

Farmers Market Boot Camp

General Sessions: March 19 & 26, 2024

State Specific Session

















Welcome!

Starting at 9:00 am (Pacific)

Boot Camp is designed for connecting and having candid conversations. It will not be recorded. All materials will be shared on your Boot Camp Resources webpage: https://wafarmersmarkets.org/boot-camp-resources



2024 Boot Camp for Farmers Markets











Alaska Farmers Markets Association at info@alaskafarmersmarkets.org

Colorado Farmers Market Association at cofarmersmarketassociation@gmail.com

Idaho Farmers Market Association at info@IdahoFMA.org

Ohio Farmers Market Network at hello@ohiofarmersmarketnetwork.org

Oregon Farmers Markets Association at info@oregonfarmersmarkets.org

Utah Farmers Market Network at info@utahfarmersmarketnetwork.org

Washington State Farmers Market Association at info@wafarmersmarkets.org



Big Picture

Market
Operations

State Day



We will take a 15 minute at 10:55 am (Pacific).

Δ

2024 State Day Schedule

Tuesday, March 5 and 12:

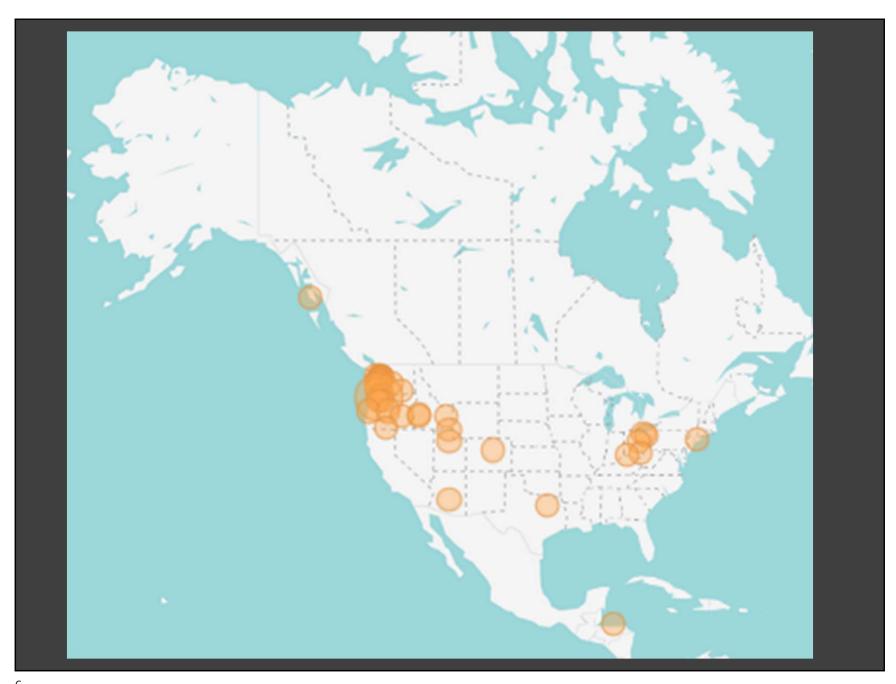
Ohio Farmers Market Network: 7:00-8:30pm (Eastern)

Tuesday, April 2:

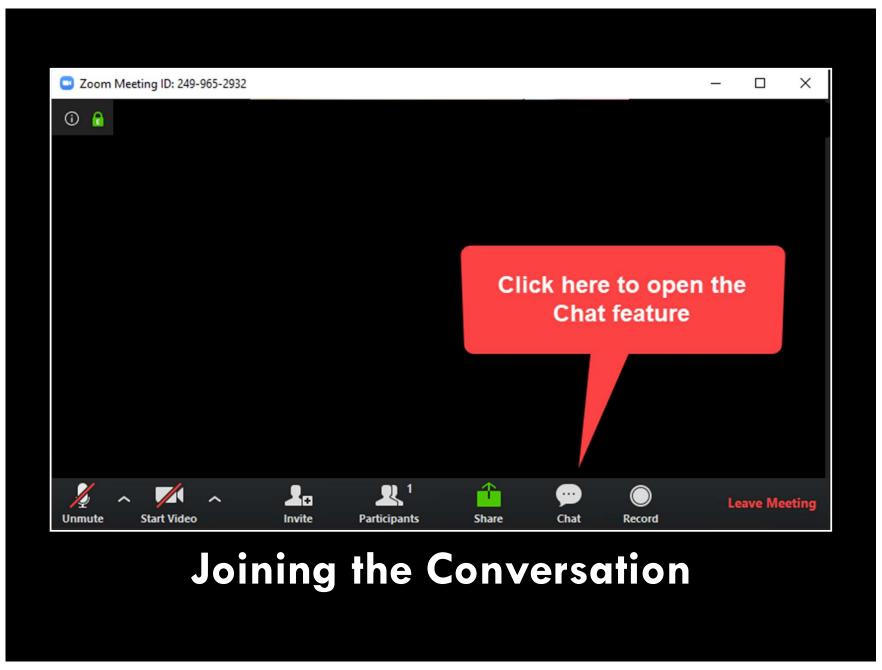
- Alaska Farmers Market Association: 9:00am-12:00pm (Alaskan)
- Idaho Farmers Market Association: 1:00-3:30pm (Mountain)
- Oregon Farmers Markets Association: 9:00am-12:30pm (Pacific)
- Utah Farmers Market Network: 3:00-5:00pm (Mountain)
- Washington State Farmers Market Association: 9:00am-12:30pm (Pacific)

