

Board of Directors Special Meeting Minutes

June 14, 2017

Attendance: Alan Pointer, Eli Mazet, Willa Bauman, Maria Moule, Paula Gourley, Excused: Deb Schussler

Newly Elected Board members: Teresa Pitzer Tym Mazet, Ritta Dreier, Julia Garretson

Guests: Colleen Bauman

Staff: Kim Still, Courtney Kauffman, Beth Little

Recorder: Diane McWhorter

Introductions and Announcements: around the table. No announcements

Pressing Member Issues: Chris Savage requests a point waiver for the 2017 Holiday Market at 27 points due to a work conflict with attending the Park Blocks.

***Motion: Accept the request (Willa/Paula) 4-0-0 Motion passed.

Agenda Review: Add Search Committee Updates

***Motion: Approve the agenda as written (Paula/Eli) 4-0-0 Motion passed.

Seat New Board Members: In the June 10th election, in point order, three members were elected to 18-month terms: Ritta Dreier, Julia Garretson, and Eli Mazet. Teresa Pitzer was elected to a 12-month term, and Tym Mazet was elected to a 6-month term. Eli will be serving his second term, while all the others are eligible to run again at the next election.

***Motion: Seat the three 18-month terms (Ritta, Julia, Eli), Teresa for the 12-month term, and Tym for the 6-month term. (Willa/Eli) 4-0-0 Motion passed.

Elect New Chair: As Alan was not re-elected, a new Chair is needed. The Board did not feel the need to re-elect the other officer positions. Nominations were taken from the floor.

***Nominate Willa for Chair (Ritta/Teresa) 7-0-0. Motion passed.

There were no other nominations. At this point Julia Garretson arrived, and Alan Pointer left.

Approval of Minutes:

***Motion: Approve the June 1st Board meeting minutes (Teresa/Paula) 3-0-4 (Ritta, Julia, Tym, Teresa) Motion passed

***Motion: Approve the June 7th Board minutes (Teresa/Paula) 6-0-1 (Julia) Motion passed

Administrative Report: Courtney said that the porta-potty left on site the last two Saturdays has been a problem but it was removed quickly both days and the City is trying hard to prevent such occurrences. Beth has been working several evenings and is caught up on the books and financial aspects after speaking with Hillary. She met with the Site crew to gather ideas and assess conditions, and they will be training a substitute site worker. She is confident in the staff teams. Her phone and employment

agreements are prepared. There will be some HM point waivers coming at the next regular meeting. She is not finding that 15 hours a week are needed. She will not be available July 1st or 8th.

***Motion: Approve the Admin report (Eli/ Julia) 7-0-0 Motion passed

Advertising Update: Kim asked for clarification about her ending date and plans for replacement. She proposed hiring an interim stage manager for the last 3 Saturdays in July. Her last Saturday will be July 8th. If a Promotions Manager is in place, that will be great, but the end of the day duties need to be covered. Booking is done for the month. Beth recommends the hiring.

***Motion: Approve hiring of an interim Stage Manager from July 8th until a new Stage Manager is in place. (Julia/Eli) 7-0-0 Motion passed

The Management team will make a plan to cover the end-of-day shifts. The Personnel Committee will address the details of vacations, etc. and make sure Kim's exit details are correctly managed.

***Motion: Approve the Advertising Update (Teresa/Paula) 7-0-0 Motion passed.

Treasurer's Report: none

Committee and Task Force Reports: Personnel Committee: The minutes of the May 23rd meeting were not available at a previous meeting.

***Motion: Approve the Personnel Committee minutes (Paula/Teresa) 6-0-1 (Julia) Motion passed.

Search Committee Updates: Colleen reported that the Promo Manager Search Committee is ready to interview the semi-finalists. They assigned the candidates tasks including a poster design, a photo caption, a short video, and social media ads. The finalists will tour the office on June 27th. There was discussion about the salary range, which is seen as flexible if needed, since money could be taken from the advertising budget to supplement the salary if an applicant was interested and qualified but not able to accept the present range. New Board members were updated on the search process and timeline.

***Motion: Approve the Promotions Manager Search Committee report (Teresa/Eli) 7-0-0 Motion passed.

GM Search Committee Report: Willa reported that by next week they will have picked semi-finalists after their organizational meeting this week. They added "demeanor" under people skills to the Ideal Candidate Profile and won't use the Resume Eval Form that was suggested. The group is working together very well. Interviews are planned for the 28th and 29th.

Street Team: The minutes included in the packet were reported on at the last meeting. The Street Team is ready to provide support and energy to the new Promotions Manager during the transition.

Old Business: Personnel Policies Update: Willa reported that the Committee included the changes made at the last meeting (regarding vacation eligibility) into the policies.

***Motion: Finalize changes to policy (Julia/Eli) 6-0-1 (Ritta)

New Business: Promotions Manager Draft Contract: Members should review the draft and provided feedback to the Personnel Committee. The Board does not meet so can authorize the committee to make the final draft of the contract. It is not an offer letter. Beth will forward it to a lawyer for review if she deems it necessary.

***Motion: Personnel Committee may approve the employment contract for the Promotions Manager. (Julia/Teresa) 7-0-0

The Committee will also review the GM contract.

Develop Candidate Questions: Each Board member is invited to ask a question from themselves, their committee, or another member. The Search Committees will compile and arrange them so that the same questions will be asked of each finalist, and confidentiality and appropriateness will be retained. They should be sent to info@eugenesaturdaymarket.org. There will be a newsletter article asking members for the questions for two weeks. Kim will forward them to the Search committees. Those present took areas of coverage: Sustainability: Julia; Standards: Teresa; Moving Market Forward with Core Values, emotional support: Ritta; Philosophy: Diane; Communication, working with others: Eli; Conflict Resolution: Paula; Member Recruitment and Retention: Colleen; Vision: Maria; Budget: Tym. Scenarios might be used to see if they have ideas about some of our issues that come up, such as scents.

Board Orientations: Beth will do these with others, and could include the new GM. Board books will be available soon.

Meeting Evaluation: Excited to be working, upbeat and encouraging, went well, capable people with respect for each other, leaps and bounds from before, gratitude and relief. A pivotal time for Market.

People will help clean the office. Kim reminded everyone to not compare the new PM to her, and allow them to make their own position out of it. They'll need appreciation and support.

***Motion: Adjourn (Ritta/ Julia) 7-0-0 Motion passed.