

Attendance: Paulette Richards, Kelly Durian, Alan Pointer, Deb Schussler, Alex Lanham, Julia Garretson, Eli Mazet, Maria Moule Guest: Colleen Bauman

Staff: Kimberly Cullen, Kim Still Recorder: Diane McWhorter

Eligibility of Membership Services Coordinator: The Personnel Committee (Paulette, Kelly, Julia, Deb, Paula (absent)) looked again at the eligibility for benefits question regarding the job description for the Membership Services Coordinator. They recommend leaving the personnel policy as is, with the **added language** under

IV. Benefits:

A: Medical Insurance: Saturday Market will provide all “eligible” employees with a health insurance policy **after successful completion of a three-month probationary period that includes at least two months in-season (April 1 through December .)**

This position is listed at 30 hours per week, so the concern was raised that it be equitable with the Administrative Assistant position which is 30-32 hours but not “eligible.” The position used to be 40 hours per week. If they do not take the benefit, no salary adjustment or compensation is offered at this time. Offering the eligibility to the Asst. could be discussed within the frame of the budget discussions for next year. The MSC position could be listed as 30-32 hours or 32 hours

***Motion: Accept the Recommendation changes from the Personnel Committee as written (Alex/Alan) All in favor 8-0-0.

Changing the MSC position hours to 32 per week was discussed. The GM recommended that it would be easiest to let the position be listed as 30-32. In the offseason the Admin Asst. position could be reduced to 30 if needed, or the additional budget clearance could be gotten to add another eligible employee if desired.

***Motion: The GM may post the position at 30-32 hours (Alex/Julia) 8-0-0

In response to a question from the Secretary regarding minutes of previous Personnel Committee meetings, notes were provided by the Committee for Board review upon request.

Evaluation Forms: A new simplified version was compared with the forms from last year for the General Manager and Manager of Advertising and Promotions. The response from members to the process last year was minimal. It was felt that most members did not know what the jobs required as a basis for evaluation. Board members are required to fill one out, but other members may not be interested or feel capable. An introduction was added to describe each job in simple terms.

There were many suggestions for improvement which are listed below:

The form is too simple, and not as detailed as the previous one. Perhaps Board members could use the old form and other members, who might not have as much direct knowledge, might prefer the simpler one.

The order of items was changed significantly. They ought to be in order of importance, or tied to the major functions of the jobs as listed in the descriptions.

It was not clear if members should rate each bulleted item, or each numbered category.

Improvements could be made to the summaries of the jobs, with input from each staff person as to what they see as the most important aspects of their jobs.

In the GM form, perhaps a rewrite with these changes “She is in charge of operations **and finances** of the Eugene Saturday Market and the Holiday Market. Kimberly directs all staff, deals with any issues at the Market, ~~works~~ **with supports** the Board of Directors and Committees ~~to create and~~ in maintaining all policies. She is ~~the~~ **a** positive “face” of our Market and represents the Saturday Market in all communications with the City and County and general public.

In the GM form, under Member Information and Education, the last bullet point should read more like “**Insures that market materials are maintained** in accordance with Board policy.” That item could be moved farther down in the list so that higher priority functions are rated first, such as Item 5.

In Item 5. (GM form), maybe add a bullet point reading “Manages the budget income and expense accounts. Perhaps “pays the bills” is language that is too simple.

In Item 5 (GM form), add another point “Provides Admin support to committees and task forces.” Change the first point to “Attends all meetings of the Board and regularly attends Committee and Task Force meetings and stays abreast of their work.”

In the Promo and Ad form, something should be added about representing the SM in the media. Item 2 should be first, as it is much more important than Item 1, and be titled Advertising and Public Relations. In Item 1, the point “Organizes and instructs workshops” should be eliminated as it is a goal and hasn’t been accomplished this year, and the reference should be eliminated from the summary as well. In Item 3, a point could be added reading “Creates and executes annual advertising plans” The third point is worded awkwardly with the word “procures”

In Item 4, the first point should read “Shares the supervision of Market assistants, security staff, and volunteers with the GM”

Members should send their changes and comments to Paulette and Kelly who will work on a revised form to bring it to the December 7th meeting for approval. That would still provide three blocks of HM in December for filling them out, and they could be compiled in January. Approving the forms by email discussion isn’t supported by the bylaws, so it needs to be done at a public meeting. They could definitely be sent out before the meeting for review.

Doing the Evaluations at HM is not ideal and it would be better to go back to the previous timeline of Evaluations in August or September. That earlier timeline could provide for more participation. There are at least 375 members at HM, so it does include many, and a tiny letter could be sent out to all members to ask them to participate. The forms could be sent out by survey monkey but not the filling out of them, as the info is confidential and survey monkey is not.

***Motion: Adjourn. (Alex/Deb) All in favor 8-0-0

6:05 pm.