

DURANGO FARMERS' MARKET

Board Meeting Minutes—December 13, 2017, 12 pm

La Plata County Fairgrounds

This meeting's purpose was to interview 4 candidates for Market Manger. Each candidate had 20 minutes to answer a series of 12 identical questions (each interview panel member asked 2 questions each) followed by 10 minutes for follow-up questions and questions from the candidate. Those present: Tyler Hoyt, Emily Jensen, Max Fields, Tyler VanGemert, Pauline Pao, as well as Cody Reinheimer, Market Manager.

Market Manager Interviews (Day 1):

I. These were the questions asked all candidates as well as those interviewed the next day:

1. Why are you interested in running the Farmers Market?
2. What specific talents can you bring to the DFM Market Manger position? Please site specific work experience if applicable.
3. What are your views on local agriculture, sustainability, and the role that the Farmers Market plays in our community?
4. How involved in the Durango Community do you see yourself? Please tell us how long you have lived in the area, as well as what groups you feel you are already connected to.
5. As the Market Manager is "the face" of the DFM and liaison with other community groups, please tell us about any collaboration you have done between multiple organizations.
6. Tell us about your involvement in putting on a special event. What was your role? How did the event go? What did you learn from the experience?
7. Tell us about how you have promoted an event or an organization via advertising and public relations.
8. How would you handle a customer who purchased a product from a vendor and is upset because of the "low quality" of that product?
9. Tell us about how you have worked independently, in a self-motivated way, without direct oversight.
10. Currently, our Market Manger has also served as Music Manager. DFM is considering hiring a separate Music manager to perform some or all of those duties. But, that depends on our new Market manager's skill set. Of the following duties, what would you feel comfortable in performing? Booking the bands and artists (with contacts provided); Setting up the sound system; Balancing their sound and adjusting volume; Acting as MC by thanking the band on the mic and asking for donations and tips from farmers and customers.
11. As this is basically a half time job, what other jobs or responsibilities would you also be juggling concurrent with this position?

12. How long do you see yourself in this position?

What questions do you have for us?

II. The following candidates were interviewed:

- Holly Napier 12:00 pm – 12:30 pm
- Tom Little 12:30 pm – 1:00 pm
- Carley Larsen 1:00 pm – 1:30 pm
- Maggie Corson 1:30 pm – 2:00 pm

III. After the interviews concluded, Cody and the Board discussed all candidates and our impressions.

There being no further business, the meeting was adjourned at 2:30 pm

Respectfully submitted,

Pauline Pao, Secretary

DURANGO FARMERS' MARKET

Board Meeting Minutes—December 14, 2017, 8:45 am

La Plata County Fairgrounds

This meeting's purpose was to interview 4 candidates for Market Manger. Each candidate had 20 minutes to answer a series of 12 identical questions (each interview panel member asked 2 questions each) followed by 10 minutes for follow-up questions and questions from the candidate. Those present: Tyler Hoyt, Emily Jensen, Max Fields, Tyler VanGemert, Pauline Pao, and Cody Reinheimer, Market Manager.

Market Manager Interviews (Day 2):

- I. Cody informed the Board that Ellie Childs called him the day before to drop out of the interview process. He invited Melanie Gonzales to interview in her place.
- II. The following candidates were interviewed:
 - Tim Cosgrove 9:00 am – 9:30 am
 - Melanie Gonzales 9:30 am – 10:00 am
 - Rita Stewart 10:00 am – 10:30 am
 - Tara Frazer 10:30 am – 11:00 am
- III. After the interviews concluded, Cody and the Board discussed all candidates and our impressions over both days.
- IV. Each member of the Board and Cody verbally gave their top 3 candidates from the two days of interviews and votes were tallied.
- V. The following 3 candidates were invited for a 1 hour second interview sometime during the 2nd or 3rd week of January 2018 where they will present a pitch to a potential donor for the DFM Sponsorship Program:
 - Holly Napier
 - Tom Little
 - Melanie Gonzales
- VI. One item discussed at length was if the Market Manger position should be split into the two positions (Market Manger & Music Manager) that existed before Cody came on board and performed both positions. The issue was discussed because the candidates differed in their comfort level to perform both duties. If split, the Market Manager would make less than what was stated in the job announcement since the position encompassed the Music Manager position as well. Board members differed in opinion and further discussion was left pending notification to the 3 candidates and their second interviews.

As there was no other business, the meeting was adjourned at 12:00 pm.

Respectfully submitted, Pauline Pao, Secretary

DURANGO FARMERS' MARKET

Board Business via email—December 26, 2017 – December 29, 2017

December 26, 2017:

Cody confirmed 2nd round interviews at the County Fair Building as follows:

- Melanie Gonzales 9:00 am – 10:00 am
- Holly Napier 10:00 am – 11:00 am
- Tom Little 11:00 am – 12:00 pm

December 29, 2017:

Cody relayed that the National Young Farmers' Coalition contacted DFM for \$50 to become a member.

Board approved.