



NFM BOARD MEETING MINUTES

Date: August 16, 2022

Name:

Organization:

Mark Barnowski	Helen's Pop Art
Helen Prater	Helen's Pop Art
Annette Van Dyck	Intentional Illumination
Ilex Pounders	Made in TN
Rox Christensen	Roxilverwolf Guitar String Jewelry
Martha Lupai	A & M Marketplace
Ronald Cerdas	Succulent Vegan
Anna Fields	Bubble Love
Will Radford	NFM Board Vice-Chair
Brenda Butka	NFM Board Secretary
Alex Lorenz	NFM Board
Darrell Lane	NFM
Charles Kizer	NFM
Grace Dobbs	NFM
David Griffin	NFM
Alex Dickerson	Metro Legal

Time: 9:38 Meeting called to order

- Will Radford the Vice Chair reads the instructions to everyone attending on the rules and guidelines of the Board Meeting.

Public Comments: There were no public comments.

Approval of the 7/19/22 Board Meeting Minutes:

- Will Radford had a question about the notes in the last meeting pertaining to tenant liquor licenses. Darrell Lane, the Executive Director, explained that there were 3 tenants who had requested approval to pursue liquor licenses to their business and be able to add alcohol sales to their menus. The Board did not have any objections. It was suggested that the NFM consider putting a cap on the number of businesses who can sell alcohol in the future.
- Will Radford also had a question about the comment made in the minutes relating to the length of time to fill the rentable vacancies and wanted to know what progress we have made to fill these open tenant locations. Darrell Lane reported that a Nashville Farmers' Market Board and NFM Staff retreat has been planned for 9/20/22 to discuss this and finalize the new tenant requirements for selection. (Brenda Butka moved to approve the minutes. Alex Lorenz 2nd the motion to approve the minutes.)

NFM Board Office Elections:

- Alex Dickerson (legal) explained the NFM Board election process to all present. Elected officials serve 1-year terms and can serve up to 3 consecutive 1 year terms. The Dr. Brenda Butka recommended that the current NFM Board Officers remain the same for another 1-year term. Board Chair: Angela Crane-Jones; Vice Chair: Will Radford, and Secretary: Dr. Brenda Butka. Dr. Butka then moved to approve the Officers. Alex Lorenz 2nd the motion to approve. Vote passed.

Financial Overview:

- David Griffin, the new Finance and Operations Manager gave a presentation of the most recent financial results of the NFM. Three accounts were earmarked as a concern in the report:
- 1. Water Bill – the recent water utility bill reflected a 45-day billing cycle and is being researched.
- 2. Janitorial Expense – The janitorial monthly expense rate was increased after the final FY23 budget was approved. Adjustments have been made to realign the current budget with the new labor rates.
- 3. Security Services – Security services have been identified as having submitted late invoices that negatively affect the FY23 budget. Old invoices will be credited to the FY22 budget. Increased security labor rates have been addressed with adjusted scheduling in order to stay within the FY23 security budget.
- Fire Panel – a new fire panel is planned to be replaced using 4% funds.

Executive Director Report:

- New Market House tenant hours of operation have been executed. New hours are 10:00 am until 6:00 pm daily.
- FY23 final budget adjustments were made, submitted, and approved by Finance.
- The Special Program Coordinator (SPC) position has been posted with interviews planned in the coming weeks. Heather Hoch has been promoted to Program Manager.
- GLK program development is ongoing with a planned operation on 11/1/22.
- New Market House Guidelines and Tenant leases are in the final stages of completion and is being reviewed by legal before presenting for Board approval.
- NFM Board and NFM Staff retreat is scheduled for 9/20/22 to review Board responsibilities and new tenant requirements for consideration before leasing.

- Tenant sales reporting begins on 10/1/22.
- Charles Kizer (Facilities Manager) explained our water leak repairs recently. He discussed a newly created monthly kitchen inspection sheet now used to evaluate our cleanliness standards when visiting tenant kitchen and prep areas. Charles also reported that we have a need to replace our “out of date” fire panel. A recent quote was obtained, and plans are to replace the panel.
- Grace Dodds from Marketing reported that new parking signs have been created to advertise 2-hour parking in the parking lot. Our community newsletter is in operation again on the website. Our new NFM operating hours have been updated on all media. Door decals are being made with daily hours.

Other Business:

- Farm City Coffee Amended Lease Approval – NFM Board reviewed the amended lease to extend the current lease until 7/1/23. Dr. Brenda Butka motioned to approve the amended lease. Alex Lorenz 2nd the motion to approve the amended lease. Vote passed.
- Alex Dickerson (legal) addressed to the Board Members the need to submit in advance any topics requiring a vote in the upcoming 9/20/22 retreat to be added to the agenda. Alex Lorenz requested that the Market House open vacancies be moved to the top of the retreat agenda.

Adjournment of the meeting:

- Alex Lorenz made the motion to adjourn.
- Dr. Brenda Butka 2nd the motion to adjourn.