

MOSCOW FARMERS MARKET COMMISSION



Adam Reed
Commission Chair

Regular Meeting
~Agenda~

Jen Piffner
Staff Liaison

<http://www.ci.moscow.id.us/362/Farmers-MarketCommission>

Tuesday
August 7, 2018

4:00 PM

City Council Chambers
206 E Third St

Welcome and Attendance

1. Approval Of Farmers Market Commission July 11, 2018 Minutes

Documents:

[MINFMC20180711.PDF](#)

2. Public Comment (10 Minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Farmers Market Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

3. RMA Assesment Report - Colette DePhelps

Report on July 28 RMA activities and an update on the August 11 process.

August 11 Overview:

As with our first RMA, the day will start with an orientation to the RMA process at 7:30 a.m. If you can't make it that early or sign-up for a later shift, don't worry, just arrive 10 minutes before your shift for a brief orientation. There are two volunteer opportunities for the August 11 process:

1) Dot Posters - there will be four posters, four questions. Your job is to ask people to "take a second to help out the market" by "doing the dots" and handing them a sheet of 4 stickers to use answering the questions, and to make sure they use one dot per poster. If you sign-up for the dot posters, you will also be asked to do the walk-through assessment there's no need to sign-up for both.

2) Walk-through Assessment - take a walk through the market and record your observations about vendors & product mix, atmosphere and the physical site. Record comments you hear people making. Constructive Comments and Observation Forms and clip boards will be provided. If you don't want to do the

posters, just sign-up here.

The link to sign up

is: [HTTPS://WWW.SIGNUPGENIUS.COM/GO/60B0445ABA62EA0F49-AUGUST](https://www.signupgenius.com/go/60B0445ABA62EA0F49-AUGUST)

ACTION: Receive report.

4. 2017 Season Report - Amanda Argona, Community Events Manager

A history of Market metrics to be presented including annual statistics for the Market.

Action: Receive the report.

5. Moscow Farmers Market Metrics Proposal - Jen Pfiffner, Assistant City Supervisor

A proposal for metrics for annual reporting purposes based on historical reporting and strategic planning initiatives will be provided for Commission discussion.

Action: Discuss proposed metrics and provide feedback to staff.

6. Farm Visit Schedule And Questions - Amanda Argona, Community Events Manager

Farm visit schedule to be presented.

ACTION: Receive schedule and provide staff feedback as appropriate.

7. Manager's Report And Immediate Market Concerns - Amanda Argona

A report on the operational issues at the Moscow Farmers Market.

8. Proposed Items For Future Agendas

Commission members may email Jen Pfiffner (jpgiffner@ci.moscow.id.us) to propose future agenda items for discussion.

- Business Survey Map and Conversation Starter Questions
- Farmers Market Commission Representation
- 2019 Vendor Fees

9. Upcoming Meetings & Events

- Second RMA - August 11
- Moscow Farmers Market Commission Regular Meeting - September 4
- RMA Customer Count - September 8

Adjourn

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