



Mountain Fresh Memo

To: Current, Former, & Potential Mountain Fresh Members
From: Mountain Fresh Board of Directors
Date: February 22, 2019
Subj: Membership Materials & Meeting March 12, 2019

Thank you for your interest in and support of the Mountain Fresh Producers Association. Enclosed is an application for the 2019-20 market season (summer and winter).

We will be having our first 2019 membership meeting:

March 12, 2019 at 7:00 pm at the Garrett Co. Extension Office

It is very important that you attend this meeting!

A draft agenda for the meeting is on the back.

We'll be having **elections** of five of the board members at this member meeting. *We encourage you to consider running for a place on the board to help our organization grow!*

Darlene Terlizzi will again be our **Market Coordinator**. Her cell phone number is 240-285-7420 and her home number is 301-334-9398.

Remember, if you would like to request a **reserved space** for the Oakland market, mark the spot on the application and your application, membership dues and pre-paid season fees must be received by April 1. ***Preference for reserved spaces is given to fresh produce vendors. The market must have more fresh produce vendors than other types of vendors, so not all new, non-farmer vendors can be approved.***

We have several **committees** and we need members to volunteer to serve. Please look at the committee list in the agenda and consider helping us out!

Danny Poyer will again be running our SNAP/EBT machine, and distributing tokens for customers to spend at the market. You'll turn in your tokens each day, get your receipt, and get paid every two weeks. If you sign up for direct deposit, you get your payments faster (all they need is an email address for direct deposit info to be sent to.) We'll have the forms for you to complete at the March 12, 2019 meeting to choose direct deposit or a check. ***The Farmers Market Association has requested that all vendors sign up for direct deposit.***

The Board kept **membership fees the same** this year. (See fee schedule in this packet).

Note: The deadline to submit your application to be a member is *April 1, 2019.*

If you wish to request a reserved space(s), application and fees must be received by April 1, 2019.

2019 Market Schedule:		
Saturdays & Wednesdays	June 1 – October 30	10 am to 1 pm
Corn Roast	August 31	10 am to 1 pm
Autumn Glory Festival	October 9-12	Times TBD

If you have questions or need an additional copy of the application form for the 2019 season, call the Extension Office at 301-334-6960 or visit www.MountainFresh.org

(See agenda for March 12, 2019 meeting on back)

**Mountain Fresh Producers Association
Membership Meeting
March 12, 2019
7:00 pm, Garrett Co. Extension Office**

Draft Agenda

Review notes from the April 10, 2018 Membership Meeting

Treasurer’s Report - 2018 Financial Report & 2019 Proposed Budget Approval:

Election of Board of Directors

The following board of director seats will be voted on this year (2 year terms):

George Beckman, Maggi Coene, Katherine Dubansky, Justin Hardesty, and Lester Kauffman

