

# Minutes of the Hamilton Farmers' Market Board of Directors

**Monday, February 13, 2023 - 5:00pm in Room 264 - Hamilton City Hall**

**Directors present:** Cameron Kroetsch, Jeff Beattie, Anne Miller, Celina Masoudi.

**Directors absent:** Eva Marsden, Brandon Linares

**City Staff Present:** Bill Slowka

Meeting was called to order at 5:05pm

**1. Approve agenda**

Approved by Cameron Kroetsch / 2nd by Celina Masoudi

**2. Declarations of Interest**

None declared

**3. Approve minutes of previous meeting January 9, 2023 (Attachment A)**

Approval pending. Tabled for Monday March 06, 2023.

**4. Board communication received or sent since prior board meeting: None**

**5. Delegations (2): Darren Kregar (The Market General Store) & Shane Coleman (Dilly's Farmacy)**

**Darren Kregar:** Spoke about concerns related to a Board member that has not been operating since September 2022. The Market has policies in place that require vendors to be opened on all operating days and hours and he posed the question of when enforcement will be forthcoming.

**Shane Coleman:** Spoke about a bussing proposal previously being worked on by the HFM Board prior to the pandemic. Once COVID hit the project was put on pause. The premise of the project was to provide shuttle bus service to and from the HFM for customers in buildings within an identified area.

**Motion:** To receive the delegations presented (Cameron Kroetsch / 2<sup>nd</sup> by Anne Miller). Motion passed.

Discussion: Recognizing that there is a great deal of work required to validate the previous research done etc. the Board asks Staff to begin gathering information. There is no timeline set for this update but when ready an update will happen at a future Board meeting. Reminder by Jeff Beattie that there are two outstanding items which may add to this discussion. One being the Governance Review which may align perfectly or pose another direction that is even better.

**Motion:** Market Manager to come back to the Board with as much information as possible at the March meeting. (Cameron Kroetsch / 2<sup>nd</sup> Jeff Beattie). Motion passed

**6. HFM Market Hours Vendor Survey:**

A total of 43 vendors were surveyed; 31 vendors (72%) preferred to stay with the current hours of operation for the Market while 11 (28%) wish to go back to the original Market hours (pre-COVID). For context "original hours" are Weekdays (8 am to 6 pm) and Saturday's 7 am to 5 pm. Current hours are Weekdays (9 am to 4 pm) and Saturday's 8 am to 4 pm). There is some interest in an in between option since that we are now coming out of COVID. Further discussion to be taken up once the governance review concludes.

**7. 2023 Board Process for Filling Vendor Director Vacancies: (Bill)**

Market Manager laid out the past elections process for Vendor Director seats. 1. Call for Nominations over a fixed nomination period, 2. Create the slate for the election providing there are more candidates than seats available, 3. Campaign period for nominated vendors, 4. Election to be presided over by the COH Elections Officer on a specific date and time in the Market w Vendor scrutineer, 5. COH Elections Officer counts ballots and determines the order of finish.

Discussion: Request by the vendors for a fresh start with all vendor director seats available on the Board. This would be in direct conflict with the current Board's by-laws. More to follow at the March meeting so until then nominations can be solicited for but no voting action until further notice.

**9. Market Manager Goals and Objectives: 2022 Review & 2023 Discussion (Bill)**

Tabled for the next Board meeting on March 6<sup>th</sup>, 2023.

**REGULAR REPORTS:**

**10. Councillor's Update: (Cameron Kroestch / Jeff Beattie)**

**11. Market Managers Report (Attachment: B)**

Motion to accept Market Managers report by Anne Miller / 2<sup>nd</sup> by Jeff Beattie. Motion passed.

**12. Finance and Audit Committee – Update on the current Accounts Receivables for the Market**

**Motion:** Market Manager to provide further insight by categorizing the receivables (Jeff Beattie / 2<sup>nd</sup> Anne Miller). Motion passed

**13. Marketing Committee – No Report**

**14. Vendor Attendance Report (Bill)**

January 2023 Highlights include 25 Vendors with perfect attendance (17 Market days). Vendors on vacation were 11 in total w 1 remaining open for business. There were 20 vendors with some amount of absenteeism in January. Total absent Market days were 112 (out of 748 possible) of which 73 were for vacation. Total vendors absent every Tuesday in the month was 6.

**15. HFM Foot Traffic Report (Bill)**

Overall January 2023 compared favorably to 2022 with increases across the board on all Market days. The overall increase year over year (2023 vs 2022) was 44%.

**16. FUTURE MEETINGS:**

Next In-Person Board Meeting: Monday 06, 2023 at 5pm (Room 264 Hamilton City Hall)  
Finance Meeting - TBA  
Marketing Meeting - TBA  
Operations Committee - TBA

**17. ADJOURNMENT:** 6:40 pm - Cameron Kroestch moved to adjourn / 2<sup>nd</sup> by Anne Miller