

## **Makers Market Hui**

### **Board Meeting Minutes**

Date: July 28, 2025

Time: 11:30 AM

Location: Kea'au Cafe

Attendees: Christy, Angela, Mary, Garimo, Melanie

Absentees: None

#### **Call to Order:**

The meeting was called to order by Chair Garimo Pape.

#### **Approval of Minutes:**

The minutes from the June 5, 2025 meeting were reviewed and approved.

#### **Chair's Report:**

- Ongoing work and creation of the website.
- Applied for and received Hawaii GET number.
- Submitted application for tax exemption.
- Registered as a charity with the State of Hawaii and received three-year exemption documentation. This allows for donations up to \$25,000 per year with tax deduction forms issued to donors without filing tax forms.
- Donations and forms can be processed through Zeffy.
- Submitted USDA application to become a SNAP/EBT retailer. Pending approval, a grant may cover electronic processing equipment and software for 1–2 years. Market script will still need to be printed.
- Created two Facebook pages: one public for promotions, one private for members.
- Signed rental agreement with Hawaiian Shores Community Association for The Stables facility. Garimo submitted a \$125 deposit for October, November, and December.

#### **Treasurer's Report:**

Current financial records are posted on the website under the "Records" section.

#### **Other Business:**

- A county event permit will be required (\$100 for every six months).
- Event insurance will be necessary.

#### **New Business:**

- Booth fees were discussed.

- Market hours will be 12:00 PM to 5:00 PM.
- No sales permitted before official start time.
- Vendor cancellation policy: Vendors must call by 10:00 AM the day of the market or will be considered a no-show.
- Produce vendors must identify which products are local vs. non-local.
- Unloading/setup time is 10:00–11:30 AM. Vehicles must be moved to designated parking by 11:30 AM.
- Design and order banners, print posters, and plan for distribution.
- Discussed management of market tasks such as clean-up and traffic.
- Voted to share market management tasks collectively.
- Voted that food vendors must provide and remove their own trash cans; no communal trash will be provided.
- Voted to allow last-minute/one-time vendor sign-ups without membership for a 50% higher booth fee.
- Discussed using a QR code for member sign-up areas at markets.

**Adjournment:**

The meeting was adjourned at 1:30 PM.

Minutes recorded by: Melanie Folino