



Nashville Farmers' Market
(Special Called Meeting)
Board Meeting Minutes
 November 21, 2022 – 2:00 pm

Name:	Organization:
Mark Barnowski	Helen's Pop Art
Anna Fields	Bubble Love
Ashley Moore	The Picnic Tap
Amber Rodriguez	The Picnic Tap
Ashley Gibson	The Picnic Tap
Eric Woodard	The Picnic Tap
Chad Cordell	Candle with a Handle
Clemencia Donovan	Music City Creeps
Dina Accotello	Farm City Coffee
Angelica Herrera	El Burrito
Kevin Shamblin	LavenderGirl TN
Angela Crane-Jones	NFM Board Chair
Will Radford	NFM Board Vice Chair
Brenda Butka	NFM Board Secretary
Scott Moskovitz	NFM Board Member
Alex Lorenz	NFM Board Member
Darrell Lane	NFM Executive Director
Heather Hoch	NFM Staff
Charles Kizer	NFM Staff
David Hornbeck	NFM Staff
David Griffin	NFM Staff
Ann Mikkelsen	Metro Nashville Legal

- I. Opening Announcement**
 - a. Call To Order – 2:02pm
- II. Public Comments**
 - a. Chad Cordell – Candle with a Handle asked if public comments can be made at the end.
- III. Approval of September Meeting Minutes**
 - a. Motion to approve– Scott

- b. Second- Alex
- c. All approve
- IV. Approval of the New Mission Statement**
 - a. Motion to Approve – Alex
 - b. Second – Scott
 - c. All Approve
- V. Approval of October Meeting Minutes**
 - a. Motion to Approve – Brenda
 - b. Second – Scott
 - c. All Approve
- VI. Executive Session** – Ann with Metro Legal explained the session rules about a potential legal issue that needs to be addressed.
- VII. Food Sourcing Amendment**
 - a. The Board rescinds any previous policies or guidance regarding the vendor application and/or selection process and endorses the language in the updated market house and vendor handbook.
 - b. Motion to Approve – Scott
 - c. Second - Brenda
 - d. All Approve
- VIII. Presentation and Approval of 2023 NFM Membership Agreement and Vendor Handbook**
 - a. Scott inquired if Legal reviewed the Handbook for the changes. Heather explained that the changes are operational and not policy related. Ann confirmed that Legal did not review this handbook.
 - b. Motion to Approve – Scott
 - c. Second -Brenda
 - d. All in favor
 - e. None oppose
- IX. Presentation and Approval of 2023 Market House Vendor Rules and Policy Handbook**
 - a. Executive Director Lane explained that this is a new handbook for the Market House and has not existed. Legal was also consulted on the handbook. He also discussed item XII on the agenda regarding the handbook and special events.
 - b. Board Chair Angela explained about previous meeting minutes from about special events and expressed that we should not close early for special events except for pre-approved events (i.e., New Year’s Eve event)
 - c. Executive Director Lane requested that Board approve up to 4 events on Friday and Saturdays and the market be able to host events Sunday – Thursday and have vendors close on case-by-case basis depending on the event.
 - d. Board Member Brenda Butka requested to give the management team flexibility over the next year with events and let the team determine the course of action on events.
 - e. Board Chair Angela requested that business do not close early to host events.
 - f. Board Member Scott agrees with Board Member Brenda to let the team have some flexibility and to come to Board for approval for on weekend events but let the Market host events Sunday – Thursday with business staying open if possible.
 - g. The Market can host events in the market house common areas that do not force business closure.
 - h. Board Member Will has requested that there is some clarification on the rental rates for events and that rental rates will be communicated and presented per the price list by the Executive Director.

- i. Metro Legal Clarified the charter in regards for the Executive Directors role in relation to be able to make decisions regarding policy and procedures of the market.
- j. Board Chair questioned that the Market has sole determination to close the market. Board wants to add a clause that adds language regarding closure in emergency situations.
- k. Motion to Approve with the above-mentioned changes in sub section g.; h.; i. – Scott
- l. Second – Will
- m. All in Favor
- n. None opposed.

