



Board Meeting Minutes

January 19th, 2017 6:30-8:30pm

Attending: Melissa Borsting (ED), Neil Subhash (board), Meredith Molli (board), Claire Foster (Secretary), Hannah Cavendish-Palmer (President), Baj Kochar (board), Christeena Marzolf (Director at Large), Doug Teakell (VP), Nancy Marshall (Treasurer), Erin Erickson (board)

Call to Order

Approval of minutes from Dec. – vote approved with one abstention

Introductions

Director's report (Melissa):

Seed exchange upcoming

EFP estimates complete for infrastructure improvements, reconsidering how to prioritize projects

Next meeting we will set aside some time for brainstorming about driving traffic and sales at the CFM

County is asking if Seattle Alliance wants to use one of the three Burns property parcels (south of Duvall city center) for subleasing to farmers to satisfy the MOU signed after the Tall Chief award. There is a philosophical objection that the county is inefficient at buying and reselling land to other organizations, and that it seems somewhat inappropriate to favor one organization over others without an RFP process. Interested to know what the goals of any potential partnership would be for the Tilth Alliance, but we are currently willing to continue exploring options without commitment. More info on the MOU and the ag commissioners' position at Thurs Feb 9th Ag Commission meeting.

Treasurer's report (Nancy): Cash on hand \$65,000 at end of Dec., budget broke even for 2016.

2017 Auction is May 20th at Carnation Farms. Kicking off our sponsor and donation recruitment (Claire): Passed out sponsorship procurement forms and letters and item procurement forms and letters to start acquiring items. Next month will have tickets for sale and next week will have a link to the event spreadsheet for tracking donation requests.

Strategic Planning update (Baj): **[Remember the retreat on March 4th!]** feedback gathered on interview process so far. Please review Libby's transcripts to assure she captured what you

felt was important. More questionnaires will go out electronically, as well as another one for CFM shoppers. Meredith is heading up non-member farmer interviews and covers: what do they think we do? Educate on what we do. Find out what we can do for them, encouraging them to reach out when something comes up that we or our members might help with, how do you network with others, are you involved in the CFM, who do you go to for help, etc.

Processing Facility Update (Melissa/Baj): Baj has detailed ideas for what we'd like included in the business plan, including a lot of hard data on specific products, specific processing options, specific potential buyers. Possible suggestion to have her partner with a student proficient in the hard numbers to help her get the data we need.

PTO/Holiday policy for staff (Melissa): Proposing to offer two weeks of paid time off and 8 floating holidays, prorated for part time employees. Melissa will double check that these guidelines meet legal requirements that changed last Fall. Melissa will then email the final draft of the proposal for email vote.

Electing Executive Committee: Claire, Hannah, Christeena, Meredith, Nancy proposed as a slate- unanimously approved.

Finalizing Budget (Melissa): clarified a few questions, budget vote passed with one abstention. Discussed how we can communicate better between ourselves about a year's worth of financial data.

Updates from partners (WID, SVFC, KC Ag Commission)

Pike Place market: Leigh works with Hmong farmers and connecting with urban community; ideas about launching an urban community outreach event with a speaker and perhaps other partners to develop an "Urban Farmland Defense League."

T-shirt ideas: Hannah has fielded a graphic designer to help create designs

Adjourn/Late Happy Hour!

Next meeting: February 16th, SVT Office. 6:30-8:45pm.



Board Minutes
February 17th, 2017

Executive Committee (6:15-6:30pm)

Attending: Christeena Marzolf, Meredith Molli, Hannah Cavendish-Palmer, Nancy Marshall, Claire Foster

Decided Exec. Committee roles unanimously:

Hannah: President

Meredith: VP

Nancy: Treasurer

Claire: Secretary

Christeena: Director at Large

Board Meeting (6:30-8:00pm)

Attending: Christeena Marzolf (Director at large), Meredith Molli (VP), Hannah Cavendish-Palmer (President), Nancy Marshall (Treasurer), Claire Foster (Secretary), Erin Ericson (Board), Baj Kochar (Board- arriving 6:40pm from stakeholder outreach interview), Neil Subhash (Board), Melissa Borsting (ED)

Call to Order, minutes from January, 2017, unanimously approved

Executive Director's report highlights (Melissa), see separate document

- Received Bullit foundation grant: \$30,000 for landowner matching program development

- 21 Acres: SVT will be paid to host 3 workshops on wholesaling this year

- Processing facility: honing in on data necessary for a strong business plan

- Managing (or co-managing) a piece of land for cooperative farming with Tilth Alliance:

 - waiting for strategic planning to finish before deciding whether to pursue partnership with TA, and separately discuss idea of this kind of cooperative project

- Strategic planning: Libby has done a great job taking notes of interviews and synthesizing the data. Retreat March 4th. Our data is dominantly qualitative in nature since most of our inputs are from interviews and we have relatively less information from surveys that are more quantitative.