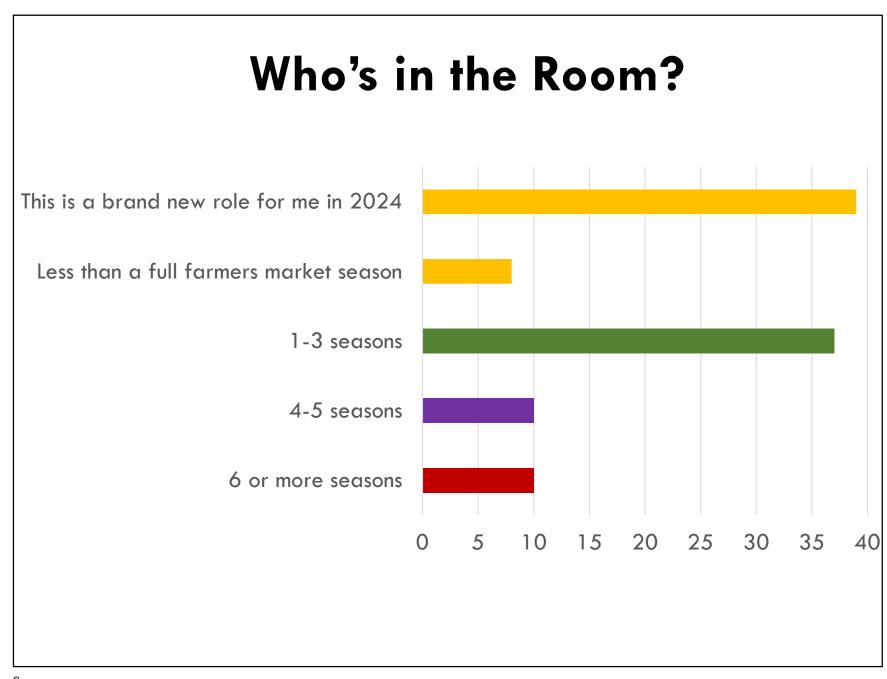
Coming Soon:

Colorado Farmers Market Association



ь





3 x 6
Break out in groups of

3 people for 6 minutes.

Hello!



What is a Farmers Market?







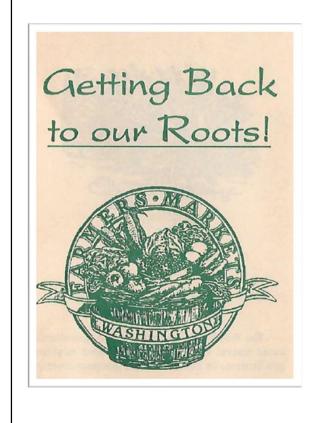




Farmers Market: has farmers who meet in a physical location to sell directly to shoppers.







