



NFM BOARD MEETING MINUTES

Date: October 18, 2022

Name:

Organization:

Martha Lupai	A & M Marketplace
Helen Prater	Helen's Pop Art
Mark	Helen's Pop Art
Ilex Pounders	Made in TN
Eric Woodard	The Picnic Tap
Dina Cicutellu	Farm City Coffee
Bennett Alvarz	Lynchburg Soap
Anna Fields	Bubble Love
Charles Kizer	NFM Staff
David Griffin	NFM Staff
Heather Hoch	NFM Staff
Darrell Lane	NFM Director
Angela Crane – Jones	NFM Board Chair
Dr. Brenda Butka	NFM Board Secretary
Alex Dickerson	Metro Nashville Legal

Meeting call to order: 9:30am (unable to have a quorum due to not enough members present)

Reading of Public Announcement and Public Comments expectations:

As information for our audience, if you are not satisfied with a decision made by the Farmers' Market Board today, you may appeal the decision by petitioning for a writ of cert with the Davidson County Chancery or Circuit Court. Your appeal must be filed within 60 days of the date of entry of the Board's decision. To ensure that your appeal is filed in a timely

manner, and that all procedural requirements have been met, please be advised that you should contact your own independent legal counsel.

Individuals, requesting to address the Board; will be limited three (3) minutes unless granted more time by the Board Chair. Each person authorized to speak is expected to state her/his name and address and the organization represented if any, and if the speaker reads prepared text, to provide a copy to Board staff.

Public Comments:

- Martha from A & M Marketplace asked about update on Beer Permitting approval. The Beer Board approved both type of license (open container and closed container). Alex Dickerson from Metro Legal recommended to put this subject on next month's agenda since there is not a quorum and to have the question in writing to present to the board.
- Eric Woodard from The Picnic Tap spoke about the beer permitting. He challenged that there is only one open container permit allowed at the market from the Beer Board.
- Dina with Farm City Coffee discussed the 6% sales threshold and their disagreement with the sales threshold. They do not feel that the Nashville Farmers Market is the type of location that would have a sale threshold compared to other locations. They would like the board to re-visit this issue. They have no issue with the rent increases but do feel the 6% sales threshold is not fair to smaller locations.
- Ben with Lynchburg Soap Company Discussed Data tracking and the 6% sales threshold and that is how a venue should operate. He feels that it's up to the market to drive more traffic into the farmer's market. He feels that the vendors should be able to share data and that more data sharing could help with the vendors and the market.
- Chair Angela Crane – Jones discussed that there should be a partnership in marketing between vendors and the market. And she explained that it takes time to collect data and that it's agreed upon to use data to help improve the market.

Approval of Meeting Minutes: Not able to Approve due to no quorum called

Approval of New Mission Statement: Not able to Approve due to no quorum called

GLK GLC target date commit to hit the timeline:

- Director Lane explained that in a previous meeting that his goal was to open the kitchens by November, but the market has had some delays due to staffing and needs to ensure that we have all pieces in place to get the kitchens open. There is no set date to open them currently.

Executive Director Report:

- Director Lane discussed the NFM staff vacancies with the opening of the Special Programs Coordinator and the Marketing Coordinator position. He discussed we were using a Freelance Marketer to help supplement the marketing efforts of the Market.
- Director Lane discussed events that are scheduled in November and ones that have occurred in October.
- Chair Angela Crane – Jones led a discussion about when events should occur.
- Director Lane explained how successful Fall Ball Y'all event was. It was estimated that 2500 people were in attendance.
- Rental agreements are in the final stages along with the Market House Handbook.
- A NFM staff handbook is being developed based on the Metro Civil Service Handbook.
- Director Lane explained that the NFM security services are under review.
- Director Lane stated that he had new Market House Merchant selection standards draft completed.
- Sales Reporting started on Oct.1 and wants recommendations from the board on how it should be handled if a tenant refuses to report sales. What actions should be taken? Some tenants are refusing to report the sales.

- NFM staff reviews are under way for those who qualify.
- Chair Angela Crane – Jones asked that the merchant selection be shared. She requested the board be emailed the presentation.
- Chair Angela Crane – Jones on record stating that security is the number one item at the NFM and that the recommendation from the security company and the Davidson County Sheriff's office is to evaluate how many officers we have at the market. She stated that the recommendation is 1 officer/ 100 people. If the budget needs to be altered for additional security, then that should be reviewed.

Finance Report:

- Finance Manager David Griffin discussed the Markets Sept. and the Fiscal Year to Date Financials.
- David discussed the Statement of Revenue and Expense Statement. He stated that payroll, security, and the NES bills were allocated in the report.
- He stated the security company is still delaying sending invoices in a timely manner.
- He discussed the Farm Sheds revenue is 29% above the budgeted revenue for the 1st quarter of the fiscal year.
- The budget items of electric, security, water, and marketing are over budget thus far in the fiscal year.
- The market is showing a smaller forecasted loss than what was budgeted.
- Sales reporting was discussed with how many vendors reported sales.

Facilities Report:

- Charles discussed the markets security needs and what he feels is needed for the market and taking into consideration the recommendations of the security company and the sheriffs depts. He feels that we need to look at the property layout and based on events to staff accordingly based on traffic forecasted. He feels everyone agrees that we need to ensure we have the correct number of officers.
- Chair Angela Crane – Jones wants new recommendation on security based on needs and not budget. She has requested that the staff research all alternatives including speaking to other security companies to get recommendations from others so that there is adequate time to adjust the next fiscal budget.
- Charles is also looking at the janitorial staffing to ensure that we also have the correct ratio of staff.
- Charles discussed maintenance of building including cracks that have formed in the walls of certain sections of the building. He is working on getting this repaired.
- Charles brought up the water bill still being high and has discussed with Metro Water Services.

Marketing Report:

- Director Lane discussed the upcoming events Halloween event weekend and the Turnip Green Festival.
- Programs Manager Heather Hoch discussed sponsorship opportunities for the vendors. Angela requested to see the written sponsorship program.

Adjournment: 10.37am