Committee Creation

- Advertising
- Special Days
- Audit
- Quality Assurance

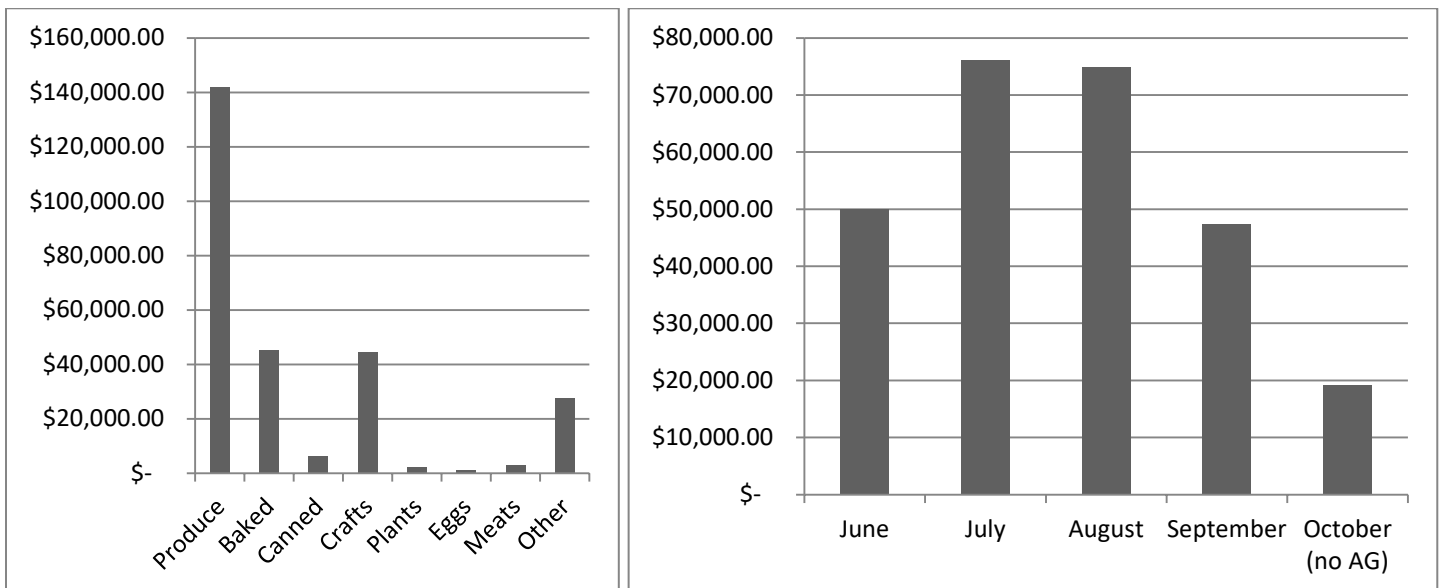
Other Business

Adjourn

**Mountain Fresh Producers Association
2019 Proposed Budget**

Insurance	\$1,500.00
Special Days	1,000.00
Dinner	1,500.00
Advertising	5,000.00
Office Expenses	500.00
Coordinator	3,500.00
Capital Expenses	1,500.00
Winter Operating	<u>\$500.00</u>
	\$15,000.00

FYI - 2018 Reported Summer Market Sales Data (total of \$272,156.96 was reported; including the amount of \$996.29 in the total that wasn’t broken into a category on the slips):



**Mountain Fresh Producers Association
Annual Meeting
April 10, 2018**

1. George called the meeting to order at 7:05pm.
2. George asked Lee Robertson to hold blessings for the Hardesty family and Dave Terlizzi.
3. The Treasurer's Report was given and the balance as of April 10th was \$10,350.16.
4. The minutes from the 2017 annual meeting were reviewed. Aaron Lantz moved to approve the minutes as written and Lori Wall seconded. All approved.
5. The budget for 2018-2019 was reviewed.
 - The increased budget of \$15,000 was attributed to increasing the Market Coordinator's salary (year-round responsibilities), increased advertising funds, and additional funds for improvements such as more permanent tables and benches.
 - Cheryl DeBerry commented on the insurance cost. She said that Allegany County's farmer markets switched last year to Campbell Risk Management (CRM) and lowered their bill by more than half. The insurance companies offer comparable coverage. A discussion about pursuing competitive bids ensued. It was also noted that we should check into whether if we switched insurance companies mid-term whether it would be pro rata if cancelled. The number for CRM is 1-800-730-7475.
 - Mary Gnegy moved to accept the budget as proposed. Aaron Lantz seconded and the budget was approved.

New Business

6. Greg Carrico said that he lunched with Oakland board members and that they are putting a barrier to the parking lot. It should be completed between mid-May and June 1st. He noted that as it would be technically on CSX property that they would probably tear it down as they are against it.
7. Cheryl DeBerry provided the following handouts/info:
 - Additional label requirement for baked goods and jams/jellies. "Made by a cottage food business that is not subject to Maryland's Food Safety Regulations."
 - Bryce Manges replaced Tina Buckel at the Garrett County Health Department.
 - The farmers market will be taking the SNAP program again with matching funds. Forms are available.
 - eWIC. eWIC checks are now via a benefit card instead of paper checks. Unfortunately, it is a different system and machine than SNAP. If anyone wants to accept eWIC they must have a WIFI/hot spot for the machine. FYI, There is a hot spot for the SNAP program.
 - FYI. Cheryl received a call from someone who is doing a concert at the market after Autumn Glory Saturday. It should not interfere with our activities.
 - Seniors & WIC training. Face-to-face training will continue for new applicants. Now every year existing vendors will receive a packet in the mail with updated information and a letter which is to be signed and returned. There is no longer a need for training face-to-face after the first year.

--If you have any changes to your entry on Garrettfarms.org, please let Cheryl know.

8. Board Elections. The following positions are up for reelection: George Beckman, Grace Robertson, Betty Bolyard, Allen Lilly. All agreed to run again. Additional nominations from the floor included Chip Lee and Jennifer Burns. Mary Gnegy moved to close the nominations and Aaron Lantz seconded. After the initial vote, Grace Robertson, Betty Bolyard and Allen Lilly retained their seats. There was a tie between George Beckman and Jennifer Burns. After the second vote, Jennifer Burns received the second two years seat.

Betty Bolyard initiated the conversation around Katelyn Gnegy's extended absence and her inability to participate in the Board. She said that removal for the second year was not unprecedented as it occurred several years ago with another Board member. After continued discussion and an initial motion, Aaron Lantz's revised motion was to remove Katelyn Gnegy from the Board and secondly appoint George Beckman to complete her one-year unexpired term (as George had the next highest number of votes). Mary Gnegy seconded. The motion was approved.