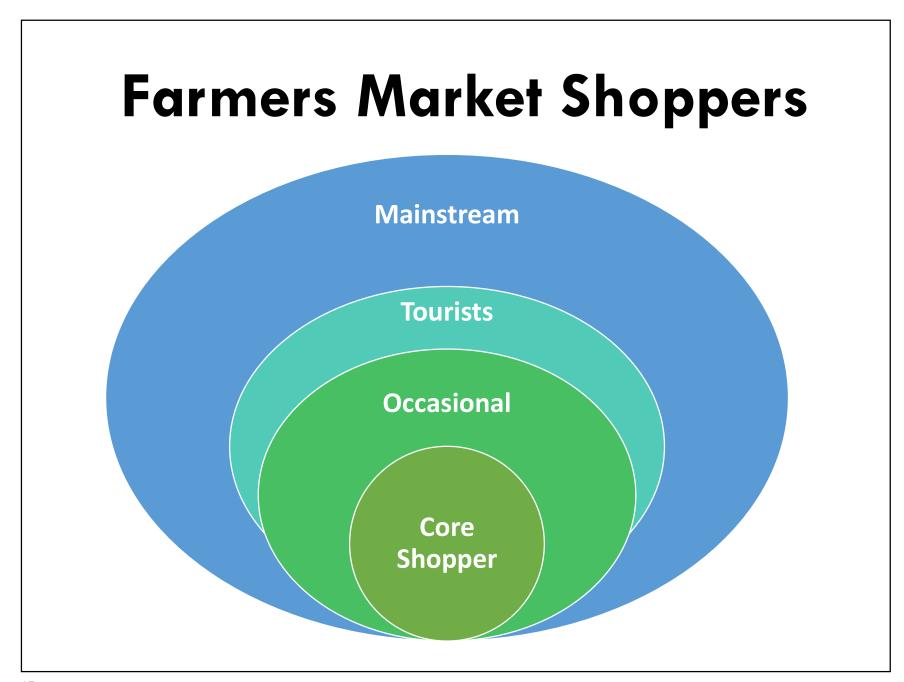
FARMER

PROCESSOR

RESELLER

CRAFTERS

PREPARED FOODS





Farmers Market

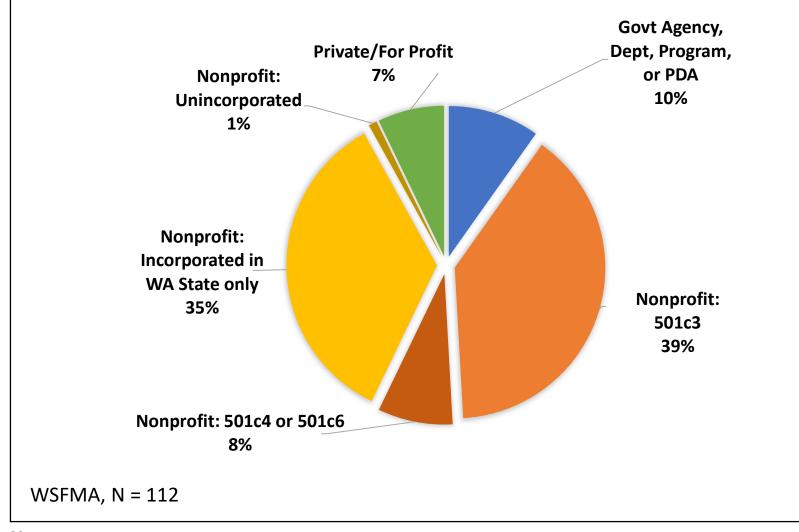


Farmers Market Organization

There are many types of Farmers Markets



There are many types of Farmers Market Organizations









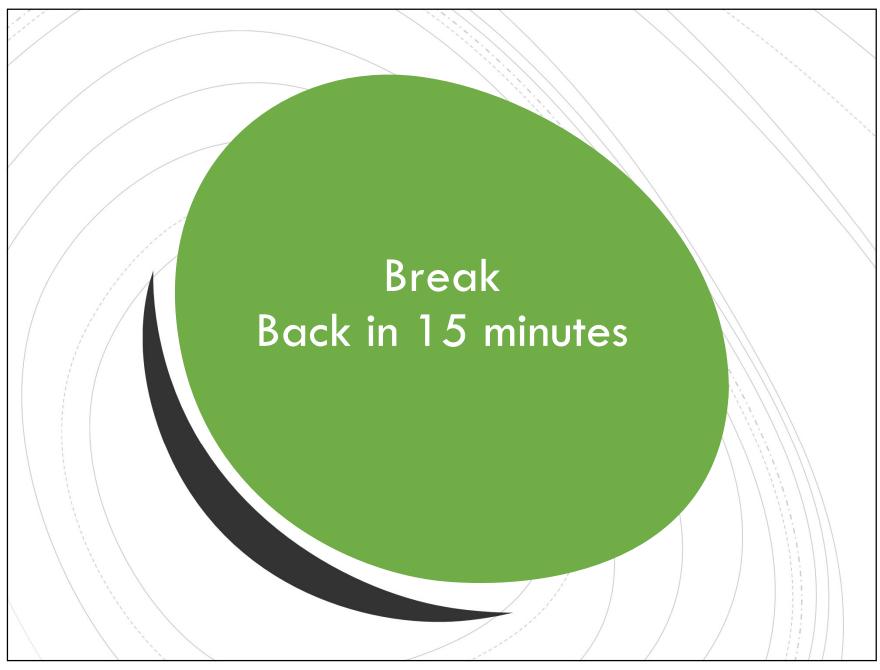
There are many types of Farmers Market Managers

Bellingham Farmers Market

- You are a "swiss army knife" on market day and thrive doing a variety of tasks, no matter how big, small, glamorous, or dirty, they may be.
- You are enthusiastic and energetic about working with small businesses and the public.
- You enjoy week-to-week consistency, but can also quickly and calmly problem solve under pressure.
- You are a people person who can respectfully communicate with a wide variety of personalities.
- You work well independently while welcoming feedback to make market the best it can be.
- You show up. You are reliable, trustworthy, and responsible.
- You have a sense of humor and can roll with whatever the market day throws at you.
- And, it's a plus if you love locally grown vegetables and know what kohlrabi looks like!

Farmers Market Market Manager & Board Member Panel

Jessica Huerta, Wenatchee Valley Farmers Market
Jill Rittenhouse, North Bend Farmers Market
Karyna Goldsmith, Thursday Market at South Perry
Lance Smith, Enumclaw Plateau Farmers Market
Olivia Spitzer, Hillsdale Farmers Market



Who does what?

Farmers Market Roles & Responsibilities



Farmers Market

- 1. Vendor Mix
- 2. Shoppers
- 3. Market Day Operations



Farmers Market Organization

- 1. Supporting Market Manager
- 2. Planning & Financial Stewardship
- 3. Following "Rules of the Road"

Criteria farmers use to select specific farmers market

Reasonable travel distance to the farmers market

Market attracts serious shoppers

Market is well-managed

High quality products at the market

Good prices for products

Fair market rules and policies

High daily sales volume

Fair stall fees charged by market

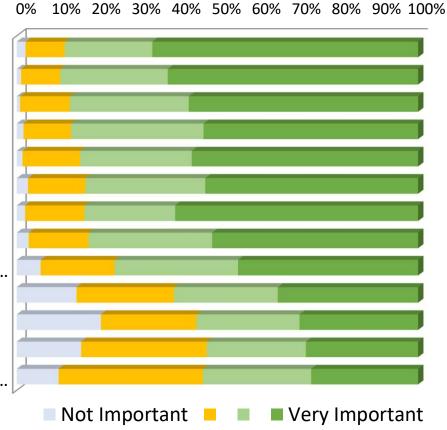
Opportunity to help my local farmers market...

