Portland Farmers Market Association

Steering Committee Notes 4/19/2020

Pre-Market opening planning during Covid-19 emergency

Zoom call attendees: Carolyn Snell, Cindy Creps, Austin Chadd, Grace Pease, Hanne Tierney, Beth Schiller, Caitlin Jordan, Heather Donahue

* Carolyn received the ‘ok’ from the city on our proposal for operations on Friday 4/17/2020
* Market will open on time April 25th, with both Wednesday and Saturday markets in Deering Oaks Park
	+ Organizing Market space assignments for Wed and Saturday- Market will be using Farmers Market Rd, Tennis Court and Kings Court for set up. Info booth will be on Jenny Lane. There will be limited parking within the park. A map will be developed to guide customers and vendors- Hanne’s husband Dan has volunteered to work on this.
	+ Considerations for space assignments included- keeping vendors that attend both days in a similar spot, spreading out products so that if a customer is not able to walk the full market, they can still find a good variety of items, spreading out vendors that will be attending the full market season with ones that may have a delayed start, be seasonal, have smaller setups or are the last to arrive for set up
	+ It was mutually agreed that *every vendor should be arriving before 6:30 am* to be able to have customers enter the market at 7am for the first hour for elderly or immunocompromised shoppers- vehicles arriving late for set up will create a dangerous situation for shoppers
	+ There will be four entrances to the market, marketed with signage, volunteers, maps, and sanitizer
	+ There will be two routes of travel, one clock-wise, one counter-clockwise. A map of the market is still in development
	+ Vendor spaces will be marked out on the pavement as well as 6 ft waiting locations, arrows for direction of travel for customers,
	+ Caitlin will acquire the marking paint and have green paint available for vendors to use to market their waiting spaces, Alewives attends both market days and has volunteered to house the paint in their market van
	+ Caitlin, Carolyn, and maybe Austin, will meet Wednesday afternoon to measure and mark out the market booth locations
* Sanitizer stations:
	+ At all entrances, and throughout the market
	+ Hanne has a source of an alcohol based sanitizer for gallons or 30 gallon drum-the market will purchase(and spray bottles) and Doug/Heather will transport for the first few markets since Hanne will not be there yet.
	+ Beth suggested having bottles available throughout the market as well? Carolyn would like to nominate farmers to help with this to spread out the responsibility. Beth suggested every other vendor hand a station.
* Signage:
	+ 4 walking entry points- need signs at each: one way travel, map of the market, maintain distance, wear masks
	+ Consistent signage at every booth, ie “pre-order pick ups here”, “start”, “end”
	+ Caitlin will develop signage, print and laminate a few, but distribute a pdf for vendors to print their own. Print these on YELLOW paper, not florescent- golden rod or yellow
	+ Need larger signage at the entry points-a-frame style that has the market rules on them
* Volunteers:
	+ Carolyn called Jimmy at MFFM- he may have a database available to draw from. She has also reached out on her social media and secured a few people, but we need more- about 8 people per market, each doing a 3 hour shift. Volunteers will direct customers to sanitizing stations, vendor locations etc.
	+ Compensation for the volunteers? Market tokens?(the market is not currently processing credit tokens though) t-shirts?(the info booth is not currently bringing t shirts and sizing is always an issue)
	+ Safety for volunteers: hi-visibility vests? Everyone agreed this was a good idea and they make volunteers distinguishable, and a little more ‘official’. We need a mechanism to wash these between markets though. We also need to be able to supply masks if needed- hand sanitizer shouldn’t be an issue
	+ Someone is needed to coordinate the volunteers- Hanne suggested maybe the person covering the booth? She has experience with this. They need to make sure there is always someone at the entrances.
	+ Carolyn will work with the SNAP committee to create a proposal for the steering committee to approve for compensation of volunteers and the budget /cost to the market
* Porta potty- there is an absolute need for a ‘vendors only’ porta potty! Ideally it will have a code lock that we don’t have to manage a key
* Grace suggested creating a clear list for vendors of the changes and supplies they will need for market, the new protocols, and the plans made to restructure the market
* Carolyn wants to send out an immediate communication to vendors telling them there is going to be a market and the basic changes. A second email would then gather the rest of the information to send later in the week: vendor protocols, signage pdf templates, maps, volunteer info, etc.
* Carolyn and Beth will work on a press release to be sent out , will also send to MFFM and DACF