new houses will require rainwater catchment or be on city water, or PUD. No new agricultural water rights. Can move them around. Claims will be accepted as is. Katherine is working to ensure that there's water for expanded agricultural development in the future.

Karen adjourned the meeting at 6:05 pm. Next meeting March 10, 2008 at 4:00 pm at the Quimper Grange, Corona and Sheridan Sts., Port Townsend.

Respectfully submitted,

Bob Alei