X. Presentation and Approval of New Market House Leases for New and Existing Tenants

- a. Board Member Scott advises that the Lessor advises Lessee as soon as possible about upcoming lease renewals. Board Chair Angela agrees that this should be a practice.
- b. The board requested that Section 1 (b) strike the clause “Lessor has the right approve or disapprove any extension of the term; if Lessor disapproves a term extension it will notify Lessee at least ninety (90) days prior to the end of the preceding Lease term.” And make changes to section 3 (h) (3) to modify the language to mirror the changes to the Market House Handbook from section IX in the agenda.
- c. Motion to Approve- Brenda & Scott
- d. Second- Scott
- e. All Approve
- f. None oppose

XI. A & M Marketplace Beer Permitting

- a. Darrell recommends the off-premises beer permit
- b. Legal will need to review the lease amendment
- c. Motion to approve – Scott
- d. Second – Brenda
- e. All Approve
- f. None Oppose

XII. NFM Weekday Special Events Board Clarification

- a. Discussed in Section IX.

XIII. NFM Review of Security Coverage

- a. Director Lane explained that the security vendor has recommended an increase in staffing levels after the budget for the FY has been approved and would need board input in making an increase in the overall expense to that line item.
- b. Board Member Scott asked what the annualized cost would be with the recommendations and Finance Manager Griffin stated it could be close to a \$250,000 increase with the maximum staffing being discussed.
- c. Board Member Scott recommends setting up a meeting with Metro Procurement to understand all facets of the Metro contract.
- d. Board Chair Angela stated that this has been a discussion in prior years.
- e. Board Member Scott recommends at looking at a 3rd party to evaluate the property to see what the needs are actually and not based on what the current security vendor recommends.
- f. Motion to have this complete by December 30th- Scott
- g. Brenda seconds
- h. All Approve
- i. None oppose

XIV. NFM Executive Directors Direct Report

- a. Executive Director Lane presented information regarding market operations during the month of October including the special events that occurred, current staffing levels, GLK hood install, water expenses.
- XV. NFM Executive Directors guidelines regarding management implementation**
 - a. Board member Scott wants to ensure that the Executive Director directs the market operations of a daily basis and that he brings to the Board needed agenda items and what to ensure what the role the board plays.
- XVI. NFM Board interaction with market staff members**
 - a. Board Member Scott wants to ensure that Director Lane is included with any Board member interaction with Market Staff
 - b. Board Member Will wants to ensure that the management staff has policies and procedures to follow and that they are brought to the board for approval and then follow them.
- XVII. Executive Directors Report**
 - a. Discussed in Section XIV
- XVIII. Market Financial Snapshot**
 - a. Finance Manger Griffin discussed the October Market Financials and the current Fiscal YTD status.
- XIX. Facilities Report**
 - a. Facilities Manager Kizer discussed a meeting with Metro Water to find out more about increased water expenses.
 - b. Facility Maintenance was discussed regarding heat and being prepared for the winter months.
 - c. Board Member Will asked about the status of Gardens of Babylon having their own utility meters.
- XX. Marketing Report**
 - a. Director Lane discussed the markets Marketing efforts during the month of October including the markets social media presence and exposure.
- XXI. Discussion Of December Board Meeting Date**
 - a. Motion Moved to cancel December Meeting by Board Chair Angela
 - b. Second – Scott
 - c. All approved
 - d. None opposed
 - e. Board Member Scott requested the 2023 Board Meeting Schedule ASAP for planning purposes.
 - f. Program Manager Heather asked if the 3rd Tuesday still worked for the board and Board Member Brenda stated that was ok, but to just make sure the schedule was put out in plenty of notice.
- XXII. Adjournment**
 - a. 5:10pm