



Hamilton Farmers' Market Board of Directors Meeting

Minutes 09/09-24

5:00 pm
Monday, Oct 07, 2024
Room 264, Second Floor
Hamilton City Hall

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

Directors Virtual: None

Directors Absent: Laura Lukasik

City Staff Present: Bill Slowka (Market Manager), Terri Worrone (Administrative Clerk), Alexandra Morgan (Programming Coordinator)

City Staff Absent: Ray Kessler (Chief Corp. Real Estate Officer), Pranali Parikh (Marketing Coordinator)

1. **Agenda Approval:**

MOTION: That the agenda for September 9, 2024 Hamilton Farmers' Market Board of Directors meeting be amended meeting to move Item #1 Delegation Request to Item #6. "Vendor Attendance Report" on Agenda. **(Hwang/Alexander)**

CARRIED

2. **Declarations of Interest:** None

3. **Approve minutes of July 08, 2024, HFM Board Meeting**

MOTION: That the Minutes of July 08, 2024 for the Hamilton Farmers' Market Board meeting be amended to add Anne Miller's name to attendance and correct the spelling of Tammy Hwang's name. **(Hwang/Alexander)**

CARRIED

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

- Confidential Email: Received from Darren Kregar (June 2024)

5. **Vendor Attendance Report & Policy (Bill):**

Bill Slowka updated the Board on the July & August Vendor Attendance sharing statistics of vendor absences, vacation days, vendors leaving early and arriving late. Discussed goals & objectives of an attendance policy and how this impacts the overall Market & shoppers.

MOTION: That the Market Manager provide a recommendation of a complete Vendor Attendance Policy for Board review at the October HFM Board meeting. **(Kroetsch/LaRose)**

CARRIED

6. **Delegation Request:** Darren Kregar, The Market General Store re: Vendor Attendance Expressed his concerns regarding vendors that are not opening on all Market Days and the need for impactful consequences to change behavior.

MOTION: To accept the delegation. **(Alexander/Miller)**

CARRIED

REGULAR REPORTS:

7. **Councilor's Update: No Report**

8. **Market Manager's Report (Bill):**

MOTION: To accept the Market Manager's Report. **(Alexander/Carlisle)**

CARRIED

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

10. **Marketing Committee (Amanda Reiser)**

Request for a marketing content calendar, an update on the 2024 Marketing Budget, the Q4 Marketing Plan and a 2025 Marketing Plan at a future meeting. **MOTION:** To accept the Marketing Committee's Report. **(Miller/Alexander)**

CARRIED

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

Request for a formal policy on Loading Dock Usage and ticketing for a future meeting. **MOTION:** To accept the Operations Committee Report. **(Alexander/Masoudi)**

CARRIED

12. **Vendor Attendance Report (Bill) See Item #5**

13. **Hamilton Farmers' Market Foot Traffic Report (Bill)**

Request for year over year HFM traffic numbers for the next HFM Board meeting. **MOTION:** To accept the Operations Committee Report. **(Alexander/Hwang)**

CARRIED

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

- (D-2) Multi-Year Contracts - Update
- (O-3) Market Fee's Investigation - Update

MOTION: That the Market Manager investigate the scope of the HFM Violence and Harassment Policy (Schedule D) of the Stallholders License include discrimination. Add this to the Outstanding Business List (OBL). **(Alexander/Carlisle)**

CARRIED

15. **IN CAMERA - Private & Confidential – Market Staff Personnel Matters (Ongoing): None**

16. **Next Board Meeting**

The next HFM Board meeting is scheduled for Monday October 7, 2024.

17. **Adjournment**

That being no further business, the Hamilton Farmers' Market Board of Directors meeting be adjourned at 7:07 p.m. **(Alexander/Miller)**

CARRIED

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