

Attendance: Colleen Bauman (chair), David Hascall, Anna Lawrence, Paulette Richards (new chair), Dave Lee, Paula Gourley, Alex Lanham, Willy Gibboney, Maggie Duncan

Staff: Kimberly Cullen, Kim Still                      Recorder: Diane McWhorter

Guests: Teresa Pitzer, Lynn Brown, Dru Marchbanks, Ritta Dreier

Introductions and Announcements: Colleen read through Meeting Etiquette: this document is posted on the wall and is a suggestion for all meetings in the office. As a form of introductions each person gave a “Be...” statement to list attributes of a chairperson: Be Calm, Be Something, Be Attitude (Beatitude?), Be Open-eared, Be Happy, Be Organized, Be Honest, Be Patient, Be Consistent, Believe, Be Here Now, Be Present, Be Balanced, Be Orderly, Be Perfect.

Art Bingo will be held Sunday Feb. 8<sup>th</sup> at Cozmic from 5-7:00 pm.

Pressing Member Issues: none

Agenda Review: Move Administrative Report to between Approval of Minutes and Committee Reports, add to New Business: Reserve Booth Policy and Election Policy.

\*\*\*Motion: Approve the agenda as amended (Anna/Paula) All in favor 6-0-0

Thanks to Board members who ended their terms of service: Teresa Pitzer, Dennis Westfall, Cecile Haworth, and Sue Hunnel.

Seat New Board Members: Alex Lanham, Maggie Duncan, Willy Gibboney, Paula Gourley

\*\*\*Motion: Seat new members (Paulette/Anna) All in favor 6-0-0

Election of Officers: secret ballots to be counted by Kim and Ritta

Chair: \*\*Nominate David Hascall (nominated by Paula),

\*\*Paulette Richards (nominated by Anna)

\*\*Willy Gibboney (nominated by Dave—declined) Vote was 2 for David, 6 for Paulette

Colleen passed the chair to Paulette. Giant thanks to Colleen!

Vice-chair: \*\*Nominate David Hascall (Alex),

\*\*Willy Gibboney (Anna) Vote was 3 for David, 4 for Willy with one abstention.

Secretary: \*\*Nominate Diane McWhorter (Colleen)

\*\*\*Motion: Move for unanimous consent (Alex/Colleen) All in favor 8-0-0. A point was made that Diane signed the Articles of Incorporation as well as those of the Kareng Fund.

Treasurer: \*\*Nominate Lynn (Alex) Declined. Others were questioned but declined for several reasons, including lack of expertise, access to the internet and concerns about the overwhelming nature of being newly elected. Discussion included expressions of gratitude to Lynn and faith in Maggie.

\*\*Nominate Lynn (Colleen) to serve a short term of six months. Lynn declined.

\*\*\*Motion: table this election to give Maggie time to consider. (Alex, but no second) Motion was withdrawn.

\*\*Nominate Maggie Duncan (Anna). All in favor 8-0-0

Maggie accepted, with the condition that Lynn continues to mentor the Budget Committee position and Treasurer for at least the next six months. He agreed. The Budget Committee is scheduled to meet next week.

Approval of Minutes: Minutes of the Annual Meeting, December 3, 2014

\*\*\*Approve as written (Anna/Alex) All in favor 8-0-0

Administrative Report: Kimberly reported that we have 0 members as the data base rolls over each season and restarts the count. There were 569 at the end of 2014. Her personal debrief of Holiday Market was that income reports were mixed as usual, with some members reporting an upturn in sales, others not. The two biggest bumps in the road were the issues with the nonprofits, and the issue of stock left in booths. There were a few neighbor issues and the usual adjustments. The cost of a Holiday Hall space for the Thanksgiving weekend was \$121 for an 8x8, and \$30 for a 4x4 (this info will be needed for a later discussion.) Staffing went well. One site staff member had a dislocated toe but did return to work the same day. The SAIF claim was considered minor. There is nothing left to do on our end. The "case closed" paperwork should arrive shortly. Site staff is laid off in the winter as usual. Vi and Kimberly went over HM refunds today. Kimberly is in the process of refunding vendors who overpaid or who cancelled and have money coming back per our policy. March 1<sup>st</sup> is the deadline for the Park Blocks reserves and August 1<sup>st</sup> for HM. Kimberly met with the bookkeeper and got started on tax matters. W2s were mailed to staff this morning. 1099s are in progress. Kimberly will meet with Pam again on 1-28 to finish 1099s. Owings letters were sent to 24 members. One member did not receive a letter since they owed only a few cents. The total owings were \$6146.80, about \$700 less than last year. Owings have been trimmed to \$5671.80, with the largest about \$800. Most of these are entirely collectible with the present policy of not allowing sales in April if owings are over \$300 and a payment plan is not actively in place. Kimberly does not recommend a policy change at this time, though a look at the policies may be helpful mid-year.

