



**Hamilton Farmers' Market Board of Directors Meeting**  
**Minutes 07-08-24**  
**5:00 pm**  
**Monday, August 12, 2024**  
**Room 264, Second Floor**  
**Hamilton City Hall**

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**Directors Present:** Councilor Cameron Kroetsch (Chair), Councilor Tammy Hwang, John Alexander, Shane Coleman, Anne Miller Andrea Carlisle, Amanda Reiser, Laura Lukasik, Celina Masoudi, Matthew LaRose

**Directors Virtual:** None

**Directors Absent:** None

**City Staff Present:** Raymond Kessler (Chief Corporate Real Estate Officer)

**City Staff Absent:** Bill Slowka (Market Manager)

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1. **Delegation Request:** None

2. **Agenda Approval:**

**(Alexander/Wang)**

That the agenda for July 08, 2024 Hamilton Farmers' Market Board of Directors meeting be approved, as presented.

**CARRIED**

3. **Declarations of Interest:** None

4a. **Approve minutes of May 06, 2024, HFM Board Meeting**

**(Lukasik/Reiser)**

That the Minutes of May 06, 2024 meeting be approved as written.

**CARRIED**

4b. **Approve minutes of June 03, 2024, HFM Board Meeting**

**(Miller/Wang)**

That the Minutes of June 03, 2024 meeting be amended to include a motion presented in Item #12 (Alexander/Coleman). Revised and posted.

**CARRIED**

5. **Board communication received or sent since prior Board meeting:**

- Email Received: Jessica Myers - HFM Board Resignation
- Board Communication Received - Discussed by Board Chair

6. **HFM Board Election - Secretary:**  
The board conducted an open election for Secretary. Laura Lukasik was nominated by Shane Coleman. Nomination accepted and passed.
7. **HFM Board Election - Treasurer:**  
The board conducted an open election for Treasurer. Anne Miller was nominated by Celina Masoudi. Nomination accepted and passed.
8. **Market Staffing Update:**  
Bill Slowka updated the Board on the status of Market Staffing. The recruitment for the Market Admin Clerk role has ended successfully with an offer accepted by Terri Worrone. Terri will begin the week of July 29<sup>th</sup>. The Market Programming Coordinator role recruitment is currently underway.
9. **Market Furniture Update:**  
Bill Slowka updated the Board on the status of the York Blvd design/furniture project.  
**MOTION: That the Operations Committee support the Market Manager with suggestions to maximize the use of the York Blvd space (Alexander/Miller)**

**CARRIED**

#### **REGULAR REPORTS:**

10. **Councilor's Update:**  
Councilor Kroetsch touched on the upcoming Governance Review due later this summer and aligning the use of the York Blvd space with other City events taking place in and around the Market.
11. **Market Manager's Report (Bill)**
12. **Finance and Audit Committee – Audit Update (Bill)**  
Impact to the HFM ongoing from the cyber-attack of February 2024. The 2023 HFM Financial Audit remains incomplete and will be scheduled when financial information comes back on-line.
13. **Marketing Committee (Amanda Reiser)**  
Discussed meeting with the Hamilton Tiger Cat football club who is interested in working with the Market.
14. **Operations Committee (Shane Coleman)**  
No Report
15. **Vendor Attendance Report (Bill)**  
Bill Slowka updated the Market vendor attendance record from February through June 2024.
16. **Hamilton Farmers' Market Foot Traffic Report (Bill)**  
Good news is that our Market customer traffic continues to slowly increase year over year.

**17. Outstanding Business List Update (Bill)**

Need to adjust target dates for the completion of outstanding projects on the OBL.

- (O-2) Vendor Attendance Policy (August 2024)
- (O-3) Market Fees Investigation (September 2024)
- (D-2) Multi-year Contracts (September 2024)
- (S-4) HFM Public Folders (November 2024)
- (S-3) Market Wayfinding (November 2024)

**MOTION: That the Outstanding Business List (OBL) target dates be revised as detailed above (Miller/Lukasik)**

**CARRIED**

**18. IN CAMERA - Private & Confidential – Market Staff Personnel Matters (Ongoing)**

HFM Board moved into In camera session at 6:08 pm and came out of camera at 6:20 pm.

**19. Next Board Meeting**

That the next meeting will be scheduled for August 12, 2024.

**20. Adjournment**

**(Alexander/Lukasik)**

That, being no further business, the Hamilton Farmers' Market Board of Directors meeting be adjourned at 6:26 p.m.

**CARRIED**

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