

Attendance: Alan Pointer, Paulette Richards, Willa Bauman, Paula Gourley, Deb Schussler, Eli Mazet, Alex Lanham, Maria Moule, Celeste Wong (arrived 6:30 pm)

Staff: Kimberly Cullen, Kim Still

Recorder: Diane McWhorter

Guests: Misy Hansen, Teresa Pitzer, Colleen Bauman, Casey Allbritten, Nicole Hummel

Introductions and Announcements: Intros around the room. The Secretary announced that an election will be held in approximately one month. Three positions will be open. Alan Pointer and Eli Mazet will be finishing their first term and are eligible to run again, and Paulette Richards will be terming off. Thank you to all for your service.

Colleen Bauman announced that she will be setting up some workshops with LCC for members and would like to hear from members on topics they would be interested in. Paula announced that she returned the members' laptop so it is available for loan to another member. She will see if she can secure more equipment from Next Step.

Manager of Promotions and Advertising Kim Still announced her resignation, to be completed in approximately six weeks. She has worked for Saturday Market for 24 years and will be working on a new event venue in Cottage Grove and other projects. Congratulations to her on her new opportunity and many thanks for everything she has done during her decades of dedicated service.

Deb Schussler and Alex Lanham reminded the Board that we are equals and work as a team, and can set our intention and tone at the beginning of the meeting to work together in harmony.

Agenda Approval: Add an Executive Session at the end. Add working on the Mission Statement to a future agenda. Add appointing a Work Team from the Downtown Developments Task Force to New Business. Question about what the timing is for making Personnel and Budget committee appointments.

***Motion: Approve the agenda (Deb/Paulette) All in favor 7-0-0

Please note: Comments in discussion are those of individual members and do not represent consensus of the Board or attendees.

Pressing Member Issues: Soap fragrance issues generated a series of emails and Notices of Concern. Photographs of stock and the map were examined to understand the scope of the issue.

Discussion: Other products and practices at Market and across the street are also emitting fumes of various kinds. Sensitivity to those is individual and can develop into serious health issues. Discussion should focus on the products which are offending and not the individual members; a member's right to health and safety is greater than a member's right to sell a specific product. This is a worldwide and marketwide problem and scented products may not be appropriate for our Market any longer. The current policy isn't working. The guideline is clear that scent is not supposed to extend outside the confines of your booth. This has been discussed a lot and has still continued to generate complaints.

Wrapping the soaps should fix the problem, and some in the photos are only partially wrapped. Moving booths with scented problems to locations away from sensitive individuals has worked and is supposed to be the practice when locating members; this has proven to be difficult for staff and the practice of "three booths away" is problematic on our map and within our point system. The point system has not permitted deviations that would allow booth location to be adjusted out of the points process, and all spaces are reserved. Send it back to Standards to create a guideline requiring full wrapping; this is on the agenda for the next Standards meeting. There are lots of mitigative actions such as containers that can still be tried. There was even a mediation process for one soap maker. Safe zones for sensitive members could also be a possible option in a redesigned map. In some cases the reactions are deadly serious, creating days of sickness after exposure or life-threatening asthma attacks. Not all scented products (candles, heat packs, etc.) are problems, so making those not causing the problems have to follow the restrictions isn't fair to them. Make a stricter policy such as glass cases or containers; those are expensive and too demanding. Scent is what sells soaps. The problem is probably chemicals, or the quality of the ingredients, not scents.

***Motion: Kimberly enter into negotiations with these two to contain the scent in their booths and comply with mitigations (Maria/Eli) Motion passed 5-1 (Alex)-1 (Paulette)

Discussion: There is already a policy and process. Think outside the box, think about formulas, define the problem. These members are already complying with the current guidelines. Ask the people suffering the effects to take actions to protect themselves as well. Blaming the victims isn't helpful or appropriate. One photo shows many unwrapped bars.

***Motion: Call the question (Eli/Paula) 6-1-0 Motion passed. Vote on the Motion: Motion passed 5-1 (Alex)-1 (Paulette)

Code of Conduct Complaint: A response was requested. The Secretary will send one. A newsletter item will be written to remind members about the Code of Conduct. Incident reports can be filed in Code-related issues.

Anonymous letter from a member: No response is required for an anonymous letter.

(Celeste arrived.)

Minutes Approval: Minutes of the April 5th meeting.

***Motion: Accept the minutes (Alex/Maria) 8-0-0 All in favor

Administrative Report: Vendor numbers: April 8: 122 (2017) 236 (2016); April 15: 236 (2017), 247 (2016); April 22: 203 (2017), 167 (2016); April 29: 243 (2017) 230 (2016). New members: 50 (2017), 33 (2016). Total members on this date (not including those who joined today): 402 (2017), 406 (2016), 397 (2015).

Staffing: Kimberly reported that she is orienting and training new MSC and Operations Supervisor. Submitted Annual Financial Report on the City programs to the City, worked with Courtney on it. Short

one Site Crew position and filled in with existing staff for several weeks. Suite 125 is available for rent for \$295/month, could be used for storage.