A discussion developed (during the report) having to do with members who have expressed interest in making payments in advance. The database software is not set up for this at this time and it will mean some expense to add the option. Credits are tough to track as booths are not assigned and refunds would be a problem. People are free to join a savings plan such as the NEDCO program which even offers matching funds.

Kimberly will be meeting with the Deputy Fire Marshall regarding the new regulations concerning booth weights and wind speeds. Regulations require tracking wind speeds every 30 minutes and closing the event at certain wind speeds. She will inform members when she has firm information about its impact on the membership. She, Colleen, and Paulette will be meeting with the Manager and Chair of the LCFM in February. These quarterly meetings were set last year to promote cooperation and communication. Kimberly will meet with key people in the City and County governments to build relationships in her new position. Her personal goal is to hire a part-time office worker by the end of February. The four new Board members received their manuals.

Two letters that have been used to inform nonprofit members of our policies and expectations, (one for space reservation at the Park Blocks and the other, for Holiday Market) were handed out to Directors. An earlier request had been made to have this information available prior to making a decision on a member's refund request.

There was a member letter requesting a HM refund for the Thanksgiving weekend due to complaints about the nonprofits' behavior. Discussion was limited to just the request, not the policy. Discussion resulted in a motion:

\*\*\*Motion: Approve the refund of \$121 for Ann and Monty's 8x8 at the Holiday Market for the weekend of Nov. 28, 29, 30. This is not intended to set precedent for the future. (Paula/Colleen) Motion passed 5-3-0.

The Board was asked to provide contact information for a new contact sheet for internal use.

When asked about the Beth Little Micro-enterprise Award, Kimberly reported that she had set up a meeting for next week to present the award to the recipient.

\*\*\*Motion: Accept the Admin report (Colleen/Alex) All in favor 8-0-0

Committee Reports: Standards: The Committee held the mandatory Annual Standards Review where several of the guidelines were marked for further discussion. Teresa led the Board through the sections of the report which needed Board action. Several Recommendations were made for minor changes to the Craft-Specific Guidelines. These were in the sections Body Care, Jewelry, Plants, Prepackaged Foods, and 3-D Printers. Several other suggestions were made by the committee and will be added to the work schedule for the committee. A preliminary discussion of the nonprofit sales was held and opinions widely diverged so instead of a recommendation a straw poll resulted in an almost split advisory that sales be addressed, with about half thinking they should be ended and about half thinking they could be controlled. Next meeting is scheduled for February 11 at 4:00 pm.

\*\*\*Motion: Accept the Standards Recommendations and Report (Colleen/Paula) All in favor 8-0-0

Holiday Market Committee: David reported on the debrief meeting held on Jan. 14. Board comments are included in this report as the issues were many and discussions arose as they were reported. Survey results were recorded and analyzed. Many people attended and all were invited to list the issues they wished to discuss. These included the scents and sounds policy issues, bartering from non-Market

members, sales in Holiday Hall, booth sharing, and the cost of the venue. There was some discussion of the stock load-out issues. There were very few situations that needed Notices of Concern, most dealt with verbally by Kimberly, and one booth was removed on the first weekend. Kimberly was thanked for the smooth transition in Management. Survey results and comments included suggestions for improvements or policy changes. Suggestions were to review the wording of the Notice of Concern as well as the Scents and Sounds policy, which seems inflexible and doesn't allow for neighborhood mediation. A suggestion was made to have photos with Santa or the Solstice Fairy in Holiday Hall to draw attention to it, or hire an Elf as was done in the past. A subcommittee (Paula, Deb S.) was formed to survey Holiday Hall users for more information. Kimberly pointed out that the subcommittee was formed to gather input from members who sold in Holiday Hall with the ultimate goal being that of determining the Hall's viability. It was suggested that those who want to leave stock could rent a room to put it in during the week. Comments were made regarding the extra expense to all to benefit a few. Paula asked for a correction to the statement of her earnings, stressing that the totals were occasional. Other suggestions included renting chairs to vendors so the ones provided for customers in the Food Court and hallway would not disappear into vendors' booths or using benches instead, which would be harder to move. The Committee will address some of the concerns on their next agenda, including: Nonprofits in Holiday Hall, staff report on Fairgrounds negotiations, Holiday Hall subcommittee report, set a 2015 work plan and HM booth assignment procedures. Kimberly asked that the Board discuss the contract negotiations at the Feb. 4<sup>th</sup> Board meeting so that she has a clear idea of what she can offer in exchange for any changes desired. It was noted that over half of the booths managed to remove everything in the first 45 minutes on Christmas Eve. Some members felt that the load-out was something all members should have been doing all along. Next meeting is scheduled for March 11<sup>th</sup> at 4:00 pm.

