

**MEMBERS PRESENT:** Sarah McGregor (President), Maryjean Anderson (VP), Dan McCue (Treasurer), Gwen Caylor (Secretary), Judy Lovett (MAL), and Barbara Anderson (MAL)  
 Staff: Amanda Pastoria, Manager

**MEMBERS ABSENT:** Sara Runkel (MAL)

Meeting called to order at 5:46 pm

Agenda Items	PRESENTATION/DISCUSSION:	RECOMMENDATIONS/ACTION:
Juried Items	<ul style="list-style-type: none"> <li>▪ None</li> </ul>	<ul style="list-style-type: none"> <li>✓ n/a</li> </ul>
Meeting minutes	<ul style="list-style-type: none"> <li>▪ Previous meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>✓ MJ motioned to approve November minutes: Dan 2<sup>nd</sup>, approved</li> </ul>
Treasurer's report	<ul style="list-style-type: none"> <li>▪ Total liabilities &amp; equity as of November 30, 2017: \$12,431.44</li> <li>▪ Amended tax returns for 2015 and 2016 have been submitted to reflect accurate reporting from POS machine with no penalty.</li> </ul>	
Manager Report	<ul style="list-style-type: none"> <li>• Income from November 2017; booth fees \$2615 with 140 spaces utilized. November 2016 income; \$2390 with 136 spaces utilized.</li> <li>• DUFb tokens will expire end of December. \$686 still outstanding</li> <li>• Current vendor has expressed interest in starting a morning fitness program prior to market open</li> </ul>	<ul style="list-style-type: none"> <li>✓ n/a</li> <li>✓ Amanda will be notifying customers of token expiration during market and through FB</li> <li>✓ Amanda will suggest vendor speak with FUM since program would not be during UVFM hours.</li> </ul>
Committee Reports	<p><b>MARKETING REPORT</b> (Barbara-Amanda):</p> <ul style="list-style-type: none"> <li>▪ Amanda has delivered over 200 flyers throughout community targeting Mercy Medical Center, various medical plazas, Community Cancer Center, DHS, WIC, VA, Small Business Center and Visitors Center. 80 flyers were passed out to vendors to post at their locations of choice.</li> <li>▪ Amanda discussed UVFM on KQEN prior to Black Friday and discussed market, vendors and EBT/DUFb program</li> <li>▪ Barbara presented a list of events from 2017 with expenses. Promotion ideas for 2018 were discussed with request of an increased marketing budget for 2018.</li> </ul> <p><b>JURY REPORT</b> (Amanda):</p> <ul style="list-style-type: none"> <li>▪ No new vendors currently. When Amanda is following up on juried items she has found that insurance costs are prohibiting them from vending.</li> <li>▪ There has been interest from new/returning vendor that is producing same product as other current vendors in the market, is it a problem having too many of same product?</li> </ul> <p><b>OPERATIONS REPORT</b> (Sara/Amanda)</p> <ul style="list-style-type: none"> <li>▪ Issue with vendors leaving early.</li> </ul>	<ul style="list-style-type: none"> <li>✓ n/a</li> <li>✓ n/a</li> <li>✓ Marketing committee will determine amount of additional funds requested for 2018 and present to Dan.</li> <li>✓ n/a</li> <li>✓ Amanda will not deny vendor of same product, but will educate on number of current vendors with same product and suggest adding alternatives.</li> <li>✓ Vendors have been notified that they will be suspended for one week if they leave early.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>• <b>Items to be purchased prior to end of year.</b> Discussion of needed items that can be purchased or pre-paid before 12/31/17.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Amanda will purchase approved items as well as notify Dan of expenses that can be pre-paid.</li> </ul>

<p>New Business</p>	<ul style="list-style-type: none"> <li>• <b>2018 Marketing Plan</b></li> <li>• <b>Board Member Elections in March-</b> 4 Board positions will be available: Gwen, MJ, Sara R, Sarah M</li> <li>• <b>Managers Compensation</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Marketing committee is continuing to put together 2018 Marketing Plan.</li> <li>✓ Discuss in January any potential board member interest.</li>   <li>✓ Judy motioned to approve the Managers compensation for 2018 as previously discussed: Barbara 2<sup>nd</sup>, approved. Amanda signed and returned contract.</li> </ul>
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Meeting adjourned at 6:52pm

Next meeting: Monday, January 8<sup>th</sup>, 2018 6:00pm

Location: Douglas County Courthouse, Room 310

Respectfully submitted, Gwen Caylor, Secretary