

Borough Of Columbia  
Market House Committee/Advisory

Board

Wednesday, June 1st, 2011 @

6.P.M.

Columbia Borough Hall-Council

Chambers

Market Manager Report

- \*In the works with Musser Markets, Columbia to be present in the market as our in house butcher.
- \*Thomas Hermensader to perform an art class to draw a crowd- (free Advertising). He will be providing a cafe/alley look indoors for his painters. The art work will be displayed in our building on easels. In return-free advertising and a free oil painting of the Market as it sits today.
- \*Golden Stories offered to perform a free cooking demo-(free advertising). L.G.H.-
- \*End of year field trips from several school district are taking place. I have linked them with other Columbia Businesses to help keep Columbia ..Columbia!
- \*8 Nursing homes confirmed for visits in June. Millersville University Teachers are visiting June 2.
- \*June 2nd & 3rd are Boro Days. Free face painting, free balloons, artisit gallery on display. Advertised event.
- \*Frank Littlebear, Indian to perform with meet and greet with history.
- \*Shreiber Pedi. Is planning a fundraiser while utilizing our building. This is a win-win situation. Free publicity, traffic all while helping a good cause.

Building Issues or Concerns or Other

- \*Hot water has been completely resolved. No problems noted!
- \*Painting of windows and doors are almost done.
- \*Roof leaking on windy/blowing rain days. Karl from the boro have arranged for the folks to return to examine any issues and hopefully resolve any findings.
- \*Paint is peeling from where the rain is leaking inward. Also noted by karl and will be examined.
- \* I have taken the liberty to prevent any confusion/conjestion in the alley where vendors unload/load while blocking space for police officers. I have made vendors aware and told them to do so on other side-must display vendor tag.
- \*I also noticed a high increase in speedy drivers down the alley. So, I have two green little flag boys, named Karl & Jake that have "Slow" written on them. They will be placed in both alley's to prevent fast drivers!

Advertising

- \*Bi-weekly merchandiser, place mats, fliers, market manger solicitation of other market vendors, hotel lobbies are promoting our brochures/fliers for the guest.
- \*Different Artists are displaying work as an event-in return they must advertise for us.

\*\*\*\* Business Cards were purchased and have been a blessing. I send them in all solicitation mailings, hand them to all visitors etc.

#### Vendor Request

- \*Saturday, June 25th-during the craft day-they would like to be open. Requesting time 9-1ish, free rent. They would like to call it "meet the vendor day".
- \*Vendors would like to have "meet the Trust day". Benefits both vendors and public.
- \*Vendors would like to see more trustees utilizing the market for their local shopping.

#### New Vendor Upcomings

- \*Mussers
- \*Daily Grind-under a new name
- \*The Spanish Church is returning
- \*Floral Gifts and More

#### Number of late vendor payments

- \*None

#### Complaints

- \*Hand rails for front entry for elderly. I have instructed the flush parking lot entry and if need be-I help them in the front if they are determined to enter that way.
- \*Stronger light in womens bathroom
- \*ideas or solutions for bathrooms for handicapped. Having issues for women in wheelchairs-(steps to ladies bath area) and we are having problems with after boro hours access for bath areas to accomodate wheel chairs.

#### Manager Request:

- A sign to hang above where I am to station myself. I have placed a table in direct traffic flow to help all-find me!
- \*\*The Mayor suggested we have a sign in book for all visitors. I think it is a great way to track flow.
- \*\*I would like to request 4-meter socks to place over the meters directly in front of building. I have been heavily networking and HUGE BUSES are coming to visit. I would like to provide a spot where I can monitor the socks and accomodate the visitors.

Carmen Swinehart June/2011