\*\*\*Motion: Accept the Holiday Market Committee minutes with Paula's correction. (Alex/Colleen) All in favor 8-0-0

Treasurer's Report: Lynn reported that the cash in hand is healthy and more than at this time last year, but it is not at the budgeted level. Our fiscal year begins April 1<sup>st</sup>. There are a few items that may have been posted in error that will provide some adjustments. Park Blocks expenses were up for several reasons. A suggestion to move the food booth reserve payment to an earlier deadline was discussed. It would be helpful to know the commitment level of food booths earlier in case there were openings, so the process could be moved to begin earlier. The Food Court Committee can consider that. The Budget Committee has not met in 2015 so it is too soon to say there are problems, due to the training of a new GM and the complicated postings from the two seasons, Park Blocks and Holiday Market. They plan to meet next week.

\*\*\*Motion: Accept the Treasurer's report (Colleen, Anna) All in favor 8-0-0

Old Business: none

New Business: Retreat Planning: David had prepared a plan for a retreat and Colleen suggested a process from Board Source for determining subject matter that could be helpful. An organizing

committee was formed (David, Colleen, Paulette, Kimberly) to discuss possibilities which include a 5-year plan, Aging in Place, staying fresh and enticing new members, staying relevant, adapting to social media and the internet, marketing to new customer bases, Board training, our 50<sup>th</sup> anniversary, neighbor relations (LCFM, Courthouse Plaza). Retreats have been held in the past (about every 5 years) on several issues, and members generally favor spending time outside the meetings to discuss topics more fully. A report will be given at the February meeting with a tentative retreat date in March.

Appoint New Members to the Budget Committee: Two members have been contacted and expressed interest in joining the committee. They both work in the financial sector and are qualified. Because of the new GM and Treasurer and the amount of time needed to bring them up to speed in a short time frame, as well as the approaching tax season, it was requested to defer the appointments to a later date. Since they were not present it was noted that they are free to decline.

\*\*\*Motion: Appoint Amanda Ryznar and Cortney Fellet to the Budget Committee (Anna/Colleen)  
Amended to add: effective April 1, 2015 (Anna/Colleen) Motion passed 6-0-2

Reserve Booth Policy: There are two issues. One, a few of the 4x4 users who had high points began to set up early as if they were reserved. It was difficult to reason with them as there was not a way to prohibit that in the policies, and they had the points to select the spaces. One suggestion to curb that would be to allow those spaces to be reserved. One reason it is a problem is that their set-up blocks parking for reserve vendors loading into interior spaces in that neighborhood. Another possibility would be to revise policy to prohibit the practice.

The second situation evolved with members who dropped their month-by-month reserve in the fall, not being eligible or interested in continuing in the space next season. The policy did not explicitly prohibit that. It may be possible to rewrite the policy slightly to include the rule that a reserved booth is reserved for the entire Park Blocks season regardless of use or method of payment. The cards will go out February 11<sup>th</sup>. Anna and Maggie volunteered to write a draft of a new policy. Month-by-month payments could still be made, but with the additional requirement. Changing the policy in any significant way after the cards go out would not be advisable. Asking for a year's commitment is a new expectation that has evolved over time, as the season reserve fee was originated mainly to increase cash flow in the offseason, and monthly payments were, at that time, the norm. A suggestion was to change the policy to allow reserving at any time during the season if a booth comes open. It might be necessary to get a temperature reading from members this season with any changes effective next season. The issue was tabled to discuss at the next meeting.

Meeting Evaluation: Paulette rocked it! Roberta's Rules will be helpful; all could review. Thanks to Maggie for taking on the Treasurer's role. Paulette led a short activity to close eyes, breathe deeply and check in with intention and the body and let go of any tension.

Adjourned at 7:45.