

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

Laura Perrigo
Staff Liaison

~Minutes~

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

Tuesday, January 9, 2024

4:00 PM

**Haddock Building
504 S. Washington St.**

Meeting called to order at 4:10 pm.

WELCOME AND ATTENDANCE

MEMBERS: Jamie Hill (Chair), Phillip Blankenship, JT Manning, Gerardo Alvarez, Colette DePhelps, Samantha Martinet

ABSENT: Joshua Larson (Vice Chair), Kassie Smith, Jenny Parker

STAFF: Laura Perrigo (Administrative Assistant), Britany Luft (Engineering Administrative Assistant)

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.

Blankenship read the mission statement out loud.

2. Approval of Farmers Market Commission December 5, 2023 Minutes (ACTION ITEM)

PROPOSED ACTIONS: Approve minutes, amend minutes, or take such other action deemed appropriate.

Manning moved to approve the December minutes. DePhelps seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None.
Motion carried.

3. 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.

No public comment was made.

4. FY24 Farmers Market Commission budget (ACTION ITEM)

The Commission has been allocated \$3,500 which is to be spent before September 30, 2024. The majority of this budget is to be used for educational purposes, such as sending members to appropriate conferences, workshops, etc.

Conferences available for Commission member attendance include:

- Washington State Farmers Market Association, Feb. 23 – 24, Leavenworth, WA
 - WSFMA 2023 expenses for two Commission members totaled \$1,698.98.
- InTents Farmers Market Pros, Mar. 4 – 6, San Diego, CA
 - InTents 2022 expenses for one Commission member totaled \$1,214.98.

PROPOSED ACTIONS: Select conference and Commission members to attend, or take such other action deemed appropriate.

On behalf of Larson, Blankenship nominated Larson and himself to attend the WSFMA conference. Manning offered to attend as a backup if Larson or Blankenship became unavailable.. Due to conflicting work obligations, Martinet is not able to attend the WSFMA Conference, but is interested in attending the InTents Farmers Market Pros Conference. DePhelps expressed interest in the InTents Conference as well. DePhelps and Hill spoke about their past experiences at both conferences. The Commission agreed it would be better for two members to attend the conferences to bring more perspective and insight when reporting back to the Commission. DePhelps offered to cover her travel expenses that might not be covered by the Commission's budget line item. Staff members attending any conference will have their expenses covered by the Travel and Meetings and Professional Development budget line items.

DePhelps motioned for Blankenship and Larson to attend the WSFMA Conference with Manning as backup and Martinet and DePhelps to attend InTents Farmers Market Pros Conference with Hill as backup. Alvarez seconded the motion.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None.
Motion carried.

5. 2024 Poster Artwork Submission guidelines (ACTION ITEM)

PROPOSED ACTIONS: Accept submission guidelines, or take such other action deemed appropriate.

The Commission began the discussion involving artists collaborating and how to navigate which artist is formally credited. Hill clarified to the Commission that all art submissions will be reviewed by staff for eligibility before being presented to the Commission for final selection. Staff will reach out to artists with any questions on use of medium or if a collaboration seems to be in effect. Martinet was agreeable with the current guidelines but feels the Commission and staff need to address the use of AI in artwork submissions. After some discussion, DePhelps suggested to add, “No AI computer generated artwork will be considered” to the submission guidelines.

DePhelps moved to accept the current guidelines with the added submission requirement stating “No AI computer generated artwork will be accepted.” Martinet seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None.
Motion carried.

6. 2024 Craft & Food Juries (ACTION ITEM)

All juries will be held in the Great Room of the 1912 Center:

- **Fri., Mar. 1 and Fri., Mar. 8**
 - 9 am – Set-up begins
 - 9:50 am – Participants leave
 - 10 am to 11:30 am – Judging commences
 - 11:45 am – Participants return
 - 12 pm – Jury ends
- **Mon., Mar. 18**
 - 3 pm – Set-up begins
 - 3:50 pm – Participants leave
 - 4 pm to 5:30 pm – Judging commences
 - 5:45 pm – Participants return
 - 6 pm – Jury ends
- **Afternoon of Wed., Mar. 20 AND/OR Morning of Fri., Mar. 22 (*current Vendors only*)**

PROPOSED ACTIONS: Assign judging panel for each jury, or take such other action deemed appropriate.

Alvarez will be available for all jury dates. Martinet will be available for March 1 and 18 jury dates. Manning is interested in participating in the Craft & Food Juries. Hill and Blankenship offered to be backup judges for all the juries. The Commission agreed to review subcommittee assignments at the February meeting, and assign members accordingly.

DePhelps moved to accept the slate of members for judging as stated and to finalize primary and secondary judges based on subcommittee assignments. Martinet seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None.
Motion carried.

REPORTS

1. Policies Subcommittee – DePhelps, Larson, Parker, and Riddle

No changes have been made to the proposed policies since the December meeting report. Commission is requesting a clean draft. Perrigo will email revisions to Commission.

ANNOUNCEMENTS

1. Proposed Items for Future Agendas

Commission members may email Cody Riddle (criddle@ci.moscow.id.us) and Laura Perrigo (lperrigo@ci.moscow.id.us) to propose future agenda items for discussion.

- **Proposed revisions to 2024 Handbook (February action item; presented to Council in March)**
- **2024 Subcommittee Assignments (February action item)**
- **FY25 Commission budget request (February action item)**
- **Selection of finalists' artwork for public voting (March action item)**
- **2024 Poster Artwork submission and selection recap (April report)**
- **2024 Site Visits (March)**
- **Future RMA schedule proposal**

2. Farmers Market Commission regular meeting February 6, 2024 at Moscow City Hall in Council Chambers

Martinet will not be in attendance at the February meeting and is requesting to stay on the Site Visit and Craft & Food Jury subcommittees.

ADJOURN

Meeting adjourned at 5:00 pm.



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