Meeting Highlights: City staff: Park Blocks Activation: Deck on West Block, Traffic Calming on Oak Street, busking program; LCFM: met with Angela for Tuesday Market permit and site questions. Meeting with members to discuss deck concept; generated feedback to city, talked to members in area on Saturday, met with City again to deliver feedback. Has secured agreement that parking spaces would be empty on Saturdays.

Chairs and Tables: will get a bid on refinishing tables, may replace some chairs.

***Motion: Approve the Admin report (Paulette/Alex) 8-0-0 All in favor.

Advertising Update: Kim reported that she is putting ads in Eugene Magazine, the Bach Festival publications, and the Savvy Saver which distributes widely and to track events. The Mother's Day giveaway is underway and the Cigar box Guitar Fest will be in early June. Board observations: KEZI weather always mentions us. The Children's Museum might be an opportunity for us to do programs for kids.

***Motion: Accept the Advertising Update (Paulette/Alex) 8-0-0 All in favor

Treasurer's Report: Misy reported that the Gross Income is \$74,465.70 and net income is \$28,937, up about \$2000 from last year at this time. Income from fees is down from last year (the second market was small) but the membership income is close to last year's. Guidebook income is about \$4000 (printing has not happened yet.)

***Motion: Accept the Treasurer's Report (Deb/Paula) 8-0-0 All in favor

Committee Reports: Holiday Market: Members brainstormed ideas for recruitment for the committee. Guidebook stands are being researched for both HM and the Park Blocks. Elf promotion planning is continuing. Some promotion for the Friday after Thanksgiving may be tried. Feather Flag banners like those purchased for the Park Blocks were discussed. Social Media training or mentorship might be helpful for members. The Photo Booth may be moved into Holiday Hall. A children's Elf Parade might be tried. Next meeting May 10th.

***Motion: Accept the Holiday Market minutes (Deb/Paulette) 8-0-0 All in favor.

Street Team Report: Mission statement: *Envisioning a successful market community by facilitating membership participation in the creation and implementation of promotional projects.* Kim reported on the April 14th and April 28th meetings. A new member joined. The Guidebook was the focus with pages being mocked up and a worksession held on April 28th. They will focus on stands and distribution when the book is finished. Kim will write a short history for the back and include some photos. There will be a disclaimer to identify the FSP as not part of our site on the map. LCFM will buy an ad. They may talk about additional customer interaction activities similar to the Elf Hunt, for the PB. Next meeting May 12th.

Food Court Committee: Colleen reported on the April 18th Annual Meeting. It was enjoyable and successful in reminding members of the requirements for selling safely and cooperatively. They figured out that they represent 444 years of food business experience. A drink vendor explained how cold days cost him whether or not he attends, so a change in the policy would help. They did not make a recommendation at this time but may in the future. They discussed closing early and how promoting the afternoon hours might be more profitable and work for more members. Notifying about absences will help others bring sufficient product to cover. One booth is transferring ownership to a younger family member in accordance with policy. They touched on possible Park Blocks developments and how those might open opportunities for food booths.

***Motion: Accept the Food Court Committee Report (Paula/Deb) 8-0-0 All in favor

Standards Committee: Teresa reported that they welcomed three new members. They will retain the tool of "Calling the Question" to end discussion, as it is useful. They screened a Reflexologist and a Chiropractor for service booths; the Chiropractor will not offer treatments but consultations and networking. Two Notices of Concern were reported and handled by staff. A recommendation for a guideline change was made:

Recommendation: Eliminate the last line in the Frames: Commercial segment. The guideline would then read: All artwork sold with commercial frames must be the original artwork of the member.

***Motion: Accept the recommendation of eliminating the line "Original Artwork of the member may be sold in a generic simple frame." (Alex/Willa) Motion passed 6-2 (Maria, Paula)-0.

The committee discussed business partnerships and did not make any changes to family partnerships. Their **recommendation** was to add to the Partnership paragraph the statement: "All partners must be involved in the making of the product. All partners must be present at Market as per selling requirements. " Exceptions might be granted in certain cases but this honors our basic tenet that the Maker be the Seller. Perhaps those not in compliance could be given the rest of the season to comply.

***Motion: Accept the recommended changes "All partners must be involved in the making of the product. All partners must be present at Market as per selling requirements. " (Alex/Paulette) Motion passed 6-1(Celeste)-1 (Deb)

Motion: Accept the Standards report (Deb/Maria) 8-0-0 All in favor

Personnel Committee: Paulette reported on the April 11th and April 25th meetings. The Committee worked on revising the Evaluation Forms and the process for evaluating managerial staff. They scheduled the process for September and October. They tightened up the handling of the filled-out forms. Board members reviewed the drafts of the forms and took them home to examine more completely. There will be separate forms for Board and Committee members and for regular members. Mentorship could help members who are not familiar with the process.

