

# BRISTOL CORE BOARD MEETING

Thursday, February 1, 2024, 09:00 AM  
ZOOM Meeting

## MINUTES

In attendance: Maura Donnelly, Ian Albinson, Meridith McFarland, Valerie Capels, Taylor Welch-Plante, Gary Barrows

1. Approve minutes from 1/18/24
  1. Ian made motion to approve minutes, Maura seconded, all voted yes.
  2. Minutes approved
2. ED Opening- Job Description/ Search Update
  1. Ian sent draft of ED description via email
  2. Taylor sent feedback about ED coordinating workshops
  3. Ian will resend email with draft
  4. BM will respond by Friday (2/2/) morning with edits
  5. Post ASAP
3. Farmers' Market Manager
  - a. Job Description
    1. Taylor worked on the draft and sent question about market and hours
    2. Ian sent email with suggested budget from last year, \$2400 estimated for 8 hrs a week, 15 markets
    3. Taylor Budgeted \$7,000 (too much)
    4. Need to have money available for hours before market time (around 2 hours in weeks leading up)
    5. Question about sustainability – 10k from ARPA for 3 years, what will we do after that money goes away?
    6. Ian said ideally it would be made up from vendor fees.
    7. Do we simplify budget to reduce cost? Music is important, maybe no face painter?
    8. Hourly position with cap of hours per week
  - a. Prep for 2/12 Selectboard Meeting
    1. Present farmers market budget so SB will release ARPA funds
    2. Need FM budget by 7<sup>th</sup>
    3. Ian is fine with presenting budget
    4. Taylor and Ian will meet to talk about FMM budget
2. ED Tasks Report
  - a. Coffee & Conversation
    1. Small but good – Jess and Nico were there. Good ideas about posting for FMM position
    2. May move CC to once a month instead of two weeks
  - a. Emails?
    1. Mid-term report for Downtown grant
      1. Only thing we've done is pay more to ED, everything else was NA because we haven't gotten there
      2. Audit for insurance that Ian will have Cindy do

- a. Other?
  - 1. Will talk more about FMM post on 2/15 and announcement that FM is happening
- 2. Roundtable
  - a. Hire Sarah Audet for marketing and promotion for downtown
    - 1. Board in favor
    - 2. Ian will email to see if she has bandwidth and is willing
  - a. Main street decorations need to come down ASAP
    - 1. Stars fell apart with wind
    - 2. Meredith plans to keep park lights up, Ian will pull down stars
  - b. Ian is still working on fundraising letters
  - c. Bristol received 50k grant for tree care in Bristol
  - d. Ian wants to do something with women business owns in Bristol
    - 1. International Women's Day is Friday March 8<sup>th</sup>
    - 2. Include all Women owned businesses in Bristol (retail/food)
      - 1. Outskirts, main street, school house
    - 3. Does Addie Indie want to do a story or seven days?
    - 4. Maybe something Sarah could help with