9. Committees:

Advertising: Darlene (Chair), Kathryn D., Maggi C., Lori W., Margaret W.

Special Days: Darlene (Chair), Mary G.

Audit: George B. (Chair), Kathy L., and Faye H. and standing Treasurer.

Quality Assurance: Betty B., Max D. (Chair), Lester K., Allen L.

10. Betty moved to close the meeting and Mary seconded. The meeting ended at 8:11.

11. Immediately after the closing, Arlene Lantz said that Swan Meadow students would be at the market on June 6th at 9:00. She asked that vendors be allowed to sell to the students early that day. It was agreed that sales would be open to every customer starting at 9:00 on that day only.

Mountain Fresh Producers Association 2019 Market Fee Schedule

Regular Markets

<u>Item</u>	<u>Adult</u>	<u>Youth</u>
Annual Membership Dues		
Prior to April 1	\$50.00.....	\$25.00
Oakland Market Fees		
Daily set up fees	\$15.00 per day.....	\$10.00 per day
Pre-pay season fees* in lieu of daily fees.....	\$125.00 per season.....	\$65.00 per season
<i>If a reserved space is assigned by the Board, additional fee required **.....</i>		
	\$20.00 per season.....	\$10.00 per season

Special Markets

<u>Item</u>	<u>Adult (not prepaid)</u>	<u>Adult (prepaid)</u>	<u>Youth</u>	<u>Non-Member[†]</u>
Corn Roast [†] (Saturday, August 31 market)	\$20.00	\$10.00.....	\$10.00.....	\$50.00
Autumn Glory Festival, October 9-12:				
Wednesday	<i>regular market day - no additional fees; no non-members</i>			
Thursday (<i>Reduced Rates!</i>)	\$15.00	\$0.....	\$0.....	\$10.00
Friday.....	\$20.00	\$10.00.....	\$10.00.....	\$50.00
Saturday.....	\$20.00	\$10.00.....	\$10.00.....	\$50.00
(Schedule will be worked out at a later date)				

501(c)(3) Non-Profits: For Autumn Glory Only: Per Day

Offering items for sale	\$20.00
Information only, no sales.....	\$10.00

Non-Profit Fees for Friday & Saturday only. (Thursday is free!)

*To be considered a non-profit vendor, all proceeds must benefit the 501(c)(3) or equivalent non-profit organization. For instance, a person selling items and donating a portion of their profits to a non-profit organization is **NOT considered a non-profit vendor** – this vendor must apply as a commercial vendor.*

* *Prepaying the season does not entitle vendors to a reserved space.*

** *To be eligible for a reserved space at the Oakland market, annual membership dues and pre-paid season fees must be submitted prior to April 1. Reserved spaces for the Oakland Market will be assigned at the Board's discretion.*

[†] *Non-Members **may not** set up on regular market days. For corn roast, non-members must follow the same rules of producer-only products (items sold must be handmade by the vendor with no reselling of items)*