2017 Auction is May 20th at Carnation Farms. Updates and encouraging more outreach for sponsor and donation recruitment (Claire), divvied up sponsorship approaches and brainstormed event ideas.

Infrastructure at Stuart's Landing:

Initially budgeted for electrical improvements, bridge improvements, and irrigation improvements, all of which came in much higher in bid than in original estimates. We are going forward on electrical improvements to allow development of cold storage onsite. Discussion about how much money would be appropriate to spend on bridge improvements given high county permit costs. Decided to not rush bridge improvements for this year (past basic safety needs) to see if the county will make progress on making a default bridge design that would decrease our design and permit costs. Will collect more detailed bids and assess minimal safety costs for this year.

Updates from partners (WID, SVFC, KC Ag Commission)- postponed for next month

Adjournment

Happy hour discussion: Marketing the Carnation Farmers Market, a brainstorm session

Next meeting: March 16th, SVT Office. 6:30-8:30pm.



Board meeting minutes

March 16th, 2017 6:30-8:45pm

Attending: Melissa Borsting (ED), Claire Foster (Secretary), Christeena Marzolf (Director at large), Meredith Molli (VP), Hannah Cavendish-Palmer (President), Nancy Marshall (Treasurer), Erin Ericson (Board), Baj Kochar (Board), Neil Subhash (Board)

Call to Order, minutes approval from February, 2017: unanimously approved

Minutes will be posted on the website, a monthly reminder that they are there will be included in the happy hour announcement.

Executive Director's report highlights (Melissa)

Melissa will be absent next board meeting, Libby to fill in

Produce processing facility planning: focused on how to support full use of existing facilities by helping with transportation of produce, in addition to completing the study

Auction: Inviting Guests and procuring items (Claire)

Practicing our "why I support SVT" statements

Please let me know if you will not be able to get in touch with your sponsor prospects

Technology and Farming Summit (Melissa/Hannah)

Needs a goal statement

First step is to identify and invite individuals

Snohomish County Growers Alliance (Melissa/Christeena)

Snohomish Conservation District is also a potential partner in the north for SVT

SVT will have a presence at their meeting at the end of the month, explore how this group thinks SVT might support the development of the agricultural community to the northern end of our service area.

Strategic Planning Retreat follow-up and sub committee assignments (All)

Committee work is to:

proof the list of ideas against the interview data

Create a narrative goal statement for each topic

Prioritize dots

Add a stretch goal with 2-3 objectives at the bottom of the Implementation Plan Worksheet

Updates from partners (WID, SVFC, KC Ag Commission)

Meredith: FFF, KC staff report written in Aug 2016- farmers felt was biased. Farmer updates to it were rejected, so a group of representatives instead wrote a summary of the FFF process, and the staff report will not be signed by anyone though it will be included to the county council.

Second version of the process will be starting next with a 15-person task force with even distribution for farm, fish, and flood reps.

Adjourn/Late Happy Hour focused on membership update of strategic planning process

Next meeting: April 20th, SVT Office. 6:45-8:30pm.



Board meeting

April 20th, 2017, 6:30pm-9:00pm

Attending: Baj Kochar (Board), Erin Ericson (Board), Neil Subhash (Board), Nancy Marshall (Treasurer), Claire Foster (Secretary), Christeena Marzolf (Director at large), Hannah Cavendish-Palmer (President) arriving at 7pm.

Call to Order, minutes from March 2017 unanimously approved

Quarterly Treasurers Report (Nancy)

Approximately \$52,000 in the bank on March 31st.

Review and discussion of quarterly budget reports

Executive Director's report highlights (Melissa)

Seeking a lead volunteer for July 4th parade entry to work with Becky Reimer

Auction: Inviting Guests and recruit dessert and restaurant donations, please! (Claire)

Transition Snoqualmie Valley seeking to dissolve, approached SVT about serving as an umbrella for the Snoqualmie Valley Seed Exchange and Fall City Learning Garden, concept approved via discussion

Processing Facility Committee Report and Board Feedback (Melissa, Baj, Hannah)

Using some of the remaining grant money for Melissa's time to make sure the report end product is useful to the next likely people to carry the project forward, and a meeting with the bigger potential partners.

