

Saturday Market Board Meeting Minutes

December 4, 2013

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

Staff: Beth Little, Kim Still

Recorder: Diane McWhorter

Guests: Patricia Donohue

Introductions: Instead of introducing ourselves we listed things we do to take care of ourselves during Holiday Market: make cookies for other vendors, take care of family, get a lot of sleep, protect Friday and Monday for solitude, read, write, listen to music, go to concerts, take naps with cats, hot tub, and bring extra shoes

Announcements: Normal fulltime this season is 168 hours: Kim worked over 244 in November. Things had to get done! Many thanks.

LCFM let us know formally that they have decided not to pursue closing 8th Street in the coming season, but will work on the Butterfly Lot project instead.

The Board is welcome and encouraged to attend the annual Standards Review on January 15 at 11:00 am.

Michael Mann and Dan Minard got married yesterday!

Lane County will probably not have big concerts at Mt. Pisgah next summer.

Board Election coming up on Dec. 14th. Candidate statements will be online and available in the vendor services office as well as the downtown office.

A member suggested he would work to create a group of mediators to work out member conflicts. Beth will work with them to make it happen.

Agenda Review: add a short Executive Session to the end of the meeting.

***Motion: Approve the agenda as amended (Jan/Teresa) All in favor 6-0-0

Minutes Approval: meeting of November_6, 2013 Thanks to Diane for the informative minutes.

***Motion: Accept the minutes (Teresa/Jan) Passed 5-0-1 (Elizabeth)

Notes from the Personnel Planning Session: The Committee meeting included only Colleen and Beth so they set three goals:

1. Create a recommendation to the Board of Directors for new Personnel committee policy and procedure. Over the years, it has proved problematic for the Personnel committee to be open only to current Board members. There is a continual

process of education for new Board members and a loss of experience for the committee as Board members' terms end. It is suggested that this committee prepare and present to the Saturday Market Board of Directors a new method of Committee membership which may include the following:

- Personnel Committees would continue to be Board appointed. However, membership would be open to Current and former Board members, thereby allowing the Board to appoint a committee member who may be terming off the Board of Directors. This would allow the committee to maintain experienced Personnel committee members.
- Personnel committee members could serve for specific terms but might be re-appointed. Perhaps a similar model to the staggered terms of our Board of Directors.
- Potential committee members could be asked to submit a letter of interest listing interest and expertise in the area of employee supervision, evaluation, etc.
- There are times when the Personnel committee meets without staff, i.e., preparation for staff evaluations. Therefore, there should be specific guidelines for this committee on minute taking and the keeping of minutes. Colleen volunteers to go over past minutes to identify changes and updates discussed in the past.

2. Research how best to provide (whether in the short or long term) health insurance for eligible employees. Personnel policy language relative to Benefits and the Affordable Care Act:

The integration of the Affordable Care Act into federal law, although still in flux, opens a possibility to change the health insurance benefit to better serve the employees and the market. Considerations might include:

- Should we attempt to maintain benefits no lower than current level?
- Should we assess family (spouse and child) coverage?
- Any changes must be legal & non-discriminatory.
- Should we move to a completely different way of providing benefits such as a Health & Wellness stipend?
- Should the Market move employees into private health insurance exchanges with a defined contribution instead of the current method of buying a group policy?

- The Market currently gives health benefits to three employees who work 30 hours a week or more. There are two employees who work 20 hours a week. Are there any benefits to provide to the two .5 FTE employees?

3. Address the areas of concern listed below and decide whether to integrate them into the policies. Create a recommendation to the Board of Directors.

Personnel Policy review:

At the January 7, 2013 Personnel meeting, several areas were noted to be addressed in the future. They are re-stated below:

