



Hamilton Farmers' Market Board of Directors

Meeting Minutes 12-02-2024

5:00 pm

Mon. January 27, 2024,

Room 192, First Floor

Hamilton City Hall

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

Directors Virtual: None

Directors Absent: None

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

Meeting called to order at 5pm by Councilor Kroetsch.

1. **Agenda Approval:**
MOTION: Agenda for December 2nd, 2024, Hamilton Farmers' Market Board of Directors.
(Lukasik/Coleman) **CARRIED**

2. **Approval of HFM Board Meeting Minutes of December 2nd, 2024,**
Amanda noted that her name appears as both present and absent and requested that she just be recorded as present.
MOTION: To approve the minutes as amended.
(Reiser/Lukasik) **CARRIED**

3. **Delegation Request:** Eric Miller
MOTION: To accept the delegation request.
(Coleman/LaRose) **CARRIED**

MOTION: To receive the delegation.
(Masoudi/Coleman) **CARRIED**

4. **Declarations of Interest:** None

5. **Board Communication Sent/Received Since Prior Board meeting:**
Email Received (JT Pets, Nov. 27th, 2024)
6. **2025 Market Operating Budget - Approval (Bill)**
MOTION: To approve the 2025 operating budget as presented.
(Coleman/Councilor Hwang) VOTE: 7 Yes / 2 No **CARRIED**
7. **December HFM Promotion & Event Plan Update - Information**
Staff provided an update on the planned programming and promotion activities for December.
Was there a motion to receive this? If so, who moved and seconded? NO
8. **2025 HFM Board Meeting Dates - Decision (Councilor Kroetsch)**
The proposed meeting dates for 2025 were discussed. Eight meetings will be scheduled with the option to add additional meetings if needed. Bill will send out the list of approved dates and ensure the website is updated.
MOTION: to approve the 2025 meeting dates as presented
(Lukasik/Councilor Kroetsch) **CARRIED**
9. **Vendor Attendance Policy Survey - Vendor Feedback (Adam)**
Staff provided an update on the review of the Vendor Attendance Policy survey responses and indicated that further review and consultation will be required to finalize the policy. Staff will report back on progress at the January 2025 meeting.
MOTION: To provide updates on the vendor attendance policy at each meeting starting January 2025 (Lukasik/Reiser) **CARRIED**

REGULAR REPORTS:

10. **Councilor's Update (No Report)**
11. **Market Manager's Report (Bill) - None**
Motion: to receive the report.
(Miller/Reiser) **CARRIED**
12. **Finance and Audit Committee (No Report)**
13. **Marketing Committee (No Report)**
14. **Operations Committee (No Report)**
15. **Vendor Attendance Report (No Report)**
16. **HFM Foot Traffic Report (Bill)**
MOTION: to receive the report.
(Masoudi/Miller) **CARRIED**
17. **Outstanding Business List (No Report)**

18. **IN CAMERA - Private & Confidential – Market Staff Personnel Matters.**
Deferred to the January 27th, 2025 HFM Board Meeting

19. **Adjournment**

MOTION: to adjourn the meeting **(Masoudi/Miller)**

CARRIED

The meeting adjourned at 6:56pm

Next Board Meeting: Monday January 27, 2024, Room 264 City Hall

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