Strategic planning: Review draft Implementation Plan, discuss validity of the board's recommendations as seen in the data and interviews gathered. Agreed to have Melissa combine all objectives into one table and take a stab at ranking by timeline along with filling in ballpark levels of more information on resources (ballpark cash outlay, ballpark staff time demands)

Increasing farmer networking opportunities: budget request to cater 2-4 membership potlucks/year (in 2017 = May, late fall), \$300-\$500 estimated per event; also farmer party in summer? Approved up to \$500 for the May meeting meal, with a later check-in and board discussion for another possible and strategically chosen meeting later in the

year, approved unanimously. Discussed the idea of the farmer party and will continue to gather data.

Updates from partners (WID, SVFC, KC Ag Commission):

Co-op acquired a van.

SVPA is working on repairing existing drainage tile project, also pushing back on NRCS planting project just north of the county line that is projected to raise flood levels.

Adjourn/Late Happy Hour

Next meeting: May 25th, SVT Office. 6:30-8:30pm. Please note this is non-standard date.



Board Meeting Minutes

May 25th, 2017 6:30-8:30pm

Attending: Melissa Borsting (ED), Nancy Marshall (Treasurer), Hannah Cavendish-Palmer (President), Baj Kochar (board), Erin Ericson (board), Claire Foster (Secretary), Neil Subhash (board) arriving 6:55pm, Meredith Molli (VP) arriving 7:50pm

6:50 Call to Order, minutes approved from April 2017 unanimously

6:50 Executive Director's report highlights (Melissa)

NRCS grant incoming for a high tunnel for EFP, motion made to allow Sean Stratman to sign contracts and amendments to the contracts related to the NRCS/EQIP grant program on behalf of SVT's Board of Directors for up to \$6000 in 2017. Passed with one abstention.

Awards ceremony for Cedarcrest is June 13th for FFA scholarship presentation, looking for a director to go make the presentation.

Kid's program grant received for CFM, \$24,000 over 2 years: Power of Produce

June 12th potluck will be at Stuart's Landing, come check it out.

Moving next meeting to June 22nd, fourth Tuesday of the month, for June only.

7:00 Auction debrief: celebrating successes, list opportunities for next year.

Grossed \$49,000, netted \$29,200.

7:20 Staffing updates/requests

Leah will be transitioning to a new full time job elsewhere.

Discussed employee remuneration and balancing responsibility, appreciation, fairness, seniority. Next step to create job description for new member services program management position for board approval.

Proposal to bring Sean up to full time hours in response to new grant funding and new job responsibilities. Budget income year to date covers the increased expenditure. Motion made to bring him up to 40 hours a week until April 2018, with possible reconsideration after that date, to encompass new land matching program responsibilities, and with agreement to have him report on progress for the Nov. 2017 board meeting. Passed unanimously. Melissa will update his job description accordingly.

7:40 Strategic Farm Dinner Invites – July 22nd at EFP and Aug 19th and K-T Cattle Co.

Claire will set up member discounts for July dinner. Let's mention potlucks at the dinners, and dinners at the potlucks. Look at these as potential avenues to invite people to develop them as supporters.

8:50 Strategic Planning

Discussion of the value of our programs and the role of the strategic plan in highlighting needs to keep improving mission effectiveness.

8:20 Updates from partners (WID, SVFC, KC Ag Commission)
June 20th Beaver management workshop at Carnation Farms.
FFF: FFF 1.0 is finished.

9:30 Adjourn/Late Happy Hour

Next meeting: June 22nd, SVT Office. 6:30-8:30pm. Note non-standard date.



Board meeting

June 22nd, 2017 6:45pm-8:40pm

Attending: Baj Kochar (Board), Neil Subhash (Board), Nancy Marshall (Treasurer), Claire Foster (Secretary), Christeena Marzolf (Director at large), Hannah Cavendish-Palmer (President).

Call to Order, minutes from May 2017 unanimously approved and minutes will now be included in the board meeting and happy hour announcement.

Executive Director's report highlights (Melissa)

July 4th Parade entry will happen in cooperation with March of the Vegetables

\$500 FFA scholarship awarded to Nicole Hagens

Met with PCC Farmland Trust about collaboration

Spoke with Snohomish CD to introduce us and get familiar with ag plan regarding flood modeling and climate change planning, they will be at the SVT July potluck.

CFM: interns getting started, banner not going up due to city decision- will follow up on possible code changes to allow it.

EEP: getting a handle on anticipated tractor expenses for 2017 season, bridge permitting now progressing.

Andrea Dwyer of Tilth Alliance is retiring.

Strategic Plan:

Review of timeline for goals, established next steps for sharing the plan with the membership, provided feedback on the public-facing draft summary. Voted unanimously to approve internal strategic plan 2017-2020. Further drafts to be created for more refined layout of public-facing document.

