

Saturday Market Board Meeting Minutes

March 4, 2015

Attendance: Paulette Richards, Dave Lee, Alex Lanham, Maggie Quinlan, Anna Lawrence, Paula Gourley, David Hascall, Colleen Bauman      Excused: Willy Gibboney

Staff: Kimberly Cullen, Kim Still      Recorder: Diane McWhorter

Guests: Deb Schussler, Dennis Westfall, Alan Pointer, Sheila Pointer, Teresa Pitzer, Lynn Brown

Introductions and Announcements: [At the request of a Board member, introduction exercises will be included as a part of the “good of the order.”] Paulette asked each person to use one word or phrase to describe how they were feeling right at the moment. Teresa: thrilled; David H: still catching up; Alan: really great—can see; Sheila: happy; Deb: rested; Lynn: busier than a one-handed paper-hanger; Paula: delighted; Colleen: nostalgic and happy; Anna: fricken fantabulous; Maggie: happy; Kim: anxious (one month to Opening Day); Alex: alive; Diane: anticipatory; Dave: okeydokey; Kimberly: so many things--- excited, Paulette: peaceful and excited.

Some of the Board Packets include confidential materials for Board members only

Teresa will be the timekeeper

The Jell-O Art Show will be March 28<sup>th</sup>.

Thanks to those who came to Kareng Fund Art Bingo. It was a lot of fun and brought in over \$700

The trip to the Portland Saturday Market is in progress for March.

Lynn and Deb will be leaving early.

Pressing Member Issues: none

Agenda Review: Add Consolidation of 4x4s to New Business, remember to discuss not reserving booths after August during Reserve Booth discussion.

\*\*\*Motion: Accept the agenda as amended (Colleen/Anna) All in favor 7-0-0

Approval of Minutes: Discussion: How will member requests be tracked if they aren’t mentioned in the minutes? They do need to appear in the minutes, but not necessarily in the motions. Care will be taken to keep personal information private, but the bylaws only allow for closed meetings for personnel and budgetary matters, and member requests don’t have to be confidential.

\*\*\*Motion: Accept the minutes (February 4, 2015) (Alex/Paula) All in favor 7-0-0

Administrative Report: Kimberly reported that the members of city staff have assured her that Saturday Market would be party to an agreement to allow SM to operate within the limits of the Technical Tent Advisory. The agreement is still in progress. LCFM has a policy about tent weights, and SM may want to develop a policy. When the specifics are known, the information will be available on the members’

Facebook site and in the newsletter. Service contracts (Sanipac, Bucks, etc), agreements, and permits are close to being finished, and that area of management is in good shape. Pre-season supply ordering is in progress with Joe, with a fair amount of supplies left over from last season, which seems like a good practice to make the start of the season easier. Staffing has been determined and there are two info booth positions open, one for the opening of the day and one for the closing, as well as one set up-take-down site staff position, so most of the staff is returning and will be experienced.

Managers and Board members held a joint meeting with the LCFM on 2-24-15 and covered an ambitious agenda. Staffing changes, the technical tent advisory, and the Free Speech Plaza were topics. LCFM had not been aware of the Tent Advisory. The EPD and the City Planning and Development Dept have approached SM and LCFM to make a cooperative plan for the FSP.

Colleen added that there was a report prepared concerning a Food Hub and Public Market that did not involve SM, but she learned that it was not prepared by LCFM and led to a discussion of how SM felt about the site. Because the group meets quarterly, the discussion was productive and assumptions were not furthered, preserving good relations. LCFM has hired a PR firm to focus on site expansion, their 100-year celebration, and their Friends of the Farmers Market organization. While they are interested in a public market, they are not interested in a Food Hub (which provides space for services, such as food processing, packaging, storage and truck loading/unloading areas). In June, Lane County will announce the location of their courthouse, which will directly impact LCFM, whose immediate goal is to have the butterfly lot leveled to use for farmers. They asked our representatives how SM might participate in their future plans, and the answer highlighted some SM core values, such as, the maker is the seller, remaining on public land, and continuing to focus attention on our membership (both new and longtime members). Saturday Market would like to be involved in discussing plans for the future.

