

Saturday Market Board Meeting Minutes

January 29, 2014

Attendance: Colleen Bauman (Chair), Anna Lawrence, Teresa Pitzer, Jan Bullock, Owen Van Hooser, Sue Hunnel, , Dennis Westfall, Caroline Dunn, David Hascall Excused: Deb Huntley

Staff: Beth Little, Kim Still

Recorder: Diane McWhorter

Guests: Deb Schussler, Dru Marchbanks, Kimberley Gladen

Introductions and Announcements: We all knew each other so skipped introductions and announcements except for announcing Sue and Tom's gig at Sam Bond's tonight.

Agenda Review and Approval: no changes \*\*\* Motion: Approve agenda (Teresa/Jan) 8-0-0

Approval of Minutes: \*\*\*Motion: Accept the minutes of Jan 8 (Anna/David) 8-0-0

Committee Reports: Standards: Teresa reported on the Annual Standards Review which took place on Jan 15. The committee elected co-chairs Teresa and Dave Lee. Beth was not able to attend so Lynn gave the presentation. Teresa summarized the few administrative issues that came up at Holiday Market and will consult with Beth about sending Notices to Appear to two members. They decided to change the wording in the Prepackaged Food Guidelines which refers to hand-washing stations, from "having" to "utilizing" The committee made some quick wording changes in the guidelines concerning Body Care ("producer" to "member"); Feathers (add "following State and Federal guidelines" after "collected"); Stuffed Toys (change "handmade" to "member-made") and Recycled Materials (take out one "recycled") and placed others on their work schedule. Schedule is Feb 19: Code of Conduct, 3-D Printing, Mushrooms; March 5 & 19: Screening; April 2 & 16: Screening; May 7 (screening) & 21: Screening, Art Reproductions and Photography; July 2 & 16 Screenings, July 23 changed meeting date from 16<sup>th</sup>. They suggested Beth make a video of the Review for those who missed it. They received their Code of Conduct and addressed the need for confidentiality.

\*\*\*Motion: Accept the Standards Committee Minutes (Jan/Dennis) 8-0-0

Budget: Dru reported that the Budget Committee met Dec. 5, 2013 and reviewed the financial situation. They suggested a change to the membership to create a different type of member, who would pay \$25 to sell two or fewer times. This would be for artisans passing through, trying things out, or members who no longer sell but want to stay connected, or other community members. After discussion, the Board voted on the change.

\*\*\*Motion: Discontinue the policy of allowing four payments of \$12.50 for the \$50 membership fee and instead create a different level of membership for \$25 for anyone

who wishes to become a member of the Market and sell two or less times in the Park Blocks season. (Teresa/Anna) Motion passes 6-0-2

The committee also recommended changes to the refund policy for cancelled HM space. The current policy is to refund if the space can be resold, after the Nov. 15<sup>th</sup> deadline. After discussion the Board voted on the change.

\*\*\*Motion: the Holiday Market shall institute a fee, to anyone who takes an HM space and drops it after the Nov. 15<sup>th</sup> deadline, of \$25 per block with a \$100 maximum even if the space is rented. (Teresa/Sue) Motion passes 8-0-0

There was a small cash shortage which led to the suggestion that more of the after-Market work on Saturdays be done at the office and less on site. Beth will consult with the concerned staff members. They discussed office supplies, security, dogs and bikes. At their next meeting they will discuss November markets (three again), the last week of Holiday Market (four days or five days) and the preliminary budget.

\*\*\*Motion: Accept the Budget Committee minutes from Dec. 15 (Teresa/Jan) 8-0-0

Budget meeting Jan. 16: The committee reviewed the CDs and shifted the funds for the best profits and stability. Our savings are healthy. The income trend has turned from net loss to net income, but caution will still be the tone in our finances. They examined the member owings and Beth sent letters to all those who owe \$300 or more and advised them of the policy that they will lose their selling privileges without clearing of the owings or setting up a dedicated payment plan. Beth will negotiate with the city regarding the contract for handling food carts and event licenses, as the workload has increased significantly. Beth bought a lot of stamps as a cost reduction (price is going up). They recommended paying for necessary graphics programs that Kim has been paying for herself. They will meet 2-19 with the insurance agent to figure out the best way to handle employee policies. They ask the Board to allow the Budget committee to make the decision with Personnel committee input. Next meeting Feb. 19, 2:00.

