

Andover Farmers Market

Special Meeting Minutes

Date: Wednesday, June 19th, 2019
Andover Congregational Church– 6:00PM

- I. Call to Order – 6:10 Amanda Gibson. Present: Elaine Buchardt, Shirley Deflaviis.

Absent: Kaila Lockhart, Meghan Moriarty, Celeste Willard, Lucie Wilson, Suzanne Heise

Church Council Representatives: Beth Lundberg, Joan Sousy

- II. Public Participation: None

- III. New Business:

- a. Vendor Update: Amanda will provide the list of vendors for our first market. Healthy Hound can't be there so we will be selling the dog and cat treats at the market table. Nonnies pies can't be there the first market due to certification glitch. We have vegetables, herbs, eggs, nuts, coffee coming. Some vendors will be paying Amanda at the first market.

We don't have fruit or pies.

- b. Marketing Plan:

Facebook has been updated regularly. We are in the this-n-that newsletter. Elaine sent an article for the first market in to the News Bulliten for Friday. CVC will send someone to film our opening market.

Amanda has been pricing stickers to put on things for AFM marketing, but at this point they are too expensive.

- c. Themes: We will have Mama Train, an Andover duo for entertainment.

- d. Food: Andover Congregational Church will be cooking and selling hotdogs using Proctor Hall hotdogs and bread from Camberra Farms. They will see if Camberra Farms will give them a jar of tomato relish for the condiments. They have ketchup, mustard, relish, etc. We discussed charging \$3 for the hotdogs. They will be popping and selling popcorn and making and selling lemonade. They are trying to use paper products instead of plastic. The church has plates and napkins and will be looking into hot dog servers. Amanda will provide

paper cups for lemonade. We discussed selling lemonade in an Andover mug for extra money to sell the mugs. Elaine to check how many we have.

Grounded Coffee will sell coffee and iced coffee.

We are in need of pies since Nonnies won't be there the first week. We are looking for volunteers to make pies and bring them for the market to sell.

We also need strawberries. We are looking for volunteers to pick some locally and bring them in pint or quart containers for the market to sell. Pesces Farm in Bolton is picking. I believe there are some Glastonbury farms open, too.

- e. Logistics: CERT will be there to help with traffic control. They are arriving around 3:30 and Elaine will ask them to bring cones for walkway from public works department parking area. Elaine has arranged with senior transportation to have a bus come to the market. Amanda will mark up location of vendors and market table on the site map she created. She can scan to everyone so all will be able to assist in telling vendors where to set up. We should have 10 tents and tables going up the first market. 12 possible for the next markets.

Amanda to bring tables, table cloths, popups, "no parking" signs for Route 6 and Long Hill Rd, chalk board for messages, etc in her truck. Kaila will be helping her load at the store. She will be arriving around 3:00 and will need everyone to help set up.

The church will make sure the lawn is mowed. The holes in the field have been filled in.

IV. Old Business

- a. Insurance update: All insurance certifications are in order.
- b. Permits: Amanda has all the permits needed for us to sell and serve food.

V. Assignments:

Everyone work on getting pies and picking strawberries to sell at the market.

VI. Adjournment: Adjourned at 6:55

Minutes respectfully submitted by Elaine Buchardt