Paulette elaborated on the idea of “fixing” the FSP: that the space could be transformed with reprogramming, and Colleen made the point that no one entity wants to do such a project alone. The consortium of neighbors, public entities, and stakeholders must take the shared responsibility of changing the space if changes are made. Attempting to shove it out will just move the problems into the Markets.

Kimberly resumed her report with two member requests, one from Cassie Vanderburgh for point relief and one from Judy Anderson for fee relief. After discussion, it was clarified that these were not confidential matters but could be discussed at the public meeting. The first request was handled with the following motion:

**\*\*Motion:** Accept the recommendation and grant the member request. (Colleen/Anna) All in favor 7-0-0

The second was not granted as the policy in question was clearly stated in the HM publications.

**\*\*\*Motion** Accept this member request to refund \$25. (Colleen/Dave) All opposed 0-7-0

Alex thanked the Standards Committee for the practice of stating motions in positive language.

**\*\*\*Motion:** Accept the Administrative Report (Alex/Maggie) 7-0-0

Advertising Update: Kim reported that due to our long relationship with Certified Folder Display they gave SM six months free display in another location, so our rack cards will be in Salem, in an additional 35 locations. A new magazine, Lane Monthly, will show Saturday Market in April in a photo feature. Most of her time has been spent working on the website to continue to make it mobile-friendly. She added a Trip Advisor button. There have been around 175 requests from musicians for booking dates as the entertainment schedule is being built. Colleen noted that an option used by Portland Saturday Market is that if a customer shares a purchase on their page, they are entered into a drawing for a \$25 gift certificate.

\*\*\*Motion: Accept Kim's share of the Admin report (Colleen/Paula) All in favor 7-0-0

Agenda: After some discussion about what must be public and what must be confidential, the agenda was amended. There must be a motion in a public session to change the personnel policies, which are public information. That can be done after the Executive session or at next month's Board meeting. Members decided to re-open the meeting after the Executive Session.

\*\*\*Motion: Move the Personnel report to the Executive session. (Colleen/Alex) 7-0-0

Committee Reports: Standards: Teresa reported on the Feb. 18<sup>th</sup> meeting. A four-person Park Blocks Subcommittee was formed to assist Kimberly, if needed, in making Standards decisions on site. They would serve as a resource for the GM but not act without her. The intention is also to prepare new candidates for the co-chair positions. The Committee set the work plan for the next several months. There was a correction to the minutes to clarify the paraphernalia issue, which is scheduled for after OCF, to observe the effects of their changed policies to permit the selling of paraphernalia used for legal drugs. No SM policies have changed on paraphernalia.

Other Standards discussion was held on the issue of sales by Nonprofit and Community groups. They made a Recommendation to the Board regarding the issue. This will be sent to the Holiday Market Committee for their discussion and the combined recommendation will be brought to the Board at a future meeting. No non-profit booths will be scheduled until the policy is in place. The work of the Standards Committee was recognized but the suggestion was made that in some groups, not all makers are capable of attending the orientation and screening, so that aspect might need further discussion to allow a representative for those people.

\*\*\*Motion: Accept the Standards Report (Alex/Dave) All in favor 7-0-0

Holiday Hall Task Force Update: Deb reported that over 50% of the surveyed Holiday Hall vendors returned the surveys and a report will be given at the April meeting.

\*\*\*Motion: Accept the Holiday Hall Task Force update (Alex/Paula) All in favor 7-0-0

Food Court Committee: Colleen reported that Co-chairs were re-elected at the Feb. 20<sup>th</sup> meeting. Toby's booth will not be returning to the Market so a list of pros and cons was generated on the question of

replacing the booth. An empty space works well there, with more room for customers, and the budget impact was considered. A comprehensive study of food booth fees was not available, but in general booth fees were up in 2014 so it is hoped that the sales are being distributed to other booths without a net loss to the Market. New food booths need a lot of mentoring and staff time, and the tight timeline last year proved not to be conducive to a good result. The Committee recommended not filling the space for this season, but re-evaluating before next season. Other booths will not be offered the option to move at this time. Toby's space at the Holiday Market was discussed but tabled for a future meeting.