1. Should there be a change in the personnel policies to say that folks working up to 30 hours a week would not be eligible for benefits?
2. In the section of the Personnel policies which discuss Working hours, Overtime, and Paydays, the working hours for Holiday Market should be defined.
3. In the reference to bonuses, it might be added that current practice is to give \$30 in gift certificates to staff members in their first three years and \$50 in gift certificates after four or more years of work to employees at the Holiday season. At present there is no connection to quality of work, they are given as a thank you from the Market to the staff member.
4. There is a question as to the difference between the employment agreement and changing the Personnel policies. One idea is to change the policies and to make them apply immediately for new employees and up to a year for current employees.
5. The committee discusses the by-laws which say that the Board may meet in executive session when personnel issues are discussed. They then note that Standards committee meetings may be closed when product acceptability is discussed. A point is raised that Board members should be able to attend any closed Standards meeting. This item may be added to a future Board agenda.
6. There is currently no Personnel committee attendance requirement. It is possible that missing even two Personnel meetings in a row may result in an uninformed committee member as to current work of the committee. This is added to a future agenda.
7. The salary ranges of the GM and Manager of Market Promotions and Advertising change each year. It might be best if the wages were not in the text of the Personnel policies but rather added as an addendum.
8. Colleen asks whether we have researched the Insurance Exchange. (The Oregon Health Insurance Exchange is a central marketplace where consumers and small

employers can shop for health insurance plans and access federal tax credits to help them pay for coverage. The Oregon Legislature created a public corporation to operate the Exchange in the public interest for the benefit of the people and businesses that obtain health insurance coverage for themselves, their families, and their employees through the Exchange.) Beth will ask our insurance agent about this. She has already had to send in a census of the eligible insured to them in 2013.

A meeting is scheduled for January 21, 2014 from 10-2. This will be an extended work session to address the three above issues in order to bring recommendations to the Board of Directors at the January 29, 2014 Board meeting. At a following meeting, not yet scheduled, the GM evaluation forms will be reviewed and amended as needed in preparation for the General Manager Evaluation to take place in the fall.

Administrative Report: We have 580 members. This time last year, we had 622. It was a hard year on the Park Blocks at the end, but coming into HM, with the Art Bags, was joyous. Instead of 47 openings on the first weekend (last year), we only had two or three no-shows. There are budget issues but we should be fine. The bottom line is still in the black.

It may be time to look at the decline in membership to see if it is a trend that needs to be reversed. What is our optimal size? We do still have younger new members coming in, and if people are going away unhappy. The vendors are the customers of our organization, so we can find out what the issues might be. Some members only join to sell at HM. There is knowledge out there that we turn away members, so some might stop trying.

Some vendors have dropped out of HM, and Beth will refund them if she is able to sell their spaces. There were some large Visa sales and selling out on the first weekend, and we are in the process of training our shoppers to see that the first weekend is the time to see new products and new vendors. Outreach to vendors in other towns can go too far and work against us when they try to get into HM and can't.

We need to ask vendors to limit their wifi use so that the credit card readers will work properly. People need to remember that they won't make sales when they are on their phones and not responding to customers. People are shy and won't interrupt you. Make the connection with them and remember not to thank them too much.

The Kareng Fund table for donations for the basket drawings will go up this weekend. The Board election is Dec. 14th.

Volunteer of the Year: Sue Hunnel is our choice this year for her great work on the Info Booth Task Force and the Holiday Market Committee. She gets credit for the genesis of the Art Bag Project which was so successful and fun. Thank you, Sue! (She couldn't make the meeting but we called her and thanked her by phone.)

***Motion: Approve the Admin Report (Anna/Jan) All in favor

Extra thanks to Beth for treating us so well and keeping us all together. Her support for the Board is invaluable and her mindfulness and thoughtfulness in vendor relations is much appreciated. Her work for the Standards Committee is doing all of the hard stuff, and she is so appreciated for her big heart.

Old Business: none

New Business: none

Many thanks to Elizabeth for her Board service.

Meeting Evaluation: It sure would be great to have access to the meetings via teleconference for those who live far away. (Could be a future agenda item or member issue) The beginning and end of the meeting are important, so thanks for the intros and eval. Laughing at meetings is great. We seem solid but lighter.

Executive Session:

***Motion: Give five staff bonuses (Teresa/Jan) All in favor.

***Motion: Adjourn 6:35 pm

Upcoming Meetings:

Jan 7, 4:00 pm: Info Booth Task Force

Jan 8, 5:15 pm: Board of Directors

Jan 15, 11:00: Standards Annual Review

Jan 21, 10-2 Personnel

Jan 29, 4:00 HM Evaluation

Jan 29, 5:15 Board of Directors