



Hamilton Farmers' Market Board of Directors Meeting
Minutes 06-03-24
5:00 pm
Monday, June 3, 2024
Room 264, Second Floor
Hamilton City Hall

Directors Present: Councilor Tammy Wang, John Alexander, Shane Coleman, Andrea Carlisle, Amanda Reiser, Laura Lukasik.

Directors Virtual: None

Directors Absent: Jessica Myers, Councilor Cameron Kroetsch (Chair), Celina Masoudi Matthew LaRose

City Staff Present: Raymond Kessler (Chief Corporate Real Estate Officer), Julie Richards-Bramhill (Admin)

City Staff Absent: Bill Slowka (Market Manager)

1. **Delegation Request:**
Darren Kregar, The Market General Store

2. **Agenda Approval:**

(Carlisle/Lukasik)

That the agenda for February 5, 2024 Hamilton Farmers' Market Board of Directors meeting be approved, as presented.

CARRIED

3. **Declarations of Interest:** None

4. **Approve minutes of May 6, 2024 HFM Board Meeting**

(Carlisle/Lukasik)

That the Minutes of May 6, 2024 meeting of the Hamilton Farmers' Market Board of Directors were unavailable. Move to be approved at the next meeting.

CARRIED

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

6. **Market Staffing Update:**
Ray Kessler updated the Board on the status of Market Staffing. The Special Project Manager role, the Market Admin Clerk role, and the Programming Coordinator role are in the process of being posted. Call out for Board members to volunteer to assist in the recruiting process for the Project Manager position. Councilor Kroetsch, Laura Lukasik, Andrea Carlisle, and John Alexander volunteered.
7. **Election for Vice-Chair, Board of Directors:**
The board conducted an open election for Vice-Chair. John Alexander was nominated by Anne Miller and seconded by Laura Lukasik. Nomination accepted and passed.
MOTION: Hold an election at the next Board meeting for Secretary and Treasurer (Reiser/Alexander)

CARRIED

REGULAR REPORTS:

8. **Councilor's Update:** None
9. **Market Manager's Report (No Report)**
10. **Finance and Audit Committee (No Report)**
Discussion on Committee structure being Board Chair and two additional people. More to follow.
11. **Marketing Committee (Amanda Stewart)**
Discussed upcoming summer events planned.
MOTION: That a 2025 Marketing Plan be presented to the Board before the end of 2024 (Carlisle/Reiser).
12. **Operations Committee (Shane Coleman)**
MOTION: That the Market Manager bring back a policy for parking enforcement with consideration for an approved extended stay (Alexander/Coleman)

CARRIED

13. **Vendor Attendance Report (No Report)**
14. **Hamilton Farmers' Market Foot Traffic Report (No Report)**
15. **Outstanding Business List Update (No Update)**
16. **IN CAMERA - Private & Confidential – Market Staff Personnel Matters (Ongoing)**
No Session
.
17. **Next Board Meeting**

That the next meeting will be scheduled for July 8, 2024.

18. Adjournment

(Alexander/Lukasik)

That, being no further business, the Hamilton Farmers' Market Board of Directors meeting be adjourned at 6:36 p.m.

CARRIED

Councilor C. Kroetsch, Chair
Hamilton Farmers' Market Board of Directors