The absence fee was raised to \$25 on the Budget Committee's recommendation and a discussion was held about a notification policy for leaves of absence. They recommended a language change in the handbook but no additional policies at this time. The committee requested that the Food Court page of the website be completed. They discussed Mail Chimp, Tiny Letter, and other websites that could be used to get more attention for the food booths (and the Market in general). They got an update on the Technical Tent Advisory.

\*\*\*Motion: Accept the Food Court Committee Report (Paula/Alex) All in favor 7-0-0.

Budget Committee: Lynn reported on their second 4-hour meeting on Feb. 27<sup>th</sup> to work on the budget for 2015-16. Line items were all examined and corrected in places where postings were not correct. Income is always budgeted conservatively and expenditure numbers are still in progress. Security costs increased with a change in providers. Another meeting is scheduled for March 16<sup>th</sup>.

\*\*\*Motion: Approve a continuing resolution to allow Staff to spend funds until the Budget is finished. (Colleen/Alex) All in favor 7-0-0.

Treasurer's Report: Maggie reported that the organization is solvent and in the black.

\*\*\*Motion: Accept the Treasurer's and Budget Committee's reports. (Alex/Colleen) All in favor 7-0-0

Update: Saturday Market has 230 members, 164 Reserve members, Six leaves of absence. Ten new members joined today after screening. Seven spaces were released from the previous reservers. Park Block owings are \$845, Holiday Market owings are just over \$4000.

Old Business: New Reserved Booths: Due to time restrictions, the proposal for reserving 4x4 booths was not discussed at this time. The practice of consolidating 4x4s into 8x8s in markets with less attendance was discussed, as it will make the Market look more cohesive and help people stay longer instead of fading away in the late afternoon. Members would still pay the 4x4 rate. Tabled to the next meeting.

Holiday Market Dates: The last two blocks of HM would be a stretch of six days without the Monday off.

\*\*\*Motion: Sell for fourteen days (listed) at the Holiday Market in 2015 with Monday off between the 5<sup>th</sup> and 6<sup>th</sup> blocks. [November 21,22; Nov. 27,28,29; Dec. 5,6; Dec. 12,13; Dec. 19,20; Dec. 22,23,24.] (Alex/Anna) All in favor 7-0-0.

\*\*\*Motion: The Monday off will be with security, and stock left in booths (Colleen/Alex) All in favor 7-0-0.

New Business: Free Speech Plaza/EPD: Brainstorming Discussion: The EPD asked what SM feels their role could be in the re-visioning of the Plaza. Most felt that our role should be as a part of a group or community partners and neighbors of an attractive nuisance. Programming events (dance, choral groups, etc.) there would change the space. Others felt that LCFM should take the lead as they rent from the County and SM does not, and SM did due diligence for many years by cleaning it and working toward solutions. Most felt the County should step up. These ideas have already been discussed at the City level. Would SM be willing to move the Info Booth back along with one from LCFM? (Not recommended) Saturday Market is only willing to be active participants in a group conversation of a collaboration, but does not want to take any individual action at this time. All the years spent building goodwill with the County by cleaning and monitoring the space seemed to have no effect.

Member Recruitment: A task force could help support what staff is already doing. Colleen, Alex and Paula were interested.

\*\*\*Motion: Appoint Colleen, Alex and Paula to a Task Force. (Colleen/Alex) All in favor 7-0-0.

The meeting was closed for Executive Session.

The meeting was later re-opened and the following motion was made:

\*\*\*Motion: Accept the Personnel Policies as amended and adjusted. (Alex/Dave) All in favor 7-0-0.

\*\*\*Motion: Adjourn (Colleen/Anna) 8:15