

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

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

Tuesday, February 1, 2022

4:00 PM

**Council Chambers
206 E. Third St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Reading of the Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell locally farmed and/or created agricultural products (e.g., crops, meat, cheese, wine, etc.), distinctive handmade goods, artisan pieces, and original recipe cuisine. This venue is meant to encourage and support sustainable economic, social and environmental practices.

2. Public Comment and Response to Previous Comments (limited to 10 minutes)

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

3. Approval of Farmers Market Commission January 4, 2022 Minutes (ACTION ITEM)

4. 2022 Farmers Market Commission representation (ACTION ITEM) – Argona (10 mins.)

As a follow-up to the Dec. 7, 2021 meeting, staff has compiled a list of additional outreach activities for approval. Previously approved dates include the Thurs., Apr. 7 Vendor Orientation; Sat., Aug. 13 National Farmers Market Week Celebration (with merchandise sales); and Sat., Oct. 29 Halloween Costume. The Commission also approved participation in the October UI Homecoming Parade, which had a date of TBD listed. This date is confirmed as Sat., Oct. 1. Dates for approval are below. By approving these dates, the Commission agrees to be present and staff these activities.

- **Sat., May 14** – Commission tabling at Market to include hosting of 2022 Poster Artist and merchandise sales
- **Thurs., Jun. 16** – Opportunity for Commission tabling at 3rd Thursday Artwalk season finale to include hosting an art-themed activity (i.e. vegetable stamps)
- **Sat., Jun. 25** – Commission tabling at Market to include voting for America's Farmers Market Celebration and merchandise sales (i.e. discounts/free merch. for voting that day)
- **Sat., Jul. 30** – RMA
- **Sat., Aug. 20** – Opportunity for Commission tabling at Palousafest
- **Sat., Sep. 10** – RMA

PROPOSED ACTIONS: Accept additional 2022 special dates and opportunities, or take other such action as deemed appropriate.

5. Conference opportunities (ACTION ITEM) – Argona (10 mins.)

There are two upcoming conferences available to the Commission to attend. The Commission has budgeted \$795 for this fiscal year for conference attendance opportunities that keep the Commission and Moscow Farmers Market up-to-date on trends, resources, education, etc.

The WSFMA Conference will again be virtual with the following schedule and rates:

- **Boot Camp** (\$100 for all three sessions or \$75 per session, plus fees)
 - Thurs., Feb. 3, 9:30 am to 12 pm
 - Thurs., Feb. 10, 9:30 am to 12 pm
 - Thurs., Feb. 17, 9:30 am to 12 pm (select one of six farmers market association presentations)
- **Conference** (\$150 for full conference or \$35 for Farm Vendor Day only, plus fees)
 - Wed., Feb. 23, 9 am to 1:30 pm
 - Thurs., Feb. 24, 9 am to 1:30 pm
 - Fri., Feb. 25, 9 am to 1:30 pm

The InTents Conference has the option for remote or in-person attendance in San Diego, CA from Mon., Mar. 7 to Wed., Mar. 9. The rates are as follows:

- **Learn and Grow** (\$345 for full, in-person conference, plus travel fees)
- **Listen and Learn** (\$195 for full, remote conference)

PROPOSED ACTIONS: Approve Commission members to attend either the WSFMA and/or InTents Conferences, or take other such action as deemed appropriate.

6. 2022 Moscow Farmers Market Handbook revisions (ACTION ITEM) – (60 mins.)

The Policies Subcommittee met on Fri., Dec. 17 to review revision proposals to the 2022 Market Handbook. This subcommittee serves as the initial revisionists of the Handbook by suggesting and updating policies to ensure they are in line with Market operations. Per the requested follow-up, staff sent out an email asking for feedback from Commission members absent (Martinet, Parker, and Scott) at the Jan. 4, 2022 meeting. The Policies Subcommittee did not schedule future meetings.

The Subcommittee is proposing revisions to the following policies:

- Becoming a Market Vendor Page 11. Item 4.
- How to Become an Approved Vendor Page xvi. Appendix 6
- Vendor Production and Location Rule Page 11. Item 2.
- Setup Page 18. Item 19.

To accommodate the holiday travel season, Vendors were notified to provide feedback by Mon., Jan. 31, with an email reminder sent out on Fri., Jan. 14. Emails sent to the Community Events Manager were compiled into one document for the Commission to review.

PROPOSED ACTIONS: Accept revisions, or take such other action as deemed appropriate.

REPORTS

ANNOUNCEMENTS

**1. Farmers Market Commission representation required
Craft & Food Jury subcommittee**

Mon., Feb. 28, 2022, 3:45 to 5:30 pm – Craft and Food Jury 1 (current Vendors)

Wed., Mar. 2, 2022, 9:45 to 11:30 am – Craft and Food Jury 2

Mon., Mar. 7, 2022, 3:45 to 5:30 pm – Craft and Food Jury 3

Wed., Mar. 9, 2022, 9:45 to 11:30 am – Craft and Food Jury 4

All Commission members

Thurs., Apr. 7, 2022, 2 to 5 pm – Annual Vendor Orientation

2. Proposed Items for Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

- Farmers Market Commission FY23 budget request – action item
- Moscow Farmers Market Poster art selection – action item
- 2021 Site Visit – report

**3. Farmers Market Commission regular meeting March 1, 2022 at Moscow City Hall in
Council Chambers**

ADJOURN

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