Processing Facility Committee Report and Board (Melissa, Baj, Hannah)

Feasibility study portion is done, identified that there are several existing groups working on similar ideas. Process of exploration also opened potential existing processors to possible partnerships with farmers. Two useful tools resulted- templates for calculating processed products' costs and returns, and a list of existing processors, their processes and requirements. \$5000 left in the grant: instead of writing business plan as originally proposed, we are hoping to contract with the co-op to coordinate an experimental run of product to reality test the process and potential barriers. Need to

identify how to keep the information gathered current over the years. Possibly in coordination with NABC?

Member Programs Job Description: reviewed new Member Programs manager position that emerged from the Strategic Plan. Approved new remuneration level for a staff member and adjusted the current year budget accordingly, vote approved unanimously.

Updates from partners (WID, SVFC, KC Ag Commission):

Beaver management workshop occurred and was well attended

FFF process phase 1 was celebrated recently.

Water rights leases were officially approved for 2017 through the WID

Adjourn/Late Happy Hour

Next meeting: July 20th, SVT Office. 6:30-8:30pm.



Board Meeting

July 20th, 2017, 7/20/2017

Attending: Melissa Borsting (ED), Neil Subhash (board), Erin Ericson (board), Hannah Cavendish-Palmer (President), Claire Foster (Secretary), Christeena Marzolf (Director at Large), Meredith Molli (VP), Baj Kochar (Board, arriving 6:50)

Call to Order,

Minutes approval from June 2017: approved with one abstention

Executive Director's report highlights (Melissa)

Had a great dance routine for July 4th parade, grants update, CFM has hired an assistant to run the Power of Produce Program, GAP certification grant winding down and next steps are defining how to keep the momentum going.

Strategic Plan: Approve Public Version

Approved strategic plan with edits as discussed, unanimously.

Strategic Plan: Organizational Strength

Reviewed status of staff job descriptions and making workloads more efficient, established plan for next steps on inventorying branding status and needs. Melissa to bring back proposed budget options for branding process.

SVT and customized public tours- we have received requests to facilitate farm tours, decided to pass that to farms directly and offer CFM tours at the end.

8:00 Updates from partners (WID, SVFC, KC Ag Commission)

Taste of the Valley for SVPA is coming up next week, Co-op partnership with Pike Place Market food bank due to private grant and pursuing the pilot project in processing a frozen product for PCC, as well as in-house processing at Central Market.

WID working with NRCS, and they are going ahead on culvert replacement and holding off on new plantings on the Pearson Eddy project until concerns about missing upkeep on existing drainage infrastructure is addressed better. New call for water rights requests will be released this Fall. WID survey will be available on the website soon. On the website now is a new map of general wetness level on all parcels- please give

feedback if it seems inaccurate since it will be used to determine construction season projects for next year.

Egg Co-op is in possession of the machine, waiting on some further equipment.

Maintenance is needed on the machine before it is operational. Space is still being built out as well.

8:30 Adjourn/Late Happy Hour

Next meeting: July 20th, SVT Office. 6:30-8:30pm.



Board Meeting Minutes

September 25th, 2017, 7:45-9:00pm

Attending: Melissa Borsting (ED), Baj Kochar (Board), Neil Subhash (Board), Sean Stratman (EFP Program Manager), Claire Foster (Secretary), Hannah Cavendish-Palmer (President), Meredith Molli (VP), Erin Ericson (Board), Nancy Marshall (Treasurer)

Call to Order, minutes approval from July 2017 – passed with one abstention

Executive Director's report highlights (Melissa)

See separate document

Strategic Plan update: reviewed goals set, need to spend some time on advocacy and schedule the ag summit, behind schedule on job descriptions and employee handbook. Branding proposals are in, Meredith and Claire to help review them.

Board recruitment, discussed potential candidates and made a plan to reach out to them.

Doug Teakell, Baj Kochar, Meredith Molli, and Nancy Marshall currently have seats that will be available.

2017 Budgeting Process

Melissa to start drafting budget ideas, need to review where the EFP is going as a program especially in order to be able to establish a realistic tool set for accomplishing that goal.

Updates from partners (WID, SVFC, KC Ag Commission)

-WID: marketing window will be Oct. 15th-Dec 1st for leasing water rights, also divided WID members into smaller drainage basins to rank the level of concerns present in those areas (basin 56, primarily Remlingers, basin 9 (Herbco/Tuck Creek), basin 1 (Pearson-Eddy) are currently ranking with highest needs) to move forward drainage projects that might not be able to move forward by ADAP.

