

MINUTES OF A REGULAR MEETING

URBANA'S MARKET AT THE SQUARE ADVISORY BOARD

APPROVED

DATE: January 21, 2014

TIME: 4:00 p.m.

PLACE: City Council Chambers, Urbana City Building, 400 South Vine Street, Urbana, Illinois

MEMBERS PRESENT: Cynthia Johnson, Robert Kleiss, Diane Marlin, Kent Miles, Stan Schutte

STAFF PRESENT: Tom Carrino, Economic Development Division Manager; Natalie Kenny Marquez, Marketing Coordinator/Director, Market at the Square; Sukiya J. Reid, Recording Secretary

OTHERS PRESENT: None

1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM

The Urbana Market at the Square Advisory Board was called to order at 4:00 p.m. by Ms. Johnson. The roll call was taken, and a quorum was declared present.

2. CHANGES TO AGENDA

There were none.

3. APPROVAL OF MINUTES

The minutes of the July 16, 2013 meeting were reviewed by the Board. With no changes proposed, Ms. Marlin made a motion to approve the minutes. Mr. Schutte seconded the motion. All Board members present were in favor of approval and the minutes were unanimously approved as presented.

4. WELCOME

Ms. Kenny Marquez welcomed everyone to the meeting and stated that the next regularly scheduled meeting would take place in April.

5. PUBLIC INPUT

There was none.

6. NEW BUSINESS

- **Review of Patron Survey**

Ms. Johnson introduced this agenda item. Ms. Kenny Marquez discussed the free online survey using Survey Monkey that was put together at the end of Market Season 2013. She stated that the survey was open for 3 weeks, and was promoted on Facebook and Twitter. 92 responses were received. A brief discussion of the matter by members of the Board and Staff ensued.

- **Seating Projects at Market Site**

Ms. Kenny Marquez presented slides of proposed seating projects at the Market. She stated that Staff was working closely with the City of Urbana Public Works Department concerning these proposals. A brief discussion of the matter by members of the Board and Staff ensued. Ms. Kenny Marquez stated that more information on this project would be shared with the Board as soon as it became available.

7. ANNOUNCEMENTS

Ms. Kenny Marquez noted very important dates regarding the upcoming Market season. She then announced that as of January 2014, she had been appointed to the Board of the Illinois Farmers Market Association for a three-year term. Ms. Kenny Marquez also announced that she would present the 2013 Market at the Square Annual report to the Urbana City Council at the January 27, 2014 City Council meeting. She then stated that the next Market at the Square Advisory Board meeting would take place on April 15, 2014 from 4-5 in the Council Chambers. Ms. Kenny Marquez made a final announcement that the Urbana City Council had approved the sale of packaged wine, beer and spirits at the Market.

8. ADJOURNMENT

Mr. Schutte made a motion that the meeting be adjourned. Mr. Miles seconded the motion. With no further business, Ms. Johnson declared the meeting adjourned at 4:24 p.m.

Submitted,

Natalie Kenny Marquez, Marketing Coordinator/Director Market at the Square