

DURANGO FARMERS MARKET
PO Box 3761 ~ Durango, CO 81302

"It is the mission of the Durango Farmers Market to strengthen community ties to agriculture by providing a venue for regional agricultural producers to sell their products, by preserving open space, by promoting healthy farming practices and by providing educational benefits through hands-on experience. The Durango Farmers Market seeks to improve the quality of life for all community members."

BOD Meeting
(Tuesday, March 5th, 2024)
6:12 pm Via Zoom

Those Present: Morgan Di Santo (President); John Buck (Vice President); Victoria Halligan(Secretary); Sheila Payne (Treasurer); Cassandra Freeman (Member-at-Large); Anna Knowles (Market Manager).

Meeting called to order by the president at 6:12 pm.

1. Review and Discussion About Returning and New Artisan Vendors for 2024
 - a. Artisans canceled more than any other vendor type. The market manager will manage the waitlist to have back up's.
 - b. The market manager will aim to prioritize senior artisan vendors and fill in as needed with newer artisans.
 - c. Ideally there will be 30 artisan vendors in rotation but possibly 40 depending on vendor attendance.
 - d. The market manager will contact CSU extension cottage food to check in about tincture licensing.

2. Spring 2024 Membership Meeting
 - a. Cassandra will review in a bulleted list the revised rules and regulations for the 2024 season to make sure that vendors are aware of what has changed.
 - b. The board will meet before the spring membership meeting to review the agenda.
 - c. Discussed advertising for the community member position on the board. Ideally a candidate would have a financial background and the board will brainstorm a wishlist for the position.
 - d. To ensure the meeting stays on track and all vendors are respectful throughout the meeting the board and market manager will enforce a code of conduct. The goal is to avoid vendors from interrupting each other and if it continues a vendor will be asked to leave the meeting.

- e. Discussed possibility of having vendors with questions about the new rules and regulations to come up to the microphone and state their name, company, and statement.
 - f. When Anna emails vendors more information about the membership meeting she will ask if they have topics they would like to be added to the agenda.
 - g. Discussed having a notes Q&A section included in the documents vendors receive at the meeting. The section would be for vendors to ask questions and state concerns. Vendors would have the option to give it to Anna at the end of the meeting so the board and Anna can help address their concerns and questions.
 - h. To encourage higher attendance a raffle will be announced prior to the meeting.
 - i. Discussed utilizing Boardable which is a website that helps create meeting minutes and build agendas to help structure meetings more efficiently.
 - j. Discussed whether or not membership meetings should be mandatory. The board agreed that it should not be mandatory but attendance should be highly encouraged and give vendors the option to watch online with zoom.
 - k. The Fall membership meeting will include the end of year party with a potluck.
3. Pearson Law Firm Documentation Review for the Market
- a. Sheila and Cassandra had a meeting with attorney James Pearson to evaluate the market's Colorado non-profit status. In the meeting Mr. Pearson did tell us that, while he could not yet write a letter confirming his initial opinion until further review of DFM Bylaws and other documentation, he is confident in stating that DFM can continue to be incorporated with the state of Colorado as a non-profit organization without being a federally recognized tax exempt organization (generally referred to as a 501c.x).
 - b. Pearson Law Firm will have a more detailed review of Durango Farmers Market documents to ensure that all of our governing documents and organizational structure are in order. Once completed Mr. Pearson will provide suggestions for improvement and a letter that we can use to inform the membership and also for others if questions arise in the future.
 - c. Mr. Pearson suggested a \$1900 retainer to cover the cost of the review. His hourly billing is \$250 and for any hours not utilized we can get a refund. Alternatively, if we anticipate a future need, the firm can retain the difference.
 - d. John moved that the board approve of the lawyers fee for clarifying the needed documents and their reply to us. Morgan seconded. Motion passed.

Cassandra adjourns the meeting at 7:39 pm. Victoria seconds. Motion passes.
Meeting adjourned at 7:39pm.

Respectfully Submitted,
Victoria Halligan
Secretary