Fewer permits and licenses required

Farmers market has a longer season

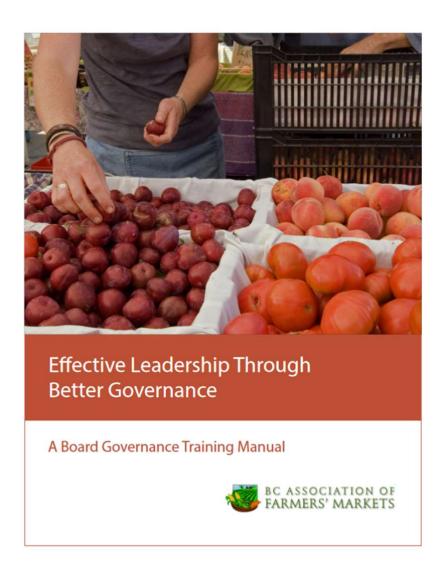
Serves low-income shoppers

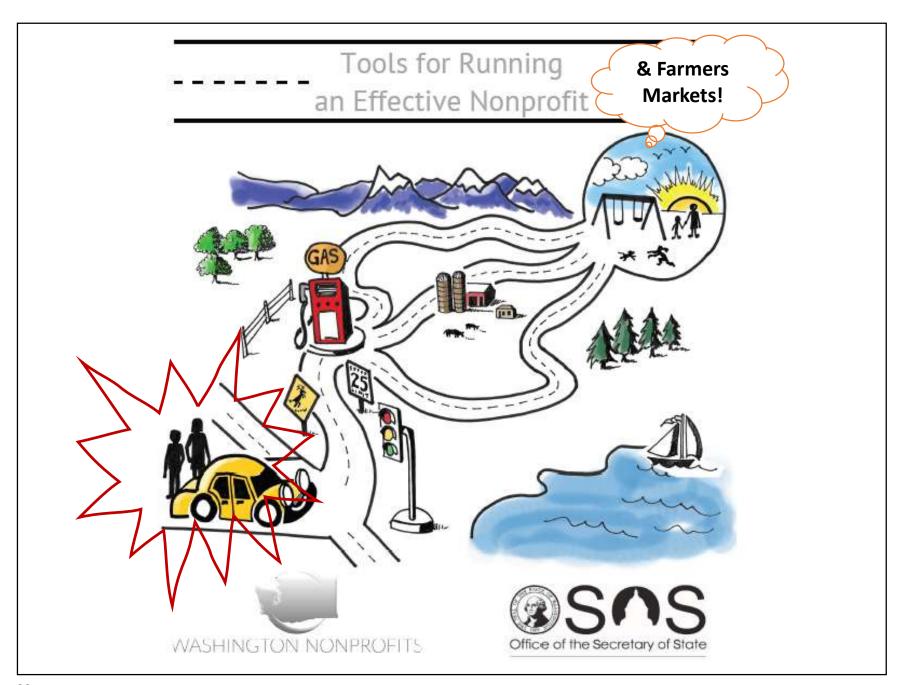
Low competition from other vendors with similar...

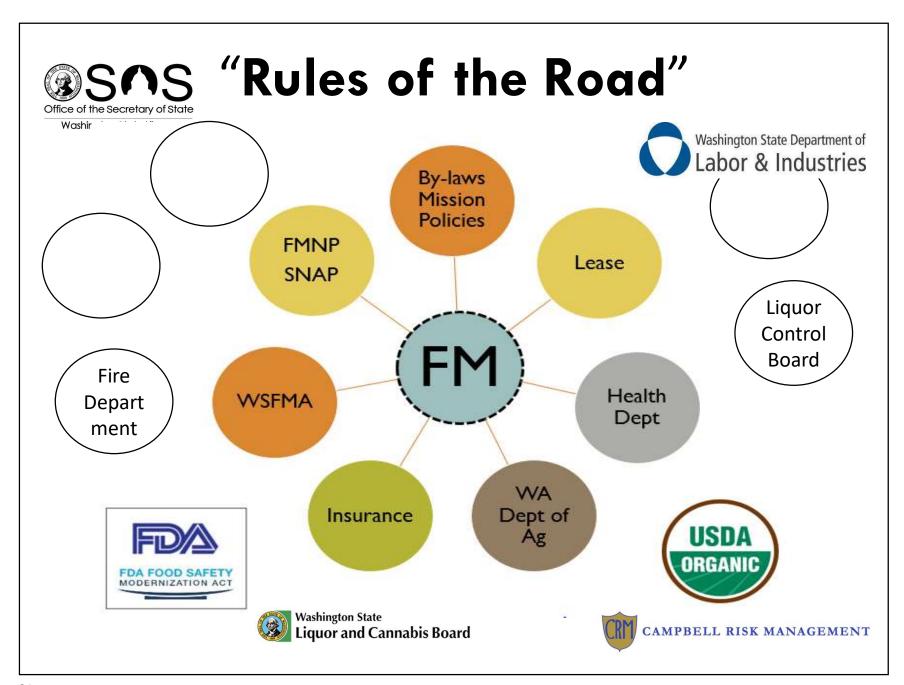


WSU Small Farmers Team Preliminary Farmers Market Vendor Survey, 2014 N=>500

The Big "Buckets"	Market Staff	Board of Directors	Shared
Stewardship of Market Integrity: Mission, Policies & Rules, Decision Making, Market Culture			
Market Manager: Hiring, Training, Support, Professional Development			loangarry.com
Building Market Capacity: Planning, Staffing & Volunteers			Nonprofits Made Easy. www.
Market Day/Season Operations: !!!			Ls Made
Communications & Info Management			onprofi
Growing Core Shoppers: Marketing, promotions, partners			Consulting. N
Financial Stewardship: Budgeting, Compliance, Fundraising			Joan Garry C
Stewarding a Functioning Board: Governance, Culture, Accountability			lnspiration:
Cultivating Vendor & Product Mix: Recruitment, Retention, Compliance			

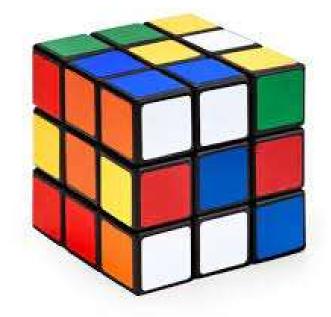






Free Expense

Local County State Federal



Location
Vendors
Programs
Organization

Required
Voluntary
Good Business Practice

Health Department

Washington State Retail Food Code

Chapter 246-215
Washington Administrative Code (WAC)

Effective January 15, 2021

Food Safety

"Community recognized events" = Farmers Market

"Event Organizer" = Market Manager

"Temporary Food Establishments" = Prepared Food

"Time/Temperature Control for Safety Foods"

= Potentially Hazardous Foods

Sampling



Booth Setup Requirements

□ Overhead Cover

All equipment, food, condiments and single service items must be under overhead cover.