\*\*\*Motion: The Board delegates the decision on health insurance renewal to the Budget Committee in conjunction with Personnel. (Teresa/Jan) 8-0-0

\*\*\*Motion: Accept the second part (Jan 16.) of the Budget Committee minutes. (Jan/Anna) 8-0-0

Personnel Committee: Colleen gave the report of the Jan 21 meeting. Beth gave a report on current staff issues, changes to job descriptions and FTEs, and shared goals, as well as what is known about the health insurance situation. They went over the Personnel policies and updated some of the language. As the changes were extensive, please refer to the original documents from the Board packet. They will finalize the changes at their next meeting. Next meeting will be with the Budget Comm. on Feb. 19, and then the committee will meet March 13 at 11:00.

\*\*\*Motion: Accept the Personnel Committee Report (Teresa/Owen) 8-0-0

Info Booth Task Force: Sue gave the report from the Jan.22 meeting. They met with Brian Craner, the Capital Projects Manager from the County. He shared that he does attend the Market with his young children, and is well aware of the situation at the Courthouse Plaza. He recognizes the problem with the architecture that allows hidden activities, and the desire for a better solution than the unwieldy gates. He was impressed that the Market has been cleaning the space and said that the county does too. Some suggestions from a brainstorming session were to have a contract with the Market to manage activities similar to the one with the City, (Brian committed to finding out the current activity contract situation) and to move some bike racks as a short term solution to parts of the space. A longterm solution might be to extend the glass enclosure to eliminate some of the most problematic outside space. They discussed fences and signs and a permanent kiosk on the space. Next scheduled meeting will be Feb. 26 at 10 am.

Pressing Member Issues: Kimberley Gladen arrived to address the Plaza issues and was excited to report that she ran into City Manager John Ruiz, that he was friendly, and said he would like to get together with the County in May to discuss issues of mutual concern. She suggested that Beth set up a meeting, and that data be gathered in April. She stressed that she is tired of spending money on a situation caused by people who are not following our rules and are not our customers or our members.

\*\*\*Motion: Accept the Info Booth Task Force report (Jan/Anna) 8-0-0

Holiday Market: Deb reported on the Evaluation meeting which was held just before this meeting, so no minutes were available. The feedback from the forms is summarized and available. The feedback was much the same as in previous years. The committee discussed additional ideas (evaluation process, building air quality, customer seating, lobby use, promotions.) The Fairgrounds rent will go up about 5% this year. They set a meeting for Feb. 26 at 4:00 to make a Yearly Work Plan, decide on the Calendar, and work on a Preliminary Budget.

Motion: Approve the report (Teresa/Dennis) 8-0-0

Administrative Report: A lot of work has been accomplished in a short time. The corporation is registered and tax forms have been sent out to staff. The insurance for the office and warehouse have been adjusted, as well as the liability insurance. She asked the city for concrete behind the food booths (4 feet) but the city denied it. They will be planting hardier grass in the secret lawn and possibly the east lawn. She and Kimberly are reviewing the City contract and workload. She finished the Preliminary Budget and sent it to the Budget Committee. Working with our CPA, depreciation decisions will be made about the new equipment and furniture we purchased in the move, and we were reminded how much we saved with this move, due to the space

being ready to occupy. She did not get to meet with Joe before her vacation due to illness. She will be back from vacation on Feb. 17.

She and Colleen and Anna met with the LCFM manager and Board President in their quarterly meeting. The minutes have not been approved, but she can report that they will not be pursuing street closure this year, but will be focusing on taking down the Butterfly, as well as looking at other city spaces including the City Hall location, which is supposed to use only the SW corner of that block. Their wish is for a 10,000 sq. ft. building with anchor tenants. They do have funding from the city (the \$500,000 grant plus some other money) to improve their site. They are doing a lot of meeting with members and hope to form a group of about six to work on the expansion project. They want our support, which we have pledged, but ours will likely be in the form of people-power, as we do not have extra finances or the type of influential members they are hoping to enlist as collaborators. HM went well for them and they have committed to next year. They welcomed us to Tuesday Market. The mushroom issue was discussed, as their "expert" has not been attending due to illness and our policy depended on his participation. The group will meet again in April.

