

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

Staff: Beth Little, Kim Still Recorder: Diane McWhorter

Guests: Deb Schussler, Lynn Brown

Introductions and Announcements: Anna asked us to tell about one job we held besides our craft careers. This engendered many amusing stories which will most likely be repeated by request, but for space considerations won't be listed.

Pressing Member Issues: none

Agenda Review and Approval: Add to new business: fountain

***Motion: Approve the agenda as is (Jan/Owen) 9-0-0 All in favor

Approval of Minutes: Minutes of Feb. 29, 2014

***Motion: Accept the minutes (Teresa/Jan) 9-0-0 All in favor

Committee Reports: Standards: Teresa reported on the Feb. 19 meeting. There were a small number of screenings. The Code of Conduct was signed by each member to acknowledge that it had been read. They looked at the history of the mushroom issue and saw that no requirements were set except that liability insurance was required. Suggested conditions for inspection and permits were discussed but the committee felt that because of the extreme liability they recommended the following guideline changes:

Add an asterisk (*) in the first Standard under What May Be Sold, after the word "gathered". At the bottom of the first Standard, show the asterix with the following: see specific guidelines.

Add to the Craft Specific Guidelines: Mushrooms: Raw mushrooms, grown or gathered, may not be sold in a craft booth at Saturday Market.

Discussion of 3-D printing continued. A possible guideline change was proposed but not yet final:

3-D Printing: Items produced by a 3-D printer or additive manufacturing must be of original design (suggestion: add "of the member" here). They may not be facsimiles of any other object. Any programs used must also be the sole work of the member and not produced by a scan of any prototype of any medium or downloaded from any source.

The committee will continue the discussion. Next meeting set for March 19, with screenings at 4:00 after the orientation.

***Motion: Approve the Standards Committee minutes (Colleen/Jan) 9-0-0 All in favor

Information Booth Task Force: Sue reported on the February 26 meeting. The County person, Brian Craner, could not attend but sent word that he was committed to finding out about the present permit system and that he hoped to replace our gates with a better system of closing off some areas of the building front. The group is seeking an intern to assist with the work of changing the atmosphere in the Plaza, doing outreach to community groups. Large signs will be posted saying "Welcome to the Wayne Morse Free Speech Plaza; this area is not managed by Saturday Market." A Community Pavilions Project was begun to fill the space east of the Info Booth with nonprofits in provided 10x10s (one or two). They requested \$800 from the Budget Committee for signage and tents. They will contact a Board member of the OCF to sponsor a request for the funds from the "Change Item" grants program.

The booth will be erected on March 10 to inspect it and plan improvements. The info booth skin and stage coverings were repaired. The concept of a trailer or kiosk will be explored when there is more time. Next meeting work party March 10.

***Motion: Move the Information Booth Task Force minutes be approved. (Dennis/Sue) 9-0-0 All in favor.

Food Court Committee: Colleen gave the report of the Feb. 27 meeting. Several new or potential members were welcomed. Elections of co-chairs were postponed for input from new members. Beth gave an admin report of the site improvements needed and in progress. She asked for concrete on the west side of the food booths but the city will plant tougher grass instead. The white barricades and line posts are in need of some replacement or repair. The tents will be pressure-washed. The possible addition of small counters and tables to the tent poles for standing customers will be explored. The committee reviewed the annual letter to food vendors and made a few changes. New items could be sent out to the whole food court to help get the news out more quickly. The website pages will be improved. The committee is considering not allowing absences of 6 weeks in a row (6 absences are allowed for food booths, with a \$20 per absence fee.)

A food booth requested a Leave of Absence from the Park Blocks. They will still sell at Holiday Market. As this will have a substantial impact on the budget with very little notice, several options were discussed, from no action to bringing in another booth. It would be difficult to fit a cart in that 8x8 space, and other food booths are not interested in moving into it. Filling the space with a prepackaged food vendor will not be a substantial gain for the Market. New options such as a Farm-to Table type booth could be added for the season to sell farm-raised products with prepared foods, as well as take-home options. It is not a true opening, so asking a new food business to

pay the thousands of dollars of start-up costs for one season is not a good option. Finding a business already running which can step in, or possibly a rotation of them, would be great as a promotion for both parties, and a possible start if the opening does materialize after the Leave of Absence. Openings in the Food Court come about once in a decade at best. The last opening drew 250 applicants, so in this instance an invitation seems best rather than a call for applicants. Customers love the products at present and their needs are important, yet replacing the menu of the booth is not an option when they are on a leave. Their space and menu options will be held. Colleen will explore options of businesses which might be interested in the opportunity for a season. The Committee will meet with Kim to work on promotions. Next meeting March 11 at 4:30 pm.