☐ Ground Cover

Required if setup is on grass, gravel or dirt

☐ Hand Washing Station (diagram at right)

- Warm water, soap and paper towels
- 5-gallon catch bucket
- 5-gallon (minimum) insulated container of warm water with a free-flowing spigot
- Sign or poster that notifies food employees to wash their hands
- Additional hand washing setup(s) may be required when handling raw meats or with large and complex operations.

☐ Sneeze Guards

Required if any food preparation or storage is on the front counter, or in other areas exposed to the public.

Booth Supply Requirements

- ☐ Approved Sanitizing Solution

 Quat or bleach are most common
- ☐ Test Strips for Sanitizer Solution
- ☐ Digital Thin Probe Thermometer

For measuring internal temperature of thin foods

☐ Gloves or Other Barriers

To prevent bare-hand contact with ready-to-eat foods

□ Water

All water used in the establishment must be potable and from an approved public source. Hoses used to transport potable water must be food grade (no garden hoses). Gray water must be dumped in an approved waste disposal. Do not dump into storm drains, toilets or on the ground.

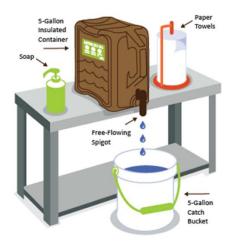
□ Ice

Approved source, commercially made



Food Safety Program, 1101 W. College Ave., Spokane, WA 99201 509.324.1560 | srhd.org

Spokene Regional Health District assures nondocrimination in accordance with Title VI of the Civil Nights Act of 1964 and the Americans with Disabilities Act. To file a complaint or to request more information, reasonable accommodations, or language translations, contact 509.324.1501 or viral shid.org.



Food Safety Considerations

Time/Temperature Control for Safety (TCS) Foods (Previously Potentially Hazardous Foods (PHFs))

☐ Cold Holding

Must be cold held at 41°F or less. Commercial-grade, NSF-approved, mechanical refrigeration is required for storing TCS foods at events of two or more days, unless otherwise approved.

☐ Hot Holding

Must be not held at 135°F or above. Foods cannot be unattended during cooking or hot holding.

☐ Cooline

Not allowed at a temporary food event.

□ WA State Food Worker Card

The person in charge must have a valid Washington state food worker card available for inspection and must be present at all times during the event.

☐ In-Use Utensils

Store in ice water at 41°F or less, in hot water 135°F or above, or in the food product with the handle out. They may also be stored on a clean surface if they are washed, rinsed and sanitized at least once every 4 hours.

Modified: January 2023



Tent Weights

Weights and canopy tie-downs should be *safely* secured -- "safely," meaning that the method used to secure the canopy does not create its own safety hazards:

- Weights should not cause a tripping hazard
- ☐ Weights should be tethered with lines that are clearly visible
- ☐ Weights should have soft edges to avoid causing cuts and scrapes
- ☐ Weights should be securely attached
- ☐ Weights should be on the ground (NOT above people's heads)

Sufficiently weighted canopies will have at least 24 pounds per leg. One canopy manufacturer recommends at least 40 pounds on each corner of a 10x10 tent; double that on a 10x20 tent. 50 pounds should be used for umbrellas. Weights for signs will vary depending on the size of sign.



Fire Department



Municipal Codes

"Special Event" = Farmers Market

Fire lane (~20 foot). Evaluated case by case.

Open flame, grilling Generators, power cords

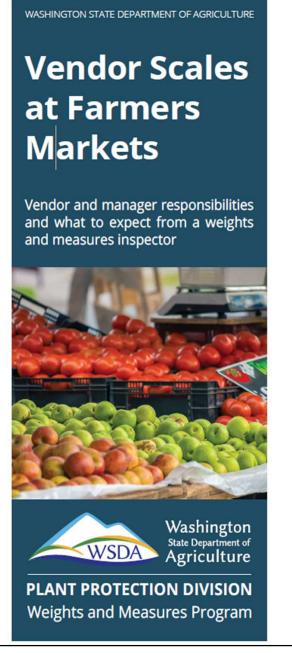
Fire resistive/flame retardant booths?

Fire extinguishers (Class K).

