



**Organization Team Meeting
Wednesday, September 09, 2009
Cleveland County Extension Center**

Present: Sandy Brenneman, Charles Wilson, Greg Traywick
Not in attendance: Anne Short, Wade Nichols, Chad Stout, Christy Underwood

The team reviewed its charge outlined on page 3 of *Foothills Farmers' Market of Cleveland County Planning & Development Strategy – 2009-2010*. Two short-range initiatives were identified for immediate action, along with corresponding work groups and target deadlines as indicated below:

1. Develop draft by-laws, articles of incorporation & operational guidelines for presentation to the Steering Committee at the October 2009 meeting.

Assigned work group members: Anne Short, Wade Nichols, Christy Underwood (Greg Traywick will be available to assist).

Items to be considered/addressed:

Bylaws

- The by-laws should be concise and contain the essential elements necessary for incorporation and procurement of 501(c)3 not-profit determination with the Internal Revenue Service.
- By-laws should address methodology for appointing new & emerging leadership to the Steering Committee.
- Documents from other markets are available to serve as examples.

Operational Guidelines should take into account consideration of the following:

- Can be relatively comprehensive and will be subject to regular updates.
- Required use of “legal for trade” NCDA-certified scales.
- Expectations of vendors regarding food safety, sanitation, clean-up, etc. (may dictate the need for rest room facilities, hand washing stations, etc.).
- Requirements or standards on labeling/packaging of certain products.
- Expectations or recommendations with regard to signage, price postings, displaying merchandise, etc.
- Any other certification/inspection/permitting/notification issues that may involve UDSA, NCDA Cleveland County Health Department, Fire Department and/or City of Shelby.
- Use of descriptive language (“organic”, “all-natural”, etc.) in describing farm or commodities offered for sale.
- Uniform pricing strategies.
- Methods for voicing complaints and settling disputes.

2. **Develop a recommendation to the Steering Committee regarding the perceived need for a permanent market address. This recommendation should include a listing of options as well as specifications based on projected market growth over the next 10 years. Recommendations to be presented to Steering Committee at the October 2009 meeting.**

Assigned work group members: Chad Stout, Wade Nichols, Charles Wilson.

Option to be considered/address by the work group in developing their recommendation:

- Closing down the entire street on market days
- Renovate an existing building
- Relocate to Cleveland County Fairgrounds
- Build a new structure
- Purchase property for future site
- On-site certified kitchen facilities
- Parking and restroom amenities
- Year-round use plan (to include non-farmers' market activities & events)
- Space dedicated for demonstrations, performances, etc.
- Staffing needs
- Facility operational and maintenance plan
- Open air benefits vs. permanent structure
- Budget & funding source to purchase and/or replace tents as needed
- Availability of electrical service for vendors (scales, etc.)