Kim reported that she has been working on the website architecture to make it mobile-friendly. This is quite complicated and requires updated software, which is a now a subscription product.

Member request: A member has requested a point waiver for the 2014 HM, to allow her to keep her space without having earned sufficient points due to serious medical issues. All HM points for 2014 have already been earned from the 2013 season. She offers to sell on the PB a minimum of 15 times in 2014 to gain the necessary points for 2015. She does have enough points for some space in 2014, just not to retain the Booth Holder of Record status. Discussion points: This is a part of our aging in place concept, and is not an unusual situation as people tend to not understand the point system. There was a previous motion in a similar situation, in which the Board decided to give the person two years to gain points before losing the space (though no precedent was stated in that motion, as the case by case method was preferred.) It is hard for new vendors to get space when old vendors get exceptions to policy. Other Boards have made the decision to handle all HM point waivers at the same time. After extensive discussion the Board made the following motion:

\*\*\*Motion: Allow Beverly to keep her HM space for 2014, as an exception, not setting a precedent. (Teresa/Dennis) (Amended to add the "exception/precedent" phrase.) The vote on the motion was 3-2-3, at which point the Chair decided to vote in opposition to the motion so that it failed 3-3-3. Her justification was that the Chair can vote in cases where it will change the outcome, and in this case she preferred to have further discussion on the solution until the Board was not so divided.

More discussion points: Many members move among spaces and their businesses survive. She would still get a space, just not a corner. Her idea to commit to fifteen

markets has no bearing on 2014 HM, since the point-gathering is finished for that. Holding her to it would make her commit to something no one else has to commit to. Waiting until June gives more thinking time, and time to see if she can do what she commits to. By June we can add the number of people needing point variances to the picture and consider others. She still has to do the one-per-month requirement to keep her PB reserve space, or she will lose that. Waiting any longer than June will keep her space out of the pool if she does not get it, so that wouldn't be fair to the rest of the members. People work really hard for their spaces, going faithfully for months to the Park Blocks, and corner spaces are in high demand.

\*\*\*Motion: Reconsider the issue at the June Board meeting. (Caroline/Sue) 8-0-0

\*\*\*Motion: Approve the Admin report (Teresa/Jan) 8-0-0

Old Business: none

New Business: Posting Draft Minutes on the website: This is a request from members who think the time between the meetings and the posting of minutes is too long to keep up with issues when you can't attend the meetings. There are a couple of ways to do it, by either just posting the minutes as "draft" after review by Beth and the Board Chair, and still approving them at the next meeting, or by approving them by email and then posting, which would still take a couple of weeks.

\*\*\*Motion: Revisit topic at next month's Board meeting (Anna/Caroline) Withdrawn.

How high is the demand for this? Is it worth changing our practices? We are pretty transparent as an organization, we post a synopsis in the newsletter immediately after the meeting, as well as the agendas, and the process of email approval is uneven. It takes a few days or even weeks sometimes to get them done, and the Board packet is best distributed about a week before the meeting. Members can also ask Beth or a Board member for more info. Dropped.

Ballot Lay-out: Beth would be happy to work with someone who has an interest in the topic to bring some samples to the Board. Teresa and Dennis volunteered.

Inactive Member Survey: Anna shared that she called a member who made fountains to find out why he stopped coming, and both of them found the call productive and enjoyable. Colleen has tried it in the past. Anna and David volunteered to work on this. They would not go back in time but try to track vendors who come in April and May and follow up with them. This could be part of the mentoring program that we have been discussing.

Meeting Evaluation: Some of the comments were: member issues are the hardest, so it is worth the time to be thoughtful. They do set precedent. It was scary to have the chair voting, but great to watch the amazing consensus-building, which is a wonderful skill-set that not many groups have. Great process, an unselfish group, civility,

“uncommon courtesy”, thanks for listening. Good getting to know each other. Sometimes it feels like we don’t get anywhere, so it’s challenging.

\*\*\*Motion: Adjourn (Anna) All in favor. 7:50