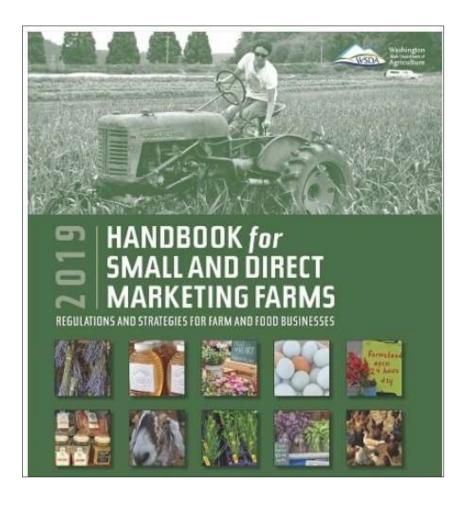
Vendor Scales

- Registration
- Certification
- Accuracy

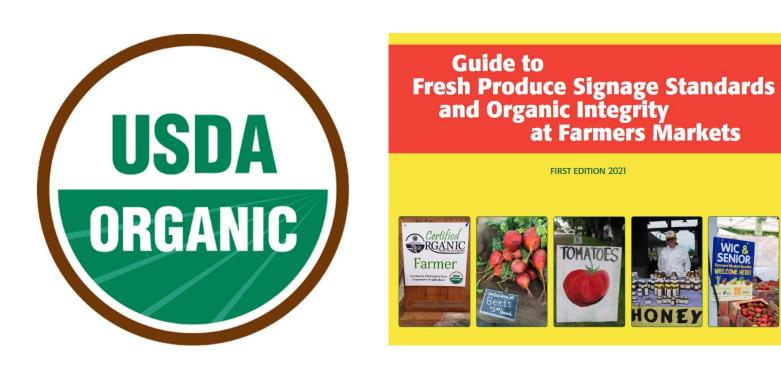




Vendor Licenses & Permits



- County
- State
- National



Organic Certification & Claims

A definitive guide to common food label terms and claims



Legend

quickly identify whether a term or label claim is independently verified by audit, and whether you can believe any of the wider issue(s) the label claims to address, such as the high-welfare treatment of animals or environmental sustainability.

AUDITED/ THIRD-DARTY CERTIFIED

The most trusted food labels in this guide will have this green audited/ third-party certified icon. This symbol is your assurance that a term or claim made on the label is regularly verified by an independent third party, and farms and suppliers are physically audited at least once a year according to set of published standards. Audited/third-party certified labels include well-known food Approved and Certified Organic.

PUBLISHED PROTOCOL

This symbol tells you the food label or claim is backed up by a legally defined or agreed definition that is publicly available. If this symbol is absent, there is no such definition-you might want to ask more questions about the product.

UNAUDITED/NO THIRD-PARTY CERTIFICATION

Whenever you see a food label claim or term in this guide with this red unaudited/ no third-party certification icon, it means there is no independent third-party verification or audit. When you see this to find out more about the product or ask further questions to ensure you are satisfied with the validity of any claims

HIGH WELFARE ASSURANCE

The label is widely recognized by consumer advocates as having highly meaningful animal care standards and, in addition includes publicly available and audited standards to ensure high-welfare slaughter

ENVIRONMENTAL ASSURANCE

The label makes claims about farming's impact on the environment that are ndependently verified by audit to a published set of standards.

SOCIAL RESPONSIBILITY ASSURANCE

The label makes claims about the fair treatment of workers and/or communities that are independently verified by audit to a published set of standards

LOCAL/REGION SPECIFIC ASSURANCE

The label makes claims that the product was produced in a certain geographic region/country that are independently verified by audit.

ANTIBIOTIC USE CONTROLLED ASSURANCE

The label makes claims that antibiotic use is prohibited or significantly restricted that are independently verified by audit.

SLAUGHTER REVIEW ASSURANCE

including a requirement for pre-slaughter stunning for all animals—is independently verified by audit to a published set of

NO CONFINEMENT

The label makes claims that animals have access to range or pasture at all times (except when animal welfare would be adversely affected) that are independently verified. Feedlots, crates and cages are never used.

HIGH WELFARE CLAIM

The label makes claims that may affect animal welfare. However, the cla are not verified and/or the label has no audited standards to ensure highwelfare slaughter.

ENVIRONMENTAL CLAIM

The label makes claims that address farming's impact on the environment. However, claims are not independently verified by audit or to a set of standards.

SOCIAL RESPONSIBILITY CLAIM



The label makes claims that address fair treatment of workers and/or communities. However, claims are not independently verified by audit or to a set of standards.

LOCAL/REGION SPECIFIC CLAIM



The label makes claims that the product was produced in a certain geographic region/country. However, claims are not independently verified by audit.

ANTIBIOTIC USE CONTROLLED CLAIM



The label makes claims that antibiotic use is prohibited or significantly restricted. However, claims are not independently verified by audit.

NO SLAUGHTER REVIEW



animal welfare. However, the welfare of animals at slaughter is not independently verified or audited annually to a published set of standards, or the independent verification or audit does not require the stunning of animals before slaughter.

CONFINEMENT



The label makes claims about the ability of animals to roam freely on pasture or range. However, there is no independent verification or audit of this claim. Feedlots. crates and cages may also be used.

