



Hamilton Farmers' Market Board of Directors

Meeting Minutes 4-11-2024

5:00 pm

Monday,

December 2, 2024,

Room 264, Second Floor

Hamilton City Hall

Directors Present: Councilor Cameron Kroetsch (Chair), Councilor Tammy Hwang, Laura Lukasik, Celina Masoudi, Amanda Reiser.

Directors Virtual: None

Directors Absent: John Alexander, Matthew LaRose, Shane Coleman, Anne Miller,

City Staff Present: Bill Slowka (Market Manager), Terri Worrone (Administrative Clerk), Adam Watson (Senior Program Manager), Ray Kessler (Chief Corp. Real Estate Officer)

City Staff Absent: Pranali Parikh (Marketing Coordinator), Alexandra Morgan (Programming Coordinator)

Meeting Called to Order:

Meeting called to order at 5pm by Councilor Kroetsch.

1. **Delegation Request:** None

2. **Agenda Approval:**

MOTION: Agenda for November 4th, 2024, Hamilton Farmers' Market Board of Directors.
(Laura Lukasik/Amanda Reiser)

CARRIED

3. **Declarations of Interest:** None

4. **Approval of HFM Board Meeting Minutes of October 21, 2024,**

MOTION:

(Tammy Hwang/Celina Masoudi)

CARRIED

5. **Board Communication Sent/ Received since prior Board meeting:** None

6. Vendor Attendance Policy & Survey (Adam Watson):

Adam Watson reviewed the updated format of the Policy draft and presented the Vendor survey that will go out to the vendors for feedback. Amanda Reiser suggested a general comments section at the end. Celina Masoudi asked about will survey will be anonymous or grouped by vendor type. Suggested having them identify the type of the vendor they are. Laura suggested giving them the option for anonymous or identify themselves.

Councilor Kroetsch suggests having the option to identify the type of the vendor they are. Would like to see a digital version as well and asked when this survey will go out. Suggested that we give the vendors more time so that we get it right, even that means the results get pushed back to January.

Adam Watson presented update to Section 5: Lateness & Early Departures with options for “penalties”. Celina Masoudi asked will there be expectations for prepared food vendors. And expressed her concern being a food vendor by enforcement and penalties. Councilor Kroetsch gave recommendations for explaining and phrasing it in the policy. And recommended to add questions to the survey so it is clear for the vendors to respond.

Councilor Kroetsch, make necessary changes to survey before it goes out to vendor community.

MOTION:

(Tammy Hwang/Amanda Reiser)

CARRIED

7. 2025 Market Operating Budget – Draft (Bill Slowka)

Bill Slowka reviewed the previous Market Budget and presented the 2025 Operating Budget. Councilor Kroetsch asked how the numbers were laid out for understanding, add Municipal Levy to Total Revenue. Show the in and outs, a coming and going of the money. Mentioned Governance Review currently happening with the City so that might affect how things work. Ray Kessler: it will go back to the sole share holder first.

MOTION: Councilor Kroetsch: to bring Governance Review to board first.

(Councilor Kroetsch/Laura Lukasik)

CARRIED

Bill Slowka looking for Motion to accept budget. Councilor Hwang understood that this Budget was a draft. Ray Kessler explained that operation budget and costs are absorbed by other departments. Councilor Hwang concerned about that it is not laid out in a profit/loss statement and what is Municipal Levy being used for. Amanda Reiser – request for City for more money. Bill responds that he certainly can ask. Laura Lukasik asked to see spreadsheet for trust and transparency, to be helpful. Bill explained that the spreadsheet is more confusing. Councilor Kroetsch, add reserve to Budget and if there needs to be more money spent on Marketing – it will be there.

MOTION: Councilor Kroetsch wants to see Budget laid out as per GAPD standards to review it for due diligence.

(Laura Lukasik/Tammy Hwang)

CARRIED

MOTION TO RECEIVE REPORT:

(Tammy Hwang/Amanda Reiser)

CARRIED

8. HFM Board Vacancy Review (Chairman)

- will review at another meeting

(Laura Lukasik/Celina Masoudi)

CARRIED

REGULAR REPORTS:

9. **Councilor's Update: (Councilor's Cameron Kroetsch / Tammy Hwang)**
Governance Review. Asked Bill to share about AGM.
(Amanda Reiser/Celina Masoudi)
- CARRIED**
10. **Market Manager's Report (Bill):**
Big sliding doors, wrong parts sent and correct parts have been ordered, furniture is ready and waiting for delivery.
MOTION: To accept the Market Manager's Report.
(Celina Masoudi/Amanda Reiser)
- CARRIED**
11. **Finance and Audit Committee (No Report)**
12. **Marketing Committee (Amanda Reiser) (No Report)**
13. **Operations Committee (No Report)**
14. **Vendor Attendance Report (No Report)**
15. **Hamilton Farmers' Market Foot Traffic Report (Bill) (Update)**
Amanda statement: attended Blue Blocks.
Councilor Hwang was at market on Saturday and excited to see the engagement on social media.
Councilor Kroetsch suggested having more programming throughout the market, down by tables, near Jackson doors.
- MOTION:**
(Celina Masoudi/Tammy Hwang)
- CARRIED**
16. **Outstanding Business List Update (Adam Watson/Bill Slowka)**
Adam will be cleaning up the OBL.
- (D-2) Multi-Year Contracts - No Report
(O-3) Market Fee's Investigation - No Report
(SEP-1) HFM License Agreement: Schedule D - Update (Bill), presented an updated Schedule "D" proposal. Amanda asked if Bill got the list from, and Bill responded that he got it from the City.
- MOTION:**
(Celina Masoudi/Amanda Reiser)
- Adam informed the Board regarding RZone and this will reinforce this.
- CARRIED**

17. IN CAMERA - Private & Confidential – Market Staff Personnel Matters (No Report)

Procedural motion to move into camera with only Directors, Ray Kessler, Contract Manager, and the Market Manager (as required). Discussion of Items in closed session are subject to the following requirement(s) of the Operating Agreement and the Ontario Municipal Act, 2001: A position, plan, procedure, criteria, or instruction to be applied to any negotiations by the HFMC; and personal matters about an identifiable individual.

**MOTION TO MOVE TO COUNCIL CHAMBERS FOR IN CAMERA SESSION at 6:15pm:
(Councilor Hwang/Laura Lukasik)**

CARRIED

Returned from In Camera – MOTIONED to keep session confidential: (Tammy/Amanda)

CARRIED

18. Adjournment

That being no further business, the Hamilton Farmers' Market Board of Directors meeting be adjourned at 6:38pm **(Laura/Celina)**

CARRIED

Next Board Meeting:

Next HFM Board meeting is scheduled for Monday December 2, 2024.

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