RULES AND REGULATIONS

MOUNTAIN FRESH PRODUCERS ASSOCIATION

TAILGATE MARKETS

1. **DEFINITION OF A MARKET:** The Mountain Fresh Tailgate Markets are designated areas where producers may sell directly to the public in accordance with the applicable federal, state and county regulations.
2. **DEFINITION OF A PRODUCER:** A Mountain Fresh Producers Association member who has raised or prepared, in the mountain top area, the items offered for sale.
 - a. **DEFINITION OF A VENDOR** (person physically selling): A producer, a member, a member of his/her family, or an employee.
3. **ITEMS FOR SALE:** Items which can be sold at the Mountain Fresh Tailgate Markets can include fresh vegetables, fruits, berries, cut flowers, dried flowers, herbs, plants, eggs and crafts. Sale of value added or processed foods, which includes, but is not limited to, baked goods, jams and jellies, honey, and maple syrup will be allowed provided they meet all applicable association, county, state, and federal regulations. Flea market type items will not be allowed.
4. **ENFORCEMENT OF RULES:** Occupants of space at the Mountain Fresh Tailgate Markets must, at all times, conform to the rules and regulations of the market as established by the Mountain Fresh Producers Association Board of Directors. The Market Coordinator, or a designated Board member, will collect fees, assign space to producers, and enforce market rules and regulations.
5. **SPACE ALLOCATION:** Reserved spaces, for the Oakland summer Market only, will be assigned at the Board's discretion. To be eligible for a reserved space, membership dues and prepaid season fees must be submitted prior to April 1st. All unreserved spaces will be assigned by the Market Coordinator between the hours of 8:30 am and 10:00 am. Members with reserved spaces should notify the Market Coordinator by 9:30 am on the day when space is not going to be used or if they will be late.
6. **SPACE RENTAL FEES:** Space rental fees for the Mountain Fresh Producers Association markets are explained on the Market Fee Schedule. All fees must be paid when space is assigned.
7. **PRICING OF PRODUCTS:** Individual producers will set their own prices. Producers are urged to sell by the piece or by volume rather than by weight. If scales are used, they must have a current inspection sticker from the MDA.
8. **DISPLAYING AND SELLING GOODS:** **THERE WILL BE NO SALES PRIOR TO 10:00 AM.** Goods may be sold directly from trucks. Producers must furnish their own tables, chairs, and other display arrangements. Each producer is responsible for the cleanliness in and around area occupied. At the close of the day, all trash and waste is to be removed by the producer.
9. **SPECIAL MARKET DAYS:** During special market days such as Corn Roast, the 3-day Autumn Glory market, and others designated by the Board, nonmembers will be allowed to set up according to the fees explained on the Market Fee Schedule and conforming to all rules and regulations.
10. **MARKET SCHEDULE IMPORTANT DATES AND TIMES:** Membership year is from April 1st to March 31st. To be eligible for election to the Board of Directors, membership dues must be paid on or before the first membership meeting of that season. Reservations for special market days must be made at least 15 days prior to the event.
11. **MARKET SLIPS:** All vendors must turn in their completed Market Sales Slip to the Market Coordinator either at the end of the market day or at the beginning of the next market they attend.
12. **FAILURE TO COMPLY WITH MARKET RULES AND REGULATIONS:** Failure to comply with rules and regulations of the Mountain Fresh Tailgate Markets will result in the removal of the offending producer from the market for the day, and may result in the banning of that producer from the market indefinitely.

These rules have been written and approved by the Mountain Fresh Producers Association Board of Directors. The Mountain Fresh Tailgate Markets are held in cooperation with the Greater Oakland Business Association, Garrett County Economic Development Department and the Town of Oakland.

**Mountain Fresh Produce Association
2019 Membership Application**

*Applications must be received by **April 1, 2019** to be considered for membership during the 2019 market season.*

Name(s) _____

Farm or Business Name (optional) _____

Mailing Address _____
Addr City St Zip

Phone (daytime) _____ (evening) _____

Email Address (only give it to us if you wish to use it for communications) _____

#	Item	Payment Options		
		Adult	Youth	Total
_____	Membership Fee (before April 1, 2019).....	\$50.....	\$25	_____
_____	Pre pay Oakland Market Season (in lieu of daily market fees*)	\$125.....	\$65	_____
	<i>*Daily market fees are \$15/day for adult vendors, \$10/day for youth (per space)</i>			
	Total Paid:			_____

Please make checks payable to: **Mountain Fresh Produce Association**
 c/o Garrett County Extension Office
 1916 MD Hwy, Suite A
 Oakland, MD 21550

Reserved spaces: First year members are not eligible for a reserved space. Reserved spaces are distributed at the discretion of the board of directors. If you wish to be considered for a reserved space, check here:

Market Attendance Plan:

I plan on attending the following days/dates: _____Wednesdays _____Saturdays
 _____June _____July _____August _____September _____October _____Winter

Member Commitment:

I have read and understand the rules and regulations of the Mountain Fresh Produce Association and I agree to abide by these rules and regulations at all times if I am approved to sell at the Mountain Fresh Markets. The information above is true to the best of my knowledge.

_____ Signature

_____ Date

Remember to complete the back.... 

2019 Product Plan:

Vegetables (Please List):

Berries (Please List):

Maple Syrup Products (Please List):

Jams/Jellies/Jarred Products (Please List):

Fruits (Please List):

Plants (Please List):

Honey Products (Please List):

Baked Goods/Candies (Please List):

Herbs (Please List):

Cut Flowers (Please List):

Crafts (Please List):

Personal Care (Soap, lotion, etc.) (Please List):

Note on eggs: All producer/packers of shell eggs must register with the Maryland Department of Agriculture (MDA) annually. All containers must display the producer/packer number and be labeled appropriately.

Eggs (Please List):

Note on Meats: The Maryland on-farm processor license is required for producers of farm-raised meats to sell their USDA-slaughtered and processed meat products on the farm premises to individual customers, and/or transport their meats from their (on-farm) freezer storage for sale to restaurants, stores and other retail venues or farmers' markets. NOTE: For farmers' market sales, the Producer-Mobile Farmers Market Unit License is also required. ***Copies of all appropriate licenses must be submitted with your application.***

Meats (Please List):

Specialty/Other (Please List):