FOOD LABELS EXPOSED 7

Insurance

THIS CERTIFICATE OF LIABILITY INSURANCE THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RICHTS UPON THE CERTIFICAT								DATE (MM/DD/YYYY)	
								10/21/2019	
CERTIFICATE DOES NOT AF BELOW. THIS CERTIFICATE REPRESENTATIVE OR PRODU	OF INSUF	LY OF	R NEGATIVELY AMEND. DOES NOT CONSTITU	EXTE	ND OR ALTE	ER THE CO	VERAGE AFFORDED	BY TH	E POLICIES
IMPORTANT: If the certificate the terms and conditions of the certificate holder in lieu of suc	holder is	an AD	DITIONAL INSURED, the						
ODUCEK	ar ondorou	noniq o	,	CONTA NAME	CT Lawy Spilke	r ext, 203			_
Pro this un this olda				PHONE (AC. No. Est): 317-848-9093					
				E-MAIL ADUNESS: Spiker@ campbell/skcom					
			mpleted with the	INSUREIGS) AFFORDING COVERAGE				- 3	NAIC#
			nd mailing address		INSUREICA:				22292
Honey Bee Creations	-1.000		or or vendor's	INSUREK 8:				-	_
730 Mikol Temace South		usiness attending the narket. Include DBA if pplicable.			INSURER C: INSURER D: INSURER E: INSURER E:				
t Petersburg Florida 33712	market								
	applica								
OVERAGE \$			E NUMBER:				REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE I INDICATED. NOTWITHSTANDING CERTIFICATE MAY BE ISSUED (EXCLUSIONS AND CONDITIONS (OR MAY PE	JIREME RTAIN,	ENT, TERM OR CONDITION THE INSURANCE AFFORD	OF AN	Y CONTRACT THE POLICIES	OR OTHER I	DOCUMENT WITH RESP	ECT TO	WHICH THIS
R I YI'E OF INSURANCE	IAD	SU WAY	POLICY NUMBER		POLICY EFF	POLICY EXP	LIN	115	
X COMMENCIAL CENERAL LIABI	LIIY	3 38		- 0		anceters are	EACH OCCURRENCE	5	2,000,00
CLAIMS-MADE X OCC	EUR)	(X	AAV4096 UHW D481967		10/21/2019		EACH OCCURRENCE BANAGE TO RENTED PREMISES (Se occurrence)	5	100,00
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1	V indicator poli	211		1	MED EXP (Any one person)	\$	5,00
			X indicates police		Make st	ire	PERSONAL & ADV INJURY	-	2,000,00
GENT AGGREGATE LIMIT APPLIES P	/1/55/29		includes additio	1000	policy is	100000000000000000000000000000000000000	GENERAL AGGREGATE	\$	4,000,00
	oc .		insured and wa	ver	expired		PRODUCTS - COMBIOP AGE	5	4,000,00
AUTOMOBILE LIABILITY	_	1	of subrogation		expired		COMBINED SINGLE LIMIT	5	/
ANY AUTO							(Es accident) SQB(LY (NULRY (Per person)	-	
ALL DWINED SCHOOL			These are prefer	rod limite			BOOKY INJURY (Per accided		
HIRED AUTOS AUTOS			THE RESERVE AND ADDRESS OF THE PARTY OF THE	that these limits be a			PROPERTY DAMAGE (Per accident)	\$	
103333333333								2	
UMBRELLA LIAB OCCUR				Illion each occurrence			EACH DCCURRENCE	5	
	WS-MADE		with a 2 million a	ggreg	jale		ASSRESATE	2	
WORKERS COMPENSATION	-	9		1	W		PER OTH-	8	
AND EMPLOYERS LIABILITY ANY PROPRIETOR PARTNER EXECUT	YIN				dicates th		EL. SACH ACCIDENT		
OFFICER MEMBER EXCLUDED? (Mendatory in NH)	N/	A		policy includes			EL DISEASE - EA EMPLOYS	1	
If yes, describe under DESCRIPTION OF OPERATIONS below				pr	oduct liab	oility	E.L. DISEASE - POLICY LIMI	_	
SCHIPTION OF DIPERATIONS / LOCATIO									
hose usual to the Insure	d's opera	tion.	Blanket additional In	sured	applies pr	er coverag	e form 421-2015	06 15.	Certificate
older, if any, is hereby a	n addition			iet st	atement a	outil as s	HOWH		
	./	OF			and a section of the		and transport and		
			ate that the certific						ame and
		77.5	dress of additiona	HISL	irea in the	e cerunca	ite noider box be	WOR	
RTIFICATE HOLDER		OF	Commercial	day a day	and the second special				
Evidence of Insurance			ecifically name the ditional insured	e ent	ity wantin	g to be a	n additional insi	ired a	as an
		-		AUTHO	HIZED HEPHESE				
K			John C. Campbell						
K				6	ohn Ci	Camp	bell		
		o de la co	on in the codification					diti -	al al
mply having your nan					der box o	does not	make you an ad		



ACORD Certificate of Insurance

Financial Calendar		Quart
		Mont
Æ	Fiscal Year (FY)	
L.	Federal Fiscal Year (FFY)	
	City of Seattle Business License (\$65)	
	City of Seattle B&O (\$0)	
8	WA Sec of State Annual Report (\$20)	
iii	WA Sec of State Charitable Organization Registration (\$80)	
<u>=</u>	Dept of Commerce Annual Services Report (\$0)	
Annual Filings	DOR Business & Occupation/Excise Tax (\$\$\$\$)	
An	Form 990 due to IRS	
	General Liability insurance (\$577); 04/01	
	Directors & Officers insurance (\$716); 04/01	
	Renew SAM (for federal funding)	
96	Annual Budget	
in Time	Finance Committee Meetings	
Planning	Fundraising	
	Specific reminders	
	Invoices and Accounts Payable	
Ыy	Financial Reports	
Monthly	Monthly P&L, Balance Sheet included in BOD packet	
Š	Timesheets	
	Payroll	
	B&O Taxes (annual or quarterly?)	

AGRICULTURE &

FARMERS MARKET LEGAL TOOLKIT

Pick a Business Structure

Implement SNAP/EBT Manage Risks

See Case **Studies**

Explore Resources

Farmers Market Legal Toolkit

Legal resources for building resilient and accessible markets.

Pick a Business Structure

Full Color O | Printer Friendly O

Implement SNAP/EBT

Full Color O | Printer Friendly O

Manage Risks

Full Color O | Printer Friendly O

Additional Resources

Legacy Binder Components

A collection of files and documents, both current and historical, about the farmers market.