Discussion: It was suggested that Staff have input into the forms and process as they have more experience than the committee. Some discussion of the Policies is still necessary to clear up the 6-month

extension clause, which was intended to be by Board approval. A Board member requested appointment to the Personnel Committee.

***Motion: Appoint Maria to the Personnel Committee effective immediately (Paula/Eli) Motion passed 5-3 (Paulette, Deb, ?) -0.

Discussion: There seems to be no set time to appoint members. A member made a confusing statement that cast doubt upon the legality of one aspect of the policy, which engendered strong objections.

***Motion: Call the Question (Eli/Paula) 8-0-0 All in favor.

***Motion: Nominate Willa (Deb/Paula) Motion passed 5-1 (Paulette)-2 (Alex/Deb)

It was suggested that the Personnel Policies themselves be placed on an agenda in the near future. There was a question about the minutes-taking process (the electronic recording) for the meetings and a concern about the security of the key for the locked box of filled-out evaluations. The Secretary clarified the point that a recording of the meeting is not the public record, but that the minutes of the meeting were the public record.

***Motion: Accept the Personnel Committee Report (Alex/Eli) Motion passed 7-1(Paula)-0

Downtown Developments Task Force: Diane reported on the meeting that was held that morning, which focused on short term and long term projects. As Stakeholders the group has identified parts of the PPS Final Report that would be "deal-breakers" or items that SM would want to improve. Those included: Closing the Market, doing construction during the selling season, closing streets, changing the size or surface of the food court, moving the market, making an unworkable map, loss of selling space, loss of parking, events put on top of us on Saturdays, or commercial encroachment into the SM footprint. SM would need to know a real timeline, a transition plan, be in on map design, and explore as an organization the opportunities for partnership, management of programs or spaces, and be able to suggest infrastructure improvements that would be desirable versus those that would not be.

The group felt that it was time to form a small team to work with staff and the City. The short term changes of the Deck project and the changes at Kesey that might affect the contract need to be discussed by the organization. The process of partnership with the city was discussed as the City does seem to be moving through the first two suggestions from the consultants: working on a homeless shelter and services, and the Lighter/Quicker/Cheaper interventions such as programming and events. That indicates that there might be movement on the total redesign, which would greatly affect SM operations. The timeline begins now with the hiring of an architect, which we would like to have early input on. Construction beginning in the spring would be hard on our operations. Reassurance from the City would be helpful. Participation and communication can be improved and seems essential. One of the key City staff is retiring.

The Deck project is moving forward with our feedback and the traffic calming does not seem like a problem for our operations and might save us bringing the fences. We could get a crosswalk at the south end of the blocks which might be good.

The group recommended Diane, Colleen, and Gary Becker for the team. The Task Force would still meet and be integral to the greater process. The next meeting was set for Wednesday May 24th at 10:30am (later changed to 11:00 am.)

***Motion: Create a work team that works in conjunction with Kimberly that would consist of Diane McWhorter , Colleen Bauman, and Gary Becker (Maria/Deb) Motion passed 7-0-1 (Paulette)

Discussion: Having an officer, food circle member, and longterm crafter seems ideal. This would support staff so they could give their attention to other operational matters. Communicating with the members to keep them unworried is important. Staff supports the team and appreciates their level of interest. Member involvement is crucial and the City wants it. Sometimes City meetings are held with little notice but many can be scheduled to include the team or at least some of them. Partnership with the City has to be cooperative. The PPS report seems alarming but it may not play out that way at all. It does not actually say the Market would be closed, so there is no reason to think that would happen. Market is closed five months of the year so construction can work around that.

Venues for the Annual Meeting: Colleen researched locations that would support families and activities for the September meeting. Lamb Cottage was favored and September 10th was chosen with September 17th as back-up. A potluck would be held 11:00 am to 3:00 pm. A committee should be formed to plan the event. Door prizes were suggested as an attraction.

Retreat : A straw vote showed interest in a retreat, and a committee will be needed to plan it. Members have identified a need for education of Board and Committee members, and staff, in working with and speaking about diverse persons. One member read a statement about an incident that was problematic. Meeting behavior could be improved and a diversity training could be held. There is a market member who is a professional in the field who could do the training. The organization could regroup in its values of inclusivity and equal treatment. There might be an opportunity to do some training prior to the retreat to address current concerns.

***Motion: Form a Task Force to plan the Board retreat. (Willa/Alex) All in favor 8-0-0

Volunteers were Willa, Diane, Paula and Maria.

Extreme Weather Task Force: A callout could be done to members to research and propose policies for dealing with extreme weather. Colleen will follow up on the idea unless someone else steps up.

Meeting Evaluation: A short break at two hours would be helpful. Spending 50 minutes on a pressing member issue was too long. The anonymous letter was disturbing.

Adjourned to Executive Session 9:00 pm

Executive Session Motions: none were made.