-SVPA: seeking a needs assessment to find out what city and ag needs are for the future

-FFF 2.0 starting in Nov., the advisory committee name is changing, Meredith will be serving as the rep for both Ag Commission and SVT to the advisory group (1 out of 15 people), then more people will be brought in for task force meetings.

-Ag Commission is working on a letter regarding a concluding study on the impact of the emerging winery industry in the Sammamish APD and other ag zoned land, many of which are enrolled in FPP.

Adjourn/Late Happy Hour

Next meeting: Oct. 19th, SVT Office. 6:30-8:30pm.



Board Meeting

October 19th, 2017 6:30-9:00pm

Attending: Melissa Borsting (ED), Nancy Marshall (Treasurer), Erin Erikson (Board), Claire Foster (Secretary), Neil Subhash (Board), Baj Kochar (Board), Hannah Cavendish-Palmer (President), Christeena Marzolf (Director at Large)

Call to Order, minutes approval from September 2017 passed unanimously

Quarterly Financial Report (Nancy): answered questions about what the numbers refer to, noted that in 2018 budget planning we should run a month to month cash flow analysis.

Executive Director's report highlights (Melissa)

- Staffing Changes: Lindsay moving on as of end of Nov.
- EFP applications are coming in.
- Strategic Plan check in: updates on progress
- Questions in advance of Tuesday's meeting with King County staff about potential EFP locations, clarifying what habitat changes the county might hope to make and our role in deciding what those changes might be, defining what the potential models might be, and what the time frame might be.
- Livestock processing update: getting closer to site decision between Enumclaw and Snoq. Valley, goal to build in summer 2018
- Other program updates
- Board recruitment: Meredith and Melissa working on it, focus on farmers from Snohomish
- Housing concerns for farm owners and farm laborers: topic of potluck for Nov

Review of 2017 Events and Discussion of 2018 Event Calendar

Discussed options for eliminating a farm dinner and changes to auction structure.

2018 Budget: explanation of spreadsheet, 2017/2018 comparisons, staffing discussion, explanation of pending grants and impact on budget/staffing. Melissa to adjust projections and gather info on likely situation for CFM and fundraising, and we will continue discussion in Nov.

Updates from partners (WID, SVFC, KC Ag Commission)

Co-op: has Thanksgiving boxes available for sale- spread the word

WID: water rights window for requests is open

County land use surveys are done, which we can use for land-owner outreach

Adjourn/Late Happy Hour

Next meeting: November 16th, SVT Office. 6:30-8:30pm.



Board Meeting Minutes

November 16th, 2017 6:45-9pm

Attending: Melissa Borsting (ED), Nancy Marshall (Treasurer), Baj Kochar (Board), Christeena Marzolf (Director at Large), Neil Subhash (board), Meredith Molli (VP), Claire Foster (Secretary)

Call to Order, minutes approval from October 2017 passed with one abstention.

Update on Byers property that EFP leases: county currently unable to make any statements about what they would hope to have happen there in the future, if any, in addition to the current farming activities.

Executive Director's report highlights (Melissa)

Grant updates: BFRD, KCD, and County KCD grants all awarded, to SVT benefit

Strategic Plan check in: most targets on time with a few playing catch-up.

Other program updates: suggestion to have a more involved review plan for new applicants in Fall 2018

Board recruitment update

Staff changeover- discussed Lindsey's departure, will be hiring her replacement as well as another half-time position to assist with grant-award land-matching tasks.

December 11th potluck will also be SVT annual membership meeting. Will report on the strategic plan to the membership. Formal annual report will be out by January happy hour for member questions and observations.

Livestock committee: toured Carnation Farms to examine potential mobile slaughter unit site, which looks really promising. Enumclaw site also looks promising, though it has less of the necessary infrastructure already in place. SVT staff toured Crooked Shed Farm's poultry processing unit, including the biodigester. See new blog post.

2018 Budget: updates based on last month's conversation

Suggestion to keep a focus on the farm services center as a priority, some directors would like to see details and staff time devoted to it so it's more quickly fleshed out than the strategic plan identifies. Budget draft passes 5 in favor, 1 not in favor, as presented.

Updates from partners

WID- postponed for next month

SVFC – Board is working on completing the five year business plan in order to apply for KCD grant to continue receiving seed money for the next couple years. NABC assisting with plan development.

KC Ag Commission- updates on Leanne's meetings in the county land use panel discussions, two of those panel meetings left before their recommendations are made to the county exec.

Adjourn/Late Happy Hour

Next meeting: December 14th, SVT Office. 6:30-8:30pm. Please note this is a nonstandard date.