Full Color O | Printer Friendly O

Insurance & Liability FAQs

Find answers to questions about insurance and liability for markets during COVID or other public health crises.

Full Color O | Printer Friendly O

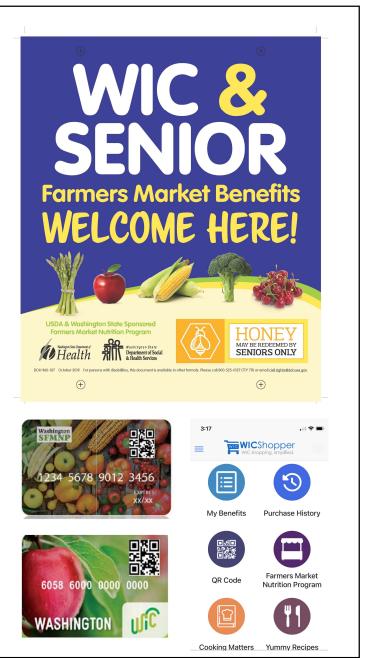
Employment Classification for Farmers Market Managers

Should farmers market staff be classified as employees or independent contractors? This resource provides an overview of why

45

really rang true for me today!
or
? One question I have is





Program Features	Supplemental Nutrition Assistance Program (SNAP EBT)	SNAP Market Match	Farmers Market Nutrition Program (FMNP) for WIC and Senior		
Year program started in Washington State	1939	Statewide Program with new logo and GusNIP funds in 2020	WIC FMNP – 1992 Senior FMNP – 2001		
Who is eligible to receive benefits?	Low-income individuals or households that meet poverty guidelines and other criteria.	SNAP recipients	 WIC FMNP: Low-income women and children participating in the WIC program. Senior FMNP: Low-income adults over 60. 		
When can benefits can be used?	Year-round	Year-round	June 1 to October 31		
How are benefits distributed?	EBT card (Quest card)	SMM Currency	Paper checks worth \$4.00 each e-FMNP in 2023		
How much are the benefits worth?	The average monthly benefit per person in Washington is \$???	Match of up to \$25 per day	 WIC provides \$30 per participant/\$90 family Senior provides \$80 per participant per season 		
Where can benefits be used?	Any authorized SNAP EBT retailer.	At farmers markets that are participating in SNAP Market Match (and accept SNAP).	At authorized farm vendor booths at authorized farmers markets or authorized farm stands.		
What can benefits be used to buy?	Any food for home consumption (i.e., breads and cereals, fruits, vegetables, meat, fish, poultry, dairy) and plants that produce food.	Fruits, vegetables Food plant starts, seeds Mushrooms	Washington State fresh fruits, vegetables and cut herbs. Senior FMNP checks can also be used to buy honey.		
Sales/Redemptions in 2022	Over \$1.3 Million (2023)	\$1.1 Million (2023)	\$>\$2.3 Million Total (2023)		

WHAT CAN YOU BUY?

Poulsbo Farmers Market - Currency Sheet





EBT Tokens

CAN be used for these EBT eligible items: (Must be packaged for consumption off site)

- FruitsVegetables
 - oetables
- Vegetable StartsSeeds
- Baked Goods
 Jams & Jellies
- BreadDairy ProductsNuts
- Syrup & Honey
- Meat/Fish/Poultry
 Mushrooms

NO hot or prepared food or drink products - No cash back given





Debit/Credit Tokens

CAN be used for any market items. They spend just like Cash!



SNAP Market Match

CAN ONLY be used for these eligible items:

- Fruits
- Vegetables
- Herbs
- Mushrooms
- · Vegetable Starts

NO honey, hot/prepared food or drink products - No cash back given







2021 punch card

PFM Frequent Shoppers Cards are worth \$5 with any vendor once the card has been filled with 8 punches.

*1 card per sales transaction * No cash back or change given *

WIC/Senior FMNP CAN Purchase with FMNP OR Code:

Fresh Fruits & Vegetables Edible Fresh Cut herbs
Honey (Seniors ONLY)
No cash back given

Look for the FMNP Sign at the vendors booth



Constant Education

- Staff
- Shoppers
- Vendors





Old benefit. New ability to use at Farmers
Markets with FMNP growers.

- Year-round
- More money
- More people

Homework!

- 1. What is your farmers market's mission statement?
- 2. How is your farmers market organization incorporated?
- 3. How many staff does your market hire each year? How many volunteers help?
- 4. What types of vendors does your market allow? Need?
- 5. How many vendors do you usually have during peak season?
- 6. Who are your market's core shoppers?
- 7. What are your market's most effective promotions?
- 8. What food access programs does your farmers market offer?
- 9. What permits and licenses does your market have/need?
- 10. Where can you go for help during the season?



https://wafarmersmarkets.org/boot-camp-resources/



Fast Feedback Evaluation Form for Boot Camp 2024

Day 1:

- 2024 Boot Camp Presentation Slides: Day 1
- Organization Finance Calendar (in Excel), example for you to customize
- Nonprofit Information Inventory from Third Sector
- Effective Leadership Through Better Governance from BC Association of Farmers Markets
- WSDA "Handbook for Small and Direct Marketing Farms" ("The Green Book")
- Farmers Market Legal Toolkit from University of Vermont Law School
- Homework for Day 1 @



53

Thank you & See you next week!

Please share your "Fast Feedback" by clicking the link in the chat.

https://tinyurl.com/BC24FastFeedback