***Motion: Accept the minutes of the Food Court Committee. (Jan/Sue) 9-0-0 All in favor.

Holiday Market Committee: Owen gave the report from the Feb. 26 meeting. Rent from the Fairgrounds increased 5%, so the fee for an 8x8 in the Main Hall will be raised \$10 per block, with proportionate increases for smaller and larger booths. Dates were set to include the three days Dec 20-24 as the last block. This adds a day to the usual schedule, adding to costs as well. They will shine a light on the Sunday morning time to increase attendance. The budget includes sprucing up the HM stage backdrop, and purchasing bags for another Art Bag project. Final decisions will be made after the budget work is finished.

***Accept the Holiday Market report as is. (Jan/Dennis) 9-0-0 All in favor.

Sustainability Committee: Caroline gave the report of the Feb 26 meeting. The only topic was how to eliminate the driving necessary for the composting program. Beth will investigate sharing a dumpster with a nearby business. The Committee feels that there is a working composting and durables program and a ReThink certification, and more pressing work in other areas, so they can serve as a resource group for the present instead of holding regular meetings.

***Motion: Accept the Sustainability Committee report as is (Jan/Caroline) 9-0-0 All in favor.

Budget Committee with Personnel Committee in attendance: Lynn guided us through the budget and extensive discussion of the changes and items. The most major change was how insurance will be managed for our employees. It is now to our advantage to pay each covered member a set amount and allow them to shop the exchange and choose and retain their own plan.

***Motion: Accept the minutes of the joint Budget /Personnel Committee in attendance meeting (Teresa/Jan) 9-0-0 All in favor

Budget discussion: Budgets are confidential. Our fiscal year ends March 31. Net losses from the past years were reversed in 2014 and the budget shows a net gain. The possible income loss from the LOA in the Food Court is not included in the projections. There was a decrease in the promotions budget to balance an increase in purchased software for the website and graphics capabilities, and the hope that online networking will maximize our funds. The Director of Promotions and Advertising objected that social media is now more costly and the past few years the promo budget has not increased, so has effectively been reduced as costs increased. Fewer ads will likely be placed. The online registration process is saving a little in paper and mailing costs.

Utilities are paid in our office rent so there is a decrease in that cost, and while credit card processing income is lower, so are the costs, as more members handle their own credit card businesses. Holiday Market costs are up for the extra day and the rent increase, but fees have been raised. Savings are healthy and the bad debt situation is improved with several members making payments and setting up plans. Worker's Comp rates went up for us. Tuesday Market makes a little money for SM (and the farmers are welcoming us to co-sell.) The feeling is that we are on an increasing income trend so the income projections may turn out to be low.

Suggestions included dropping the phone book expense (most felt it is still too soon to do that). Members are reminded to use "sharing" and "following" as tactics to increase the range of our social media efforts.

***Motion: Accept the budget as is (Jan/David) 9-0-0 All in favor.

Administrative Report: We have 157 members (more every day). Beth has attended many meetings in the two weeks since her vacation.

After extensive Board discussion Beth was asked to negotiate with the owners of the food booth requesting leave to pay some amount of fees to protect our budget (ranging from \$10 per week to a flat fee). Because they have earned the right to sell at HM, their participation there is not in dispute, but their commitment by July 1 will insure that the space will be filled. The Food Court and Standards Committees will work together to arrange for the replacement booth. It was suggested that our LOA request form asks for the reasons, when it may not be appropriate to ask for personal information in that way.

There is a request from a member to take a retroactive leave for last fall and retain her space on the Park Blocks. She says she made the request but the form was not located. Another member who has substantial owings for HM has asked to be released from the debt for hardship reasons including the snow. No one received any fee relief because of the snow. After discussion the following motion was made:

***Motion: Waive the policy of not allowing her to sell with owings over \$300, and let her sell. (Teresa/Colleen). 9-0-0 All in favor.

Kimberly Cullen created an amazing Power Point presentation to the City concerning the contract and the amount of payment to SM will be increased to compensate for the additional workload. (The money comes from the fees from the permits.)

A member whose donation was not handled completely respectfully has suggested that we use a donation form as a tool to manage donations, and we will put that into use.

Our mail was temporarily lost for a couple of weeks in Feb. It is believed that the problem has been solved. Booth assignments are proceeding in point order.

Beth, Colleen and Anna met with the LCFM manager and Board chair for a quarterly meeting, and have received a letter from them. They are launching a campaign to level the Butterfly lot and asked for our participation and support. We are enthusiastic about the proposal and will support it when we can, waiting for them to take the lead. The City plans to meet with the City Council in May on this and other issues. There will be more on this by next month.

***Motion: Accept the Admin report with the Leaves of Absence recommendations.
(Teresa/Jan) 9-0-0

Old Business: Ballot changes and Leave of Absence Policy moved to the agenda for the next meeting.

New Business: There is a request to restore the use of the fountain on Saturdays. Concerns are the noise, and the fact that no city maintenance employee is available on weekends to monitor its function. Will be discussed at the next meeting.

The Board met in Executive Session .

***Motion: Adjourn 8:10 pm