Structure
- Maria Serrot, a local craft vendor, stopped by to request that the market include space for craft vendors, not just farmers. She also requested this in two phone calls with Mark and through a letter to Chris Workman.
- Kiko also suggested that the market include craft vendors.
- Mark reported that the PCS Board voted to approve “housing” the market under their 501(c)(3) for a 2020 pilot.

Management
- May need Market Manager. Keep eye out!
- Mark suggested that this position would likely be volunteer, because other PCS Program Managers are not paid. This raised concerns:
  - Rebecca was concerned that the position would be ineffective without being paid.
  - Ruth mentioned that the Market Manager doesn’t need to be thought of as a Program, because its purpose is fundraising, not necessarily direct service of the PCS Mission.
  - Rebecca mentioned that if PCS is “hosting” a market, not necessarily having it as their own Program. This way, PCS could eventually “spin off” the market to other interested operators, to avoid it dissolving in the event that it no longer serves PCS’ purpose.
  - Rebecca said that we need to find someone “for hire to run events,” or a PCS internal employee (Executive Director or other.)
  - Mark suggested that this position could be an OSU intern on a summer stipend.
  - Rebecca suggested that we may only need a “Site Manager,” a smaller scope than a full Market Manager—just someone paid to actually operate the market. Mark noted that Sundays would be difficult for him, so a Site Manager could be a good solution.

Funding
- Stephanie recommended that we approach local businesses for funding.
- Mark reported that the Samaritan Health Services grant application for $5,000 was submitted, and he had a positive discussion with their review committee on-site. We will hear back in December. —one of their primary goals is to improve access to fresh, healthy food.
- Mark informed the group that the committee should hear back in November regarding a $20,000 Oregon Community Foundation grant for general PCS operations, including some market management.
- Several survey respondents listed their contact info (mostly email) and indicated interest in helping to fund the market. Mark has reached out to them with no responses across the board...
- Mark asked if there were any volunteers to spearhead grants mentioned at the last meeting: Clemons Foundation, Strengthening Rural Families, Ford Family Foundation, Spirit Mountain—we'll need to be careful not to overlap with other projects.
- Rebecca mentioned that if grants don’t come through, and it’s a “worst-case scenario,” it would be appropriate to loop the vendors in and let them know of the situation. Vendors may agree to continue the market with some reduction in features in order to ease the expense to PCS and other market operators. “Reduction in features” may include no bathrooms, etc.
- Rebecca voiced concerns that the market would not be financially feasible in and of itself. She suggested the language that the market is a “platform” for other fundraisers (e.g. selling PCS-brand canned goods, facilitating a CSA, bake sales)
Location

- Potential locations (need bathrooms, visibility, trash/recycle). Mark to investigate. Some finalists include:
  - In front of museum: Rebecca advises the parking lot just west of the museum. She says a market will destroy grass and upset the land owners.
  - Close off north 13th street: Would need to work with City to close it off.
  - In front of True Value: Bathrooms at Vinwood (bathroom use in exchange for customer draw and listing them as a sponsor.) Rebecca strongly urges that vendors face north/south to avoid heat issues (no facing West.) Benton County property tax “SITUS” website has info on who pays for parking lot (for point person)
  - Parking lot just west of old Napa location could be used. Enough buildings in close proximity to overcome heat issues.
  - Combined parking lots of police station and library. Library could be used for bathrooms (need to verify bathrooms may be used.) Faces north (good for shade.) Go for short-duration market. Good for eastbound traffic. Public-owned property give local skin in the game. Private property owners could change over time or lost interest. Bathrooms at neighboring City Park.

- Volunteers to ask around?

Vendors

- Red Bird Acres is concerned that a Philomath market would not be financially feasible for Gathering Together.
- Mark reminds the group that Sweet Shire and Rainshine farms have contacted Mark to share their interest.
- Need to draft vendor application (ref. Philomath Frolic)
- Pami mentioned that Siletz-area vendors would be more available for a Thursday market than Sunday.
- Pami to develop survey to Rebecca’s vendors: interest in Philomath market? Sundays okay? Suggestions? Product? Contact?
- Mark asked the group: when should vendor applications be collected to start the market in late June?
  - The committee proposes a timeframe like June 18 thru September 3.
  - Rebecca advised that the market dates, location, and cost need to be released by the end of March.
  - Rebecca suggested that applications could open later than March and be open for 1 month. The Corvallis-Albany Farmers’ Markets opens its applications for 1-2 months, beginning on February 1.

Outreach

- Pami shared the survey of local residence results with the group.
  - Almost 191 responses so far.
  - Survey to close on October 31.
  - 69.63% “Extremely Likely” to shop at the market.
  - Sunday afternoons (#1) and Thursday evenings (#2) were ranked highest in terms of preferred market time.

Adjourn: 5:20 PM

Next Meeting: November 21 at 4:00 PM (Ruth will try to reserve City Hall for a venue)