



**Hamilton Farmers' Market Board of Directors Meeting**  
**Minutes 10-21-2024**  
**5:00 pm**  
**Monday, November 4, 2024**  
**Room 264, Second Floor**  
**Hamilton City Hall**

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**Directors Present:** Councilor Cameron Kroetsch (Chair), John Alexander, Shane Coleman, Laura Lukasik, Celina Masoudi, Anne Miller

**Directors Virtual:** None

**Directors Absent:** Amanda Reiser, Andrea Carlisle, Matthew LaRose

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

**City Staff Absent:** Pranali Parikh (Marketing Coordinator)

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1. **Meeting Called to Order:**  
Meeting called to order at 5pm by Councilor Kroetsch.
2. **Delegation Request:** None
3. **Agenda Approval:**  
**MOTION:** Agenda for October 21, 2024, Hamilton Farmers' Market Board of Directors.  
**(Alexander/Coleman)** **CARRIED**
4. **Declarations of Interest:** None
5. **Approval of HFM Board Meeting Minutes of September 9, 2024,**  
**MOTION:** Update Sept 9<sup>th</sup>, 2024, minutes for more clarity  
**(Councilor Kroetsch/Lukasik)** **CARRIED**
6. **Board Communication Sent/ Received since prior Board meeting:** None
7. **Vendor Attendance Report & Policy (Bill):**  
Bill Slowka presented a draft of a Vendor Attendance Policy  
**MOTION:** To update the policy as discussed and bring it back for review as a Vendor Survey  
**(Councilor Kroetsch/Lukasik)** **CARRIED**

**8. Holiday Hours – Decision (Bill)**

**MOTION:** That the 2024 holiday hours be as follows, Mon. Dec. 23<sup>rd</sup> 9 am – 5 pm, Tues. Dec. 24<sup>th</sup> – (9 am – 4 pm) and Closed Mon. Dec 30<sup>th</sup> & Tues. Dec. 31<sup>st</sup>.  
**(Alexander/Miller)**

**CARRIED**

**9. Q4 Marketing Plan & Event Calendar (Alexandra)**

**MOTION:** To receive the report as presented.  
**(Alexander/Masoudi)**

**CARRIED**

**REGULAR REPORTS:**

**10. Councilor’s Update:** No Report

**11. Market Manager’s Report (Bill):**

**MOTION:** To accept the Market Manager’s Report. **(Alexander/Lukasik)**

**CARRIED**

**12. Finance and Audit Committee** (No Report)

**13. Marketing Committee (Amanda Reiser)** (No Report)

**14. Operations Committee (Shane Coleman)**

**MOTION:** To accept the Operations Report. **(Alexander/Masoudi)**

**CARRIED**

**15. Vendor Attendance Report (Bill)** (No Report)

Agenda item is deferred to the November 4 meeting.

**16. Hamilton Farmers’ Market Foot Traffic Report (Bill)** (No Report)

Agenda item is deferred to the November 4 meeting.

**17. Outstanding Business List Update (Bill)** (No Report)

Agenda item is deferred to the November 4 meeting.

**18. Introduction of Adam Watson - Senior Program Manager (Ray)**

**19. October 28<sup>th</sup>, 2024 – HFM Annual General Meeting - (Bill)**

**20. Next Board Meeting:**

Next HFM Board meeting is scheduled for Monday November 4, 2024.

**21. Adjournment**

That being no further business, the Hamilton Farmers’ Market Board of Directors meeting be adjourned at 6:30pm **(Alexander